



TOWN OF
VIENNA
since 1890

April 5, 2018

Advanced Building Services, Inc.
Attn: Mike Kaminski
23475 Rock Haven Way, #135
Sterling, VA 20166

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract IFB 15-08 HVAC Maintenance, Inspection and On-Call Service -
Town Hall

Dear Mr. Kaminski:

The subject contract expires on June 30, 2018. In accordance with the provisions of IFB 15-08, the Town of Vienna wishes to renew the contract for the fourth (4th) of four (4) one-year renewal options, for the period of July 1, 2018 through June 30, 2019.

The Town requests this renewal at the current contact rates. If you agree to these terms, please sign below and return to the Purchasing Department no later than May 1, 2018. Upon approval by the Town Council at a later date, a Purchase Order for the renewal period will be sent to you.

If you wish to request a price increase, please submit justification for your request, in writing, no later than May 1, 2018, and I will forward your request to the department for consideration. Per the terms of the IFB, any change in rates shall not exceed the percentage for the most recent twelve (12) months of the CPI-U rate for this region.

If you have any questions, please call me at 703-255-6359.

Sincerely,

Gina M. Gilpin, CPPB
Purchasing Agent
ggilpin@viennava.gov

Enclosure

Mike Kaminski
Advanced Building Services, Inc.