

From: Underwood, Larry [Larry.Underwood@trane.com]
Sent: Thursday, July 29, 2010 12:05 AM
To: Akins, Melissa
Subject: Maintenance Renewal Contract

Attachments: Renewal Letter HVAC Service ver 7-20 -10 Increase.doc

Hi Melissa:

The anniversary date for your Trane HVAC Maintenance Agreement is October 1, 2010. The contract amount will increase by 3% (\$184.00), from \$6,127 to \$6,311 annually.

The increase in contract amount is due to the "Renewal Pricing Adjustment" clause in our current agreement. The specific areas of the clause where the increase is based deals with the change to cost of labor and changes to Trane services overhead cost including travel and office related overhead factors. These are sections "c" and "d" of the Renewal Pricing paragraph.

When a contract comes up for renewal, Trane's Service Manager, Contracts Supervisor and Area Service Coordinator evaluate the "Performance" of the current contracts originally estimated overall cost of labor in reference to the current cost it actually takes to perform your maintenance. Some of the other factors evaluated include any increased cost in employee benefits, truck (fuel, maintenance, and leasing cost), as well as any increases in Trane's overall office-related overhead factors. Based upon these factors, the decision is made for any increases in renewals.

We sincerely hope that our service over the past years will warrant your continuation with the service contract.

I have attached a "Renewal Letter" to this email. Please issue your purchase order for the coming year or sign and return one copy of this letter as your acknowledgement. Please call me if you have any questions or need any additional information.

Thank you, Larry

Larry Underwood
Account Manager
Trane Commercial Systems
Ingersoll Rand
2301 Lucien Way, Ste 430
Maitland, FL 32751

Office: 407-551-1195
Cell: 407-625-0426
Fax: 407-670-6000
larry.underwood@trane.com
www.trane.com

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