



Purchasing Office

May 9, 2017

Espina Paving, Inc.
Attn: Joe Roubin
15441 Farm Creek Drive
Woodbridge, VA 22191

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract IFB 15-07 Asphalt Repair & Remarketing

Dear Mr. Roubin:

The subject contract expires on June 30, 2017. In accordance with the provisions of IFB 15-07, the Town of Vienna wishes to renew the contract for the third (3rd) of four (4) one-year renewal options, for the period of July 1, 2017 through June 30, 2018.

The Town requests this renewal at the current contract rates, as listed in the attached bid form. If you agree to these terms, please sign below and return to the Purchasing Department no later than May 18, 2017. 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 18, 2017, 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

Joe Roubin
Espina Paving, Inc.