



Finance Department  
Purchasing Division  
65 Stone Street | Cocoa, FL 32922  
Phone: (321) 433-8833

July 8<sup>th</sup>, 2020

To:

Unifirst Corporation  
Attn: Zack Kizelewicz – District Service Manager  
1455 Buffalo Road, Titusville, FL 32796  
Email: [Zachary\\_kizelewicz@unifirst.com](mailto:Zachary_kizelewicz@unifirst.com)

Dear Mr. Kizelewicz,

This letter is to inform you as the District Service Manager representing Unifirst Corporation servicing the City of Cocoa, effective the date of this letter will serve as the 30-day written notice to terminate Sourcewell Agreement #062415-UFC.

City Staff has determined it to be in the best interest of its' uniformed employees to terminate this agreement due to poor performance, lack of corrective action to documented deficiencies, erroneous billing and failure to meet the general terms, conditions and standards of said contract.

Collection of employee uniforms and ancillary items (i.e. mats, aprons, rags, mops, etc.) will be coordinated through the Purchasing / Contracts Division Manager, Heath Hancher, [hhancher@cocoafl.org](mailto:hhancher@cocoafl.org). Uniforms will be collected at each Department and dates arranged for final pick-up. Upon receipt of this notification final invoicing must be processed and received by the final date of this termination notice, August 8<sup>th</sup>, 2020.

Should there be any questions pertaining to this notice to terminate Sourcewell Agreement #062415-UFC, you may contact the undersigned to discuss in more detail.

Heath Hancher – PmP, CPPM  
Purchasing & Contracts Division Manager  
Main: 321-433-8833  
Email: [hhancher@cocoafl.org](mailto:hhancher@cocoafl.org) or [purchasing@cocoafl.org](mailto:purchasing@cocoafl.org)