



DEPARTMENT OF MANAGEMENT AND FINANCE

Office of the Purchasing Agent

2100 Clarendon Boulevard, Suite 500 Arlington, VA 22201

TEL 703-228-3410 FAX 703-228-3409 Email purchasing@arlingtonva.us www.arlingtonva.us

July 3, 2018

Via e-mail, First Class Mail

Mary Douglass
Elevator Control Services
8231 Penn Randall Place
Upper Marlboro, MD 20772
mary@elevatorcontrolservice.com

Re: Contract 543-14LW

Dear Ms. Douglass:

This letter serves to inform you that the aforementioned contract with Arlington County is hereby terminated for convenience with regards to all services required and provided under this contract.

Pursuant to Paragraph 27 of Contract No. 543-14LW, the Contract shall be fully terminated effective July 31, 2018. Elevator Control Services must stop all work on the Contract and place no further orders or subcontracts for materials, services or facilities related to the terminated work and terminate all vendors and subcontracts and settle all outstanding liabilities and claims related to the terminated portions of the Contract.

You are entitled to receive compensation for all contract services satisfactorily performed and accepted by the County prior to the date of termination.

Thank you for doing business with Arlington County.

Sincerely,

A handwritten signature in blue ink that reads "Shawn Brooks".

Shawn Brooks, JD, CPPO, CPPB
Procurement Officer

cc: Rami Natour, Construction Management Supervisor
Tsehay Lightfoot, Facilities Contract Manager