

Paul Elbourn  
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June 7, 2021

Mayor Albert "Tripp" Bugg, III  
Town of Irvington  
235 Steamboat Road  
Irvington, VA 22480

Dear Mayor Bugg:

Thank you for the opportunity to bid on the upcoming installation of Christmas lights, flags, and banners for the 2021 season.

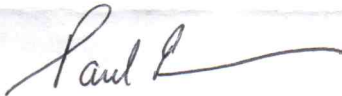
If awarded the contract, I will put the lights on the town tree on a mutually agreed day in November 2021. I will also install and remove the Town's flags four times throughout the year and I will install and remove the banners one time as well.

My bid is for \$4,175.00 for the yearly contract. Included in this price is \$3,200.00 which is allotted for the Christmas lighting, flags, and banners, \$500.00 for the bucket truck rental, and \$475.00 for the ground crew to decorate the town tree.

Due in November is \$3,175.00 upon the installation of the town's lights in November. This is due within 7 days of completion of the Christmas decorations. The remainder of \$1,000.00 is due upon the removal of decorations in January.

Thank you again for the opportunity to bid on your project.

Sincerely,



Paul Elbourn