



# A Joint Purchasing Program For Local Government Agencies

February 13, 2018

Laport, Inc.  
Mr. Jeffrey Laport  
2443 W. 16<sup>th</sup> Street  
Chicago, IL 60608

Dear Mr. Coleman,

This is to inform you that the Suburban Purchasing Cooperative (SPC) Governing Board has approved the first of three (3) possible one-year contract extensions of the 2018 Janitorial Supplies Contract #167 to Laport, Inc., Chicago, IL, with no price increases. The duration of this contract extension is from February 21, 2018 through February 20, 2019. The SPC reserves the right to extend the contract for up to two additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

With acceptance of this contract, Laport, Inc., Chicago, IL agrees to all terms and conditions set forth in the Request for Proposals (RFP) #167 to which you responded.

Laport, Inc. will handle billing. Each order will be assessed a 3% administrative fee. The fee shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to another productive year working with Laport, Inc. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

Ellen Dayan, CPPB  
Purchasing Director  
Northwest Municipal Conference

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Ellen Dayan, CPPB  
Northwest Municipal Conference

2/13/18

Date

\_\_\_\_\_  
Jeffrey Laport  
Laport, Inc.

2/11/18

\_\_\_\_\_  
Date

**DuPage Mayors & Managers Conference**  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
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**Northwest Municipal Conference**  
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Ellen Dayan, CPPB  
Phone: (847) 296-9200  
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**South Suburban Mayors And Managers Association**  
1904 West 174<sup>th</sup> Street  
East Hazel Crest, IL 60429  
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**Will County Governmental League**  
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