



TOWN OF
VIENNA
since 1890

Purchasing Office

April 9, 2018

Day & Night Printing
Attn: Paul Spiess
8618 Westwood Center Drive
Vienna, VA 22182

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract IFB 17-01 Newsletter Printing and Mail Prep

Dear Mr. Spiess

The subject contract expired on June 30, 2018. In accordance with the provisions of IFB 17-01, the Town of Vienna wishes to renew the contract for the second (2nd) 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 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

Paul Spiess
Day & Night Printing