



September 28, 2023

**Otis Elevator Company**  
**Attn: Joshua J. Kelly**  
449 Campbells Run Road  
Pittsburgh, PA 15205

**Re: Contract No. 1792 ~ Elevator Maintenance Service**

**Notice of Award**

**Dear Mr. Kelly:**

At its meeting on **Thursday, September 28, 2023**, the Board of the Allegheny County Sanitary Authority **Awarded the Contract to your Firm**. This is your official Notification of Award.

Forwarded herewith are three (3) sets of Contract Documents. Please execute the **Contract Agreement** located in **Article IV-1 through IV-11**, and the **Performance Bond** located in **Exhibit D-1 through D-5**, in **triplicate** and **return all copies** to the Authority's Engineering & Construction Department **within Ten (10) days** of the receipt date.

Additionally, please furnish the **Certificate of Insurance** as requested in **Article IV, Section V (pages IV-5 and IV-6)** of the Contract documents. Upon receiving these Contract Documents, the Authority will complete its portion of the Agreement and return a set of Contract Documents to you.

I am looking forward to the successful completion of this Contract. If you have any questions regarding the completion of the Contract Documents, please contact me via email at [benjamin.heilman@alcosan.org](mailto:benjamin.heilman@alcosan.org) or telephone at (412) 732-6204.

Sincerely,

**ALLEGHENY COUNTY SANITARY AUTHORITY**

**Benjamin J. Heilman**  
Contract Supervisor

BJH/ck

Enclosures

cc: K. Kennedy  
B. Heilman  
L. Crouser  
Contract 1792

**Members of the Board**

Sylvia C. Wilson  
*Chair Person*

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Harry Readshaw  
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Theresa Kail-Smith  
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Arletta Scott Williams  
*Executive Director*

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*Director*  
*Operations & Maintenance*

Michelle M. Buys, P.E.  
*Director*  
*Environmental Compliance*

Kimberly N. Kennedy, P.E.  
*Director*  
*Engineering & Construction*

Karen Fantoni, CPA, CGMA  
*Director*  
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Michael Lichte, P.E.  
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