



FINANCE AND ADMINISTRATIVE SERVICES

4800 WEST COPANS ROAD
COCONUT CREEK, FL 33063



PETA-GAY LAKE
DEPARTMENT DIRECTOR

April 13, 2021

EMAIL RECEIPT REQUESTED

Legal Department
Access Information Management Corp. (formerly International Data Depository, Inc.)
500 Unicorn Park Drive, Suite 503
Woburn, MA 01801
clientsupport@accesscorp.com

Re: Contract Extension No. 1
Commercial Records Management, Storage and Shredding Services
Bid No. F-4483-15-RD

Good day:

The initial contract period for the referenced project expired on December 31, 2020. Under the terms and conditions of the contract, the City would like to exercise its option to extend this contract for an additional five (5) year term. This would constitute the first extension. If it is accepted and approved, it will begin retroactively on January 1, 2021 and expire on December 31, 2025.

Please advise if a renewal of our current contract is acceptable to your company. Kindly have persons authorized to sign as per your Sunbiz document, indicating the appropriate information below and return this letter to my attention as soon as possible via email.

On behalf of the City of Coconut Creek, we look forward to continuing our long and successful business association with your company. Should you have any questions concerning this letter, please contact me at 954-956-1499.

Sincerely,

ASHA BENJAMIN
Procurement Analyst
abenjamin@coconutcreek.net

cc: Leslie Wallace May, City Clerk

.....
 X Yes, I hereby agree to a five (5) year extension of the contract.
_____ No, I am unable to provide an extension of the contract for the following reason(s):

Marcia Snow _____
Client Care Manager Marcia Snow 4/20/2021
Name (print) Signature Date
345F062201BB463...