



DEPARTMENT OF MANAGEMENT AND FINANCE

Office of the Purchasing Agent

2100 Clarendon Boulevard, Suite 500 Arlington, VA 22201

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Via Email

November 16, 2020

Highlander Motor Inn
3336 Wilson Blvd.
Arlington, VA 22201
Email: jacquelyn.bayne@icloud.com

Attn: Ms. Jackie Bayne, Compensation Manager

Re: Notice of Termination for the Convenience
Contract 20-520-EPA, Hoteling Services

Dear Ms. Bayne:

Contract 20-520-EPA is an Agreement between Highlander Motor Inn (“Contractor”) and the County Board of Arlington County, Virginia (“County) for hoteling services. This letter is your notice that the above referenced contract is being terminated under Paragraph 9 of the Agreement. This notice is effective immediately and this Contract will be terminated on December 18, 2020.

In accordance with the termination for convenience clause you shall, with respect to Contract No. 20-520-EPA:

1. Place no orders for hoteling services past the contract termination date;
2. Terminate all subcontracts;
3. Settle all outstanding liabilities and all claims arising out of the termination of any subcontracts or supply agreements; and
4. Submit all termination settlements with subcontractors or suppliers to the Project Officer’s approval and ratification prior to finalization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Meloni Hurley".

Meloni Hurley
Assistant Purchasing Agent
Email: Mhurley1@arlingtonva.us

cc: Sharon Lewis, Purchasing Agent
Corey Travis, DHS Financial Management Bureau Chief
Caitlin Hutchison, DHS Assistant to Director
Brooke Hammond-Perez, Economic Independence Division Chief
Contract File