



December 28, 2016

KT Contracting – Concrete Series LLC
Attn: Brynne Gutierrez
1521 McKinney St. Suite 100
Melissa, Texas 75454


SUBJECT: Renewal #1 – RFQ #2016-1-69
Annual On-Call Concrete Repair & Trail Maintenance
Contract Term: March 9, 2016 through March 8, 2019
Annual Renewal Options:
1. **March 9, 2017 – March 8, 2018**
2. March 9, 2018 – March 8, 2019

Dear Ms. Gutierrez:

Please allow this letter to serve as Renewal #1 for the above-mentioned contract for our Annual On-Call Concrete Repair & Trail Maintenance. The renewal term will be for a period of one (1) year, with options to extend for one (1) additional one-year period, with said options to be exercised solely at the City's discretion.

All invoices submitted shall be at the contracted rate. Please do not begin work without a valid City of Allen Purchase Order. The Purchase Order number must appear on each invoice.

Please acknowledge receipt and acceptance of this notice by signing below and faxing to 214-509-4672 or email to mgallegos@cityofallen.org.

	_____ Member _____	_____ 12/28/16 _____
Signature	Title	Date

If you have any questions concerning this award, please contact me at 214-509-4631. Thank you for your service/support to the City of Allen.

Sincerely,

Mindy Gallegos

Mindy Gallegos
Contract Administrator