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December 2, 2021

**VIA EMAIL & U.S. MAIL, CERTIFIED  
RETURN RECEIPT REQUESTED**

TK Elevator  
ThyssenKrup Elevator Corporation  
355 Eisenhower Ln S  
Lombard, IL 60148

Attn: Daniel McElroy and Brad Barton  
daniel.mcelroy@tkelevator.com; brad.barton@tkelevator.com

Re: Termination of Maintenance Agreement for Rutledge Hall Elevator  
Lincolnwood School District No. 74

Dear Sirs:

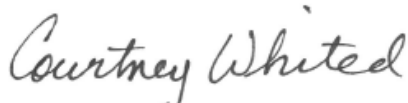
ThyssenKrup Elevator Corporation (herein "TK Elevator") and the Board of Education of Lincolnwood School District No. 74 (herein "Board" or "School District") previously entered into an agreement dated March 1, 2002, regarding the maintenance of the elevator at Rutledge Hall, 6850 N. East Prairie Road, Lincolnwood IL 60644 (herein "the Agreement"). Please be advised that the School District is hereby terminating the Agreement **as of March 31, 2022**. Note, although the parties also discussed a new contract in 2016, your representatives have previously advised that they have no record of that contract ever having been executed.

The Board of Education wishes to seek bids for a service contract with a single vendor to service both the elevator at Rutledge Hall as well as the second elevator located at a different school within the School District. The Board also wishes to seek bids for the modernization of the elevator at Rutledge Hall. The Board encourages TK Elevator to participate in the bidding process. In the event that TK Elevator is the successful bidder, a new service agreement in accordance with the terms of the invitation to bid will be required, and the existing Agreement shall not continue in effect.

In the event that TK Elevator is not the successful bidder, we may ask that TK Elevator assist the School District in transitioning the service of the Rutledge Hall elevator to the successful bidder. The costs for any transition services necessary shall be itemized and provided to the School District in writing for approval in advance of performing any such work.

If you have any questions, please contact me at [cwhited@sd74.org](mailto:cwhited@sd74.org) or 847-675-8234.

Thank you,

A handwritten signature in cursive script that reads "Courtney Whited".

Courtney Whited  
Business Manager/CSBO

cc: Kim Nasshan (*via email*)