



Free Willoughby 2365 Harrodsburg Rd., B240
Regional Branch Manager Lexington, Kentucky 40504
Lexington: 859-223-4286 • Georgetown: 502-603-0038
Fax (859) 223-1475
f.willoughby@crownservices.com • www.crownservices.com

Lexington-Fayette Urban County Government
DEPARTMENT OF FINANCE & ADMINISTRATION

SEP 23 2015 AM 11:46

William O'Mara
Commissioner

Jim Gray
Mayor

September 14, 2015

Crown Services Inc.
Attn: Jeff Haselwood
2365 Harrodsburg Road Ste B240
Lexington KY 40504

SUBJECT: Renewal of Procurement Contract #561-2014
Temporary Labor for General Services – Facilities Management

Dear Mr. Haselwood,

The Procurement Contract executed between your firm and the Lexington-Fayette Urban County Government is scheduled to expire 10-9-2015.

Section A of the Procurement Contract Bid Conditions provides for renewal of the Contract upon agreement of both parties, executed in writing, prior to expiration of the contract.

The Lexington-Fayette Urban County Government hereby agrees to extend the contract at the same price level and conditions. The extended expiration date of the Procurement Contract will be 10-9-2016.

Please indicate your acceptance of the renewal or wish for cancellation of the Procurement Contract by checking appropriate box, signing this letter and returning it **within 10 working days** to the **Division of Central Purchasing, 200 East Main Street, Lexington, Kentucky 40507**.

Upon receiving request to cancel contract, the Lexington-Fayette Urban County Government will re-bid contract at our discretion, with or without revised specifications.

Sincerely,

Todd Slatin, Director

Renew Contract Cancel Contract

Signature Free Willoughby

Title Regional Branch Manager

Date 9/21/15