



# BRISTOL TENNESSEE EMERGENCY COMMUNICATIONS DISTRICT

801 Anderson Street • Bristol, Tennessee 37620  
(423) 989-5653 • Emergencies Dial 9-1-1  
Virginia D. Smelser, E.N.P. - *Communications Manager*

December 12, 2008

Mr. Peter Fink, President  
Russ Bassett  
8189 Byron Road  
Whittier, CA 90606

Dear Mr. Fink:

This letter is to inform you that we received your RFP on the new console furniture for our Communications Center. We received a total of three (3) RFP's and they were opened in our office on November 14<sup>th</sup>.

After careful review of the RFP's, the Bristol Tennessee Emergency Communications District Board of Directors voted unanimously to award the purchase contract to your company.

Please have your product manager contact us as soon as possible so that we may finalize our order and get the purchase order issued and approved.

Congratulations, and I look forward to working with you and your company in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Smelser", written over a large, stylized flourish.

Virginia Smelser,  
Communications Manager



December 23, 2008

Virginia Smelser  
Communications Manager  
Bristol Emergency Communications District  
801 Anderson Street  
Bristol, TN 37620

Dear Virginia,

This is to confirm receipt of your letter dated December 12, 2008 informing me of the decision by Bristol Tennessee Emergency Communications District Board of Directors vote to award the purchase of the RFP for new console furniture to Russ Bassett Corporation. On behalf of the entire Russ Bassett team, we would like to thank you for selecting our company. We look forward to working with you and the City of Bristol.

Happy Holidays!

Sincerely,

Peter Fink  
President

cc: Nathan Drake, Product Manager