



November 1, 2019

EMG
10461 Mill Run Circle
Owings Mills, MD 21117
ATTN: Cheyenne Irby

Re: **RFP 19-07-RAD Physical Conditions and Physical Needs Assessment**

Ms. Irby,

The Butler Metropolitan Housing Authority has completed the RFP process for the above-mentioned contract. A contract will be awarded to EMG, as your company was the most responsive and responsible bidder.

Please contact Ben Jones at 513-623-0353 or bjones@butlermetro.org, at your earliest convenience to set up an initial meeting to begin the services. This meeting will not only go over your beginning processes, it will also go over accounts payable information and other administrative questions and processes.

Congratulations on this new contract.

If you have any questions, please feel free to give me a call.

Sincerely,

Butler Metropolitan Housing Authority

Rita A. Adams
Accounting Manager

Cc: RAD Physical Conditions Assessment and Physical Needs Assessment