

RE: FCCJ \_\_\_\_\_

Dear \_\_\_\_\_:

Please be advised that the referenced contract is due to expire on \_\_\_\_\_. At your earliest convenience, please advise this office by completing the bottom portion and returning a copy of this letter, if your company is interested in extending said contract for an additional year (through \_\_\_\_\_) at the same prices, terms and conditions. Please also provide us a copy of your current Certificate of Insurance listing Florida Community College at Jacksonville District Board of Trustees as additional insured.

If additional information is desired please call me at (904) 632-3294. Your prompt response and continued cooperation is appreciated.

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

/ds

cc:

---

Extension Desired? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Type Name: \_\_\_\_\_

Date: \_\_\_\_\_