



Purchasing Department  
4400 University Drive, MS 3C1, Fairfax, VA 22030  
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

July 2, 2025

James Elliot  
Vice-President  
Metro Installation Services, Inc.  
14120 Sullyfield Circle, Suite G.  
Chantilly, VA 20151

**Subject: Contract Renewal GMU-1793-22-01, Furniture Systems Installations and Reconfigurations  
Renewal (3) of 4**

Dear Mr. Elliot:

As you are probably aware, our current subject contract will expire on August 14, 2025. At this time George Mason University would like to renew the above contract at the current terms, conditions and price schedule for an additional one-year period. The renewal period shall be August 15, 2025 to August 14, 2026. There will be one (1) one-year renewal option remaining on the contract.

If you are in agreement, at your earliest convenience, please sign below. All other terms and conditions of GMU-1793-22-01 shall remain unchanged and in full force and effect.

If you have any questions or concerns, please contact me at (703) 993-5354 or email [cmullin4@gmu.edu](mailto:cmullin4@gmu.edu).

Sincerely,

Christopher Mullins, VCO  
Procurement Officer

**Metro Installation Services, Inc**

Signed by:  
  
2FCB4C10631E448...  
(Signature)  
James Elliot  
(Printed Name)  
Vice President  
(Title)  
7/2/2025  
(Date)

**George Mason University**

DocuSigned by:  
  
62D7DDC944C0436...  
(Signature)  
Katherine Sirotin  
(Printed Name)  
Director, Purchasing & Fiscal Services, Facilities  
(Title)  
7/2/2025  
(Date)