



Department of Purchasing

2/12/2026

By Email: mdmenginc@yahoo.com

MDM Engineering, Inc.
Attn: Zbigniew Mroczka
51 Sawmill Rd.
Dudley, MA 01571

RE: Notice of Intent to Award- #EPD-26-07 Everett Police Roof

Dear Mr. Mroczka:

It is the intent of the City of Everett to award Contract No. **EPD-26-07** to your firm for the "Everett Police Roof" project in accordance with your proposal opened on **February 3, 2026**, in the amount of **\$440,000**.

The anticipated project schedule is as follow:

- **On-Site Construction Start:** April 6, 2026
- **Substantial Completion:** May 15, 2026
- **Final Completion:** June 1, 2026

Please complete and return the following required documents: Completed New Vendor and W-9 Form (if not already on file), **Performance Bond and Payment Bond**, each in the amount of **100% of the contract value** (originals to be mailed to 484 Broadway Room 14 Everett, MA 02149) and a **Certificate of Insurance** naming the City as an Additional Insured to purchasing@ci.everett.ma.us. Once received, the contract will be circulated for signatures via DocuSign.

The City's point of contact for this project is **Angelo Febbo, Director of Facilities**, at angelo.febbo@ci.everett.ma.us. All invoices and certified payrolls shall be submitted directly to the City. Certified payrolls must be submitted every Monday for the prior week's work. No changes to the project scope or additional work shall proceed without a written Change Order approved by the Chief Procurement Officer.

We look forward to working with you. Let me know if you have any questions.

Thank you,

A handwritten signature in cursive script that reads 'Kiara M. Freeman'.

Kiara M. Freeman, MCPPO
Chief Procurement Officer



City of Everett