



**CITY OF DELRAY BEACH**  
PURCHASING AND CONTRACT ADMINISTRATION DIVISION  
100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444



August 31, 2024

David L. Mathews, Vice President  
Baxter & Woodman, Inc.  
477 S. Rosemary Avenue, Suite 330  
West Palm Beach, Florida 33401  
Via email to: [rmathews@baxterwoodman.com](mailto:rmathews@baxterwoodman.com)

REFERENCE: Renewal of 2017-048 Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services

Dear Mr. Matthews:

The City of Delray Beach has enjoyed the working relationship we have developed with your firm. It has been a pleasure working with you and your team and we look forward to continuing that relationship.

The subject Contract will expire on August 31, 2024.

On August 31, 2017, the City entered into an Agreement with Baxter & Woodman, inc. (Contractor) for Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services. The subject Agreement will expire on August 31, 2024.

Pursuant to Article 4. Term of contract: At the City's request, the Consultant shall continue services beyond the final expiration date. This extension period shall not extend for more than one year beyond the final expiration date of the Agreement. The Consultant shall be compensated at the rate in effect when this extension period is invoked by the City

As such, the subject Agreement will be hereby extended through August 31, 2025.

If you have any questions, please contact Casetra Thompson, Acting Assistant Purchasing Manager at [thompsonc@mydelraybeach.com](mailto:thompsonc@mydelraybeach.com).

*Casetra Thompson*

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Casetra Thompson  
Acting Assistant Purchasing Manager

*Eugene Bitteker*

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Eugene Bitteker  
Chief Procurement Officer

Cc: Public Works Department  
RFQ No 2017- 048 Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services











# RFQ 2017-048 Extension Baxter& Woodman

Final Audit Report

2024-09-03

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