

**CITY CLERK  
ORIGINAL**



**C-10172-1  
11/24/2015**

Date of Delivery: November 19, 2015

Carolyn Morris, VP of Digital Products  
BiblioLabs, LLC  
Sent via email: [morrisc@bibliolabs.com](mailto:morrisc@bibliolabs.com)  
100 Calhoun Street, Suite 220  
Charleston, SC 29401

Subject: Notice of Termination

Dear Ms. Morris,

This letter provides BiblioLabs, LLC, Contract # C-10172, for Electronic and Media Services, a written 30-day notice of termination from the date of delivery above and per the contract Section 6.1 Termination for Convenience.

The services of BiblioLabs, LLC will no longer be needed by the City of Glendale after December 19, 2015.

Confirmation of receipt of this letter is appreciated but not required.

Respectfully,

*Crista Clevenger*

Crista Clevenger, Contract Analyst  
[CClevenger@glendaleaz.com](mailto:CClevenger@glendaleaz.com)  
(623) 930-2865

cc: Procurement File  
City Clerk  
Tim Burkeen  
Tami Miller