



Property Management

January 5, 2015

Metzger, Inc.
4955 Chestnut Ridge Rd.
Orchard Park, NY 14127

Attn.: Mr. Tom Metzger
Re: Autumn Apartments (90 Units) – Essex Junction VT

Dear Tom,

Based on the successful review of your many references, Green Meadow Apartments has elected to retain your firm to assist us at Green Meadow Apartments in the appliance package buy-out for the above referenced project.

This is Phase One (90 Units) of a total project consisting of 300 apartments. The selected vendor here will become the benchmark for design on upcoming phases to follow.

We are not only focused on access to the best quality available for our identified budgets, but also the creation and management of a competitive bid environment in the scope area your firm will coordinate. Please create an RFP format that allows all capable suppliers in this scope area to offer concise, well-structured responses, in an open book/ "apples to apples" for our review and selection.

We wish to only consider 2-3 vendors in this specific scope area, and only those that appear to best fit our expectations.

Please direct all suppliers to work directly through Metzger, Inc. during this process. Selection of the final vendor will be determined through your firm's format.

Metzger, Inc. will be compensated as detailed in other documents.

Sincerely,

A handwritten signature in black ink that reads 'Damir Alisa'. The signature is fluid and cursive, with a large, sweeping initial 'D'.

Damir Alisa
Clerk of the Works