



TOWN OF
VIENNA
since 1890

Purchasing Office

April 9, 2018

Waterworks Supply
Attn: Buddy Baskette
25226 Pleasant Valley Road
Chantilly, VA 20152

SUBJECT: Town of Vienna Contract Renewal

Reference: Contract IFB 17-13 Mueller Fire Hydrants – As Needed

Dear Mr. Baskette:

The subject contract expires on June 30, 2018. In accordance with the provisions of IFB 17-13, the Town of Vienna wishes to renew the contract for the first (1st) 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.

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

~~Buddy Baskette~~
Waterworks Supply
Branch Manager