



Date: December 16, 2013
To: All Bidders/Proposers
Subject: **Notice of Intent to Award / RFP 2475**
Zoo Marketing and Communications

This letter shall serve as Metro's official notice of intent to award the above listed contract to Coates Kokes. This selection was made in accordance with the criteria listed in the RFP/RFB solicitation and Metro Code, Chapter 2.04. Metro received a total of 25 proposals for this project, and after a thorough evaluation, Coates Kokes was deemed the top ranked proposer.

Aggrieved proposers who wish to file an appeal of this decision must do so within seven (7) working days of the postmarked date of this notice. The appeal must be submitted in writing to the Metro Procurement Officer and shall describe the specific citation of rule, law, regulation or procedure upon which the appeal is based.

Within ten (10) working days of receipt of the appeal, Metro will issue its notice of rejection or acceptance of the appeal. The appellant may appeal this decision to the Metro Council, acting as the agency's local public contract review board. Such appeals must be received within five (5) working days from the date of the appeal response. The appeal will then be considered by the Metro Council, whose decision on the matter shall be considered final.

Please contact Karen Slusarenko, Procurement Analyst at 503-797-1809 or bidsandproposals@oregonmetro.gov if you require additional information. Thank you for your interest in doing business with Metro.

cc: Office of Metro Attorney
