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August 9, 2023

Kropf Mechanical Service  
33792 Capitol  
Livonia, MI 48150

Dear: Kropf Mechanical Service

In accordance with IFB #20.0018 Hourly Trade solicitation, Section IV: Special Terms and Conditions, item number one (1) states contract term from July 1, 2020, through June 30, 2023, with options to renew for an additional two (2) years in one (1) year increments. We are exercising our option to renew the contract between Kropf Mechanical Service and Oakland Schools for year one (1) till June 30, 2024. This correspondence shall serve as our notice. Should you have any questions, please do not hesitate to contact me at 248.209.2233.

Sincerely,

*Michelle Selak*

Michelle Selak  
Buyer