

October 27, 2022

CPT Mitchell Bagley
Administrative Captain
(mbagley@cityofcartersville.org)
195 Cassville Road
Cartersville, GA 30120

Re: HVAC Preventive Maintenance Maintenance Contract

Dear CPT Bagley,

Maxair is pleased to honor our proposal dated February 18, 2021 at a total cost of \$15,909.00 to be paid quarterly at \$3,977.25 each. We will make the agreement effective 11/1/2022. A copy of an updated agreement is attached.

Because inflation has been running so high this year, we were asking for a 10% increase for contract renewals. We have decided to waive this increase for the first year of this new contract while we get to know one another. We will be asking for this increase in November 2023 at renewal.

Once we have executed the agreement, we will schedule a turnover meeting with you and any other interested parties from the City of Cartersville. The purpose of this meeting is to be sure that we are on the same page regarding facility, safety, administrative, emergency, operational and authorization issues. It should take between 30 minutes to 1 hour.

At this meeting we will be introducing you to your lead technician, service manager, dispatcher, service project manager and any other Maxair employees who you may wish to meet. We have Direct for Owner and CMS Controls departments available.

As you wished, I have included a signature block on this letter for contract and terms and conditions acceptance but would appreciate your signing the actual contract document as well.

Thanks very much and we are all looking forward to working with you.

Most sincerely,

MAXAIR MECHANICAL LLC.