



TOWN OF

VIENNA

since 1890

Purchasing Office

April 5, 2018

Robinson, Farmer, Cox Associates  
Attn: Andrew Grossnickle  
10709 Spotsylvania Avenue, Ste 101-A  
Fredericksburg, VA 22408

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract RFP 15-04, Auditing Services

Dear Mr. Grossnickle:

The subject contract expires on June 30, 2018. In accordance with the provisions of RFP 15-04, the Town of Vienna wishes to renew the contract for the third (3<sup>rd</sup>) of four (4) one-year renewal options, for the period of July 1, 2018 through June 30, 2019.

It is understood and agreed that all terms, conditions, and prices of the original contract remain the same during the contract renewal period. Per the attached cost proposal, the agreed upon fees for 2019 are \$46,000.

If this is agreeable to your firm, please sign below and return to the Purchasing Department no later than April 20, 2018. Upon approval from Town Council, at a later date, a Purchase Order will be issued to you reflecting the renewal.

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

Sincerely,

Gina Gilpin, CPPB  
Purchasing Agent  
[ggilpin@viennava.gov](mailto:ggilpin@viennava.gov)

Andrew Grossnickle  
Robinson, Farmer, Cox Associates