



CITY OF SUFFOLK

Office of the Purchasing Agent

PURCHASING DIVISION

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, PHONE (757)514-7520 FAX (757)514-7524

January 21, 2021

Mr. LeOtis Williams
LW's Lawn Service
615 Old East Pinner Street
Suffolk, VA 23434

Re: City of Suffolk Contract 19061 Landscaping Services for City Owned Buildings

Dear Mr. Williams,

Pursuant to the terms and conditions in the aforementioned contract, the City of Suffolk will not be renewing the contract for an additional annual term. The current contract will terminate on February 28, 2021. This letter, dated January 21, 2021, shall constitute written notice of termination of the contract.

All other terms and conditions shall remain unchanged.

This termination is not a reflection of the performance of LW's Lawn Service.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Smigielski", is written over the typed name.

Jay Smigielski, CPPO, Assoc. DBIA
Purchasing Agent