



FINANCE AND ADMINISTRATIVE SERVICES
PURCHASING DIVISION
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063



KAREN M. BROOKS
DEPARTMENT DIRECTOR

September 9, 2015

VIA EMAIL: walters_zackria@bellsouth.net and FAX

Abbas H. Zackria, Vice President
Walters Zackria Associates, PLLC
620 SE 1st Street
Fort Lauderdale, FL 33301

Re: Contract Extension -- Renewal No. 2
Architecture, Landscape Architectural & Urban Design Services
RFQ No. 06-22-11-11

Dear Mr. Zackria:

The initial contract period for the referenced contract expires on October 12, 2015. Under the terms and conditions of the contract, the City would like to exercise its option to extend this contract for an additional one (1) year term. This would constitute the second and final extension. If it is accepted and approved, it will begin October 13, 2015 and expire on October 12, 2016.

Please advise if a renewal of our current contract is acceptable to your company. Kindly indicate the appropriate information below and return this letter to my attention within ten (10) business days, along with a current Certificate of Insurance naming the City of Coconut Creek as additional insured. Failure to respond will be deemed as evidence that your firm is no longer interested in exercising its option to renew this contract.

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 954-956-1684.

Sincerely,

Lorie Messer
LORIE MESSER, CTCM
Purchasing Analyst

cc: Sheila Rose, Director, Sustainable Development

Yes, I hereby agree to a one (1) year extension of the contract.

No, I am unable to provide a one (1) year extension of the contract for the following reason(s):

Abbas Zackria
Name (print)

AA
Signature

9/15/15
Date