



LINDA JEETHAN  
PROCUREMENT MANAGER

August 10, 2023

Carnahan, Proctor and Cross, Inc.  
814 S. Military Trail  
Deerfield Beach, FL 33442  
Attn: Gregory Proctor, P.E.  
Email: GProctor@cpc-eng.com

Re: General Professional Engineering Services, RFQ No. 03-25-20-02  
Renewal 1 of 2

Dear Mr. Proctor:

The initial contract period for the referenced service will expire on September 30, 2023. 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 October 1, 2023 and expire on September 30, 2024.

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 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 954-545-6608.

Sincerely,

*Ruby Reynolds*

Contracts Analyst  
[Rreynolds@coconutcreek.net](mailto:Rreynolds@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):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GREG PROCTOR  
Name (print)

[Signature]  
Signature

8.10.2023  
Date