



**KAREN M. BROOKS
DEPARTMENT DIRECTOR**

July 18, 2017

RETURN RECEIPT REQUESTED

James M. Jennings, Vice President
Emerald Transportation Corporation
dba Emerald Towing Service
4000 N. Powerline Rd.
Pompano Beach, FL 33073

Re: Contract Extension – 5th Renewal
Franchise Agreement for City-Wide Wrecker Towing Service
RFP No. 08-14-08-10

Dear Mr. Jennings:

The renewal period for the referenced service expires on September 30, 2017. 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. If it is accepted and approved, it will begin October 1, 2017 and expire on September 30, 2018.

Please be advised that the following items will need to remain current for the renewal period:


1. **Performance Bond** in the amount of \$25,000 (total amount of Contractor's bid amount)
2. **Certificate of Insurance** will expire on 9/15/2017.

The City will only accept original certificates of insurance via mail and/or electronically (PDF format) from the Producer. No other forms will be accepted.

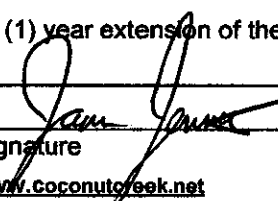
Please advise if a renewal of our current contract is acceptable to your company. Kindly indicate the appropriate information below and return this letter along with the required documents to my attention within ten (10) business days.

On behalf of the City of Coconut Creek, we look forward to continuing our successful business association with your company. Should you have any questions concerning this letter, please contact me at 954-956-1438.

Sincerely,


STACY LYSENGEN
Purchasing Analyst
slysenge@coconutcreek.net

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): _____

James Jennings Name (print)  Signature 7/18/17 Date

PHONE (954) 973-6730 www.coconutcreek.net FAX (954) 973-6754