

September 15, 2018

Ronald L. Book, P.A.  
18851 NE 29<sup>th</sup> Avenue  
Suite 1010  
Aventura, FL 33180



An All-America City

Re: State Lobbying Services-General  
Contract No. 3787  
RFP-0112-16-RWT-RC

To whom it may concern:

The above referenced contract is set to expire October 31, 2018. As such, this letter shall serve as the City of Tallahassee's formal notice to extend the above referenced contract for the period November 1, 2018 through October 31, 2019. This is the 1<sup>st</sup> available extension.

Per City records, your certificate of insurance is current until November 30, 2018. However, after that date, please be advised your firm is NOT permitted to render services to the City of Tallahassee without the required insurance coverage for the remainder of the extension period. Indicate the contract number on the insurance certificate for reference purposes. NOTE: PER THE CONTRACT TERMS THE CITY OF TALLAHASSEE MUST BE NAMED AN ADDITIONAL INSURED ON THE COI. The COI may be faxed to (850) 891-8177; emailed to [Cindy.Dickinson@talgov.com](mailto:Cindy.Dickinson@talgov.com); or mailed to: Treasurer Clerk Office/Contracts Division, 300 S. Adams Street, Mail Box A-31, Tallahassee, FL 32301.

Please indicate your firm's acceptance of this extension by signing and dating below and returning the signed extension letter to Robert Threewitts via email at [robert.threewitts@talgov.com](mailto:robert.threewitts@talgov.com) on the submittal. The City looks forward to continuing its excellent working relationship with your firm.

Should you have any questions please contact Robert Threewitts at (preferred) [Robert.threewitts@talgov.com](mailto:Robert.threewitts@talgov.com), or telephone (850) 891-8025.

Sincerely,

Andre Libroth  
Manager for Procurement Services

AL/rwt

**ACCEPTANCE OF CONTRACT EXTENSION**

Name (Typed or Printed)

Signature

Date

*Ron Book*  
  
*9/15/18*

CITY HALL  
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Tallahassee, FL 32301-1731  
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Mayor

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City Auditor

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