

RE: FCCJ _____

Dear _____:

This is to advise that the District Board of Trustees of Florida Community College at Jacksonville has approved a _____-year extension of the referenced contract under the same terms, prices and conditions, to your firm for the period of _____ through _____, this is the _____ year of a _____ year contract. Please provide us a copy of your current Certificate of Insurance listing Florida Community College at Jacksonville District Board of Trustees as additional insured.

Please feel free to call me at (904) 632-3294 if you have any questions in this regard. Thank you for your cooperation.

Sincerely,

Laurence I. Snell, C.P.I.M.
Associate Vice President of Purchasing
and Business Service

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cc: