



GSA Heartland Region

March 31, 2016

Trademasters
7208 Lockport Place,
Lorton, VA 22079

Subject: Notice to Proceed-Contract Number GS06Q16BQDS121

Dear **Trademasters**,

Pursuant to the terms and conditions of your contract award letter dated February 29, 2016, you are hereby notified to commence work upon receipt of this letter. Your period of performance is for a term of 5 years beginning on **March 31, 2016 through March 30, 2021**.

Please refer to section F.4.1 and F.4.2 of BMO solicitation to ensure you meet the deliverables reporting and compliance requirements of the contract.

Please remember all changes to the base contract must be requested through the Contracting Officer. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Josilyn Reed
Contracting Officer
Building Maintenance and Operations Strategic Sourcing