



FINANCE AND ADMINISTRATION SERVICES

LINDA JEETHAN
PROCUREMENT MANAGER

February 10, 2025

Master Mechanical Services
15181 NW 33rd Place
Miami, FL 33054
Attn: Stephanie Cabezas
Scabezas@Mastermechanicalservices.com

Re: Heating, Ventilation and Air Conditioning Services
(HVAC) Renewal No. 1 of 2

Dear Ms. Cabezas:

The renewal contract period for the referenced service will expire on April 13, 2025. 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 first of two (2) possible extensions. The renewal of this contract is contingent upon compliance with Certificates of insurance requirements as applicable. If it is accepted and approved, it will begin in April 14, 2025 and expire on April 13, 2026.

Please advise if a renewal of our current contract is acceptable to your company. Kindly indicate the appropriate information below and return this letter electronically to my attention 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 954-956-1584.

Sincerely,

Procurement Analyst
Lmessenger@coconutcreek.net

.....

☒

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

☐

No, I am unable to provide an extension of the contract for the following reason(s):

Stephanie Cabezas
Name (print)

[Signature]
Signature

2/12/25
Date