



May 1, 2026

Subject: Mandatory Compliance – City of Bradford Business Privilege Tax Ordinance

Dear Contractor,

The City of Bradford requires consistent compliance with all municipal ordinances applicable to entities conducting business within city limits. This letter serves as formal notification of contractor compliance obligations under the City’s Business Privilege Tax Ordinance (Article VI, Chapter 196).

Pursuant to §196-42(G) of the ordinance, every contractor performing work within the City of Bradford must register, file a return, and remit the applicable Business Privilege Tax **prior to commencing any work.**

Accordingly, all contractors and subcontractors engaged by American Refining Group, Inc. (ARG) to perform services within the City of Bradford are required to:

- Register with the City Treasurer’s Office
- File the required Business Privilege Tax return
- Pay the applicable tax based on the contract value
- Complete all requirements prior to the start of any work

Please be advised that failure to comply may result in penalties, interest, enforcement actions, and potential interruption of project activities, as outlined in §§196-45 and 196-46 of the Business Privilege Tax Ordinance. This ordinance is attached for your reference.

Compliance with these requirements is mandatory and will be enforced. Contractors are encouraged to complete all necessary steps in advance to avoid delays to project timelines.

If you have questions or require assistance, please contact the City Treasurer’s Office at (814) 362-3884 ext. 2.

Sincerely,

Amy O’Neil
Procurement Manager
American Refining Group, Inc.

