



2/22/2016

**Alvin City Hall  
216 West Sealy  
Alvin, Texas 77511  
281-388-4200**

Attn: Dan Kelinske

**RE: Alvin Animal Adoption Center HVAC Preventative Maintenance**

Mr. Kelinske

This is an addendum to the existing HVAC preventative maintenance and repair agreement between Comfort Systems USA and the City of Alvin. Comfort Systems will begin quarterly preventative maintenance and repair of the Alvin Animal Adoption Center beginning March 1<sup>st</sup> 2016 and this addendum shall fall under the same provisions and expiration date of September 30, 2016 as stated in the original agreement with an option for yearly renewals up to three years based upon mutual agreement.

The first quarter of 2016 invoicing shall be prorated to reflect the preventative maintenance for the month of March only.

**March Preventative Maintenance Cost: \$247.50 All Applicable Taxes Extra**

**Quarterly Preventative Maintenance Cost: \$990.00 All Applicable Taxes Extra**

Best Regards,

A handwritten signature in black ink that reads "Jonathan Parow". The signature is written in a cursive, flowing style.

Jonathan Parow  
Executive Vice President Building Services

**9745 BENT OAK DRIVE • HOUSTON, TEXAS 77040 • OFFICE: 832.590.5700 • FAX: 713.856.9720**