



June 24, 2020

Mr. Jo Drake Keim
Operations Manager
Separation Systems Consultants, Inc.
10741 El Camino Real, Suite 200
Houston, TX 77058

Re: Non-Renewal of Contract # R171501

Dear Mr. Keim:

The contract for Landscaping and Grounds Maintenance Services that was awarded to Separation Systems Consultants, Inc. by Region 4 Education Service Center (ESC) will expire on November 30, 2020. As a part of the original RFP, a clause was included that provides for the annual renewal of the contract, if mutually agreeable by the Contractor and Region 4.

At this time, Region 4 ESC will not be exercising the renewal option of your contract. We appreciate the opportunity to work with your organization and will continue to seek proposals from your company in the future.

If you have any questions or concerns, please contact Crystal Wallace at cwallace@esc4.net.

Sincerely,

DocuSigned by:

Robert Zingelmann

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Robert Zingelmann

Chief Financial Officer, Finance and Operations Services