



VIA EMAIL AND U.S. MAIL

August 31, 2016

ConServ Building Services, Inc
ATTN: Bradley McIntire
6350 118th Avenue North
Largo, FL 33773

Subject: Bid Agreement Renewal for HVAC Chillers and Tracer units maintenance and service for City Hall & Delray Beach Library

Mr. McIntire,

This is in reference to agreement for BID 2014-43 with ConServ Building Services, Inc. for the purchase of HVAC Chillers and Tracer unit's maintenance and service for the City Hall and Delray Beach Public Library. The City of Delray Beach is interested in exercising the second and last one-year renewal, subject to Commission approval. The renewal would extend the expiration through December 3, 2017.

Please provide your concurrence to this renewal request in the section below. Prices for renewal period are as follows: for City Hall \$15,105.00 and for Delray Beach Public Library \$14,485.00 (Annual Lump Sums). Submit your response to my attention by COB of September 2, 2016. If you have any questions, please contact me at bashad@mydelraybeach.com.

Sincerely,

Dukagjin Basha, Purchasing Agent

Cc: Victor Majtenyi, Environmental Services Department
Purchasing file

We agree to the two-year renewal of the above referenced agreement under the same terms and conditions



Agree to the renewal



Do not agree to the renewal (Comments: _____)

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Signature

A handwritten signature in blue ink, appearing to read "Dukagjin Basha".

Title

A handwritten signature in blue ink, appearing to read "Dukagjin Basha".

date