



**PETA-GAY LAKE
DEPARTMENT DIRECTOR**

January 2, 2020

SENT VIA E-MAIL

Mr. Greg Proctor
Carnahan, Proctor and Cross, Inc.
814 S. Military Trail
Deerfield Beach, FL 33442

Re: Contract Extension Ninety (90) Days
General Professional Engineering Services
RFQ No. 11-19-14-10

Dear Mr. Proctor:

The second and final renewal period for the referenced contract expires on January 31, 2020. Under the terms and conditions of the RFQ, Part 6 - Award of Contract item 6.3 - Extension clause, the City would like to exercise its option to extend this contract for an additional ninety (90) days. This would constitute the final extension. If it is accepted and approved, this extension will be effective from February 1, 2020 and expire on April 30, 2020.

The purpose of this extension is to provide ample time to complete the solicitation process for General Professional Engineering Services and establish a new continuing service contract for the City.

Kindly indicate the appropriate information below and return this letter to my attention no later than 5 00 p.m. EST, Tuesday, January 7, 2020.

Should you have any questions concerning this letter, please contact me at 954-956-1499.

Sincerely,

ASHA BENJAMIN
Purchasing Analyst
abenjamin@coconutcreek.net

cc: Jean Dupuis, Utilities & Engineering Asst. Director

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 Y Yes, I hereby agree to the above referenced extension of the contract.
 No, I am unable to provide an extension of the contract for the following reason(s):

Greg Proctor, President
Name (print)

Signature

1/2/2020
Date