



VIA US MAIL AND EMAIL

February 7, 2018

Seacoast Embroidery, Inc. dba Seacoast Uniforms
5893 South Congress Avenue
Atlantis, Florida 33462
Attn: Account Manager

Re: ITB No. 2016-012, Fire Department Uniforms

Mr. Baker:

This letter serves as official notice of termination of the referenced contract for Fire Department uniforms between the City of Delray Beach and Seacoast Embroidery, Inc. dba Seacoast Uniforms, subject to City Commission approval.

The Contract has provisional language for termination that will be effective on the termination date stated in written notice provided by the City, which termination date shall be not less than thirty (30) days after the date of such written notice.

In accordance with Section 1, Item 15 of the referenced solicitation, written thirty-day notice of termination is hereby provided to Seacoast Embroidery, Inc. dba Seacoast Uniforms. The contract will terminate at 11:59 P.M., ET on March 9, 2018, subject to City Commission approval. Under the terms of the Contract, Seacoast Embroidery, Inc. dba Seacoast Uniforms will be paid for all goods properly provided and services properly performed under the contract through the termination date.

Should you have any questions, you may contact me via email at alvarezj@mydelraybeach.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "J Alvarez", with a long horizontal flourish extending to the right.

Jennifer Alvarez
Purchasing Director
City of Delray Beach