



DEPARTMENT OF MANAGEMENT AND FINANCE

Office of the Purchasing Agent

2100 Clarendon Boulevard, Suite 500 Arlington, VA 22201

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Via Email

June 28, 2023

Transportation, Inc. dba Red Top Cab  
11 Hillwood Avenue  
Falls Church, Virginia 22046  
Email: [cking@redtopcab.com](mailto:cking@redtopcab.com)

Attn: Charles O. King

Re: Notice of Termination for the Convenience

Arlington County Agreement 23-DHS-SS-471, Transportation Services for Cab Voucher Program

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Dear Mr. King:

Arlington County Agreement 23-DHS-SS-471 is an Agreement between Transportation, Inc. dba Red Top Cab ("Contractor") and the County Board of Arlington County, Virginia ("County") for Transportation Services for Cab Voucher Program.

This letter is your notice that the above referenced contract is terminated by mutual consent of the Parties to be effective July 31, 2023.

In accordance with this termination you shall with respect to Arlington County Agreement 23-DHS-SS-471 as of the effective date:

1. Stop all work;
2. Place no further scheduling of services;
3. Terminate all subcontracts;
4. Settle all outstanding liabilities and all claims arising out of the termination of any subcontracts or supply agreements;
5. Submit all termination settlements with subcontractors or suppliers to the Project Officer's approval and ratification prior to finalization; and
6. Submit all final invoices to the County within 30 calendar days of the effective date.

Sincerely,

DocuSigned by:

*Dr. SHARON T. LEWIS*

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Dr. Sharon T. Lewis, LL.M., M.P.S., VCO, CPPB  
Purchasing Division Chief

Email: [slewis1@arlingtonva.us](mailto:slewis1@arlingtonva.us)

cc: Kaylin Schreiber, DMF, Procurement Officer  
Corey Travis, DHS Financial Management Bureau Chief  
Ann Moser, DHS Budget and Finance Coordinator  
Monika Gilbert, DHS Management & Budget Specialist  
Contract File