



CITY OF Boca Raton

CITY HALL
201 WEST PALMETTO PARK ROAD • BOCA RATON, FL 33432
PHONE (561) 393-7700
(FOR HEARING IMPAIRED) TDD (561) 367-7043
www.myboca.us

Via email and US mail

October 11, 2019

Mr. Brian D. Ballard, President
Ballard Partners, Inc.
201 East Park Avenue
5th Floor
Tallahassee, FL 32301

RE: Agreement No. 2016-006, Agreement for Professional Services Final Renewal

Dear Mr. Ballard:

As you know, the effective date of the above referenced Agreement (copy enclosed) is 12/18/2015, running for two (2) years through 12/17/2017, with the option to renew for three (3) additional one (1) year periods.

Please sign and date the form below if the final one-year renewal of the Agreement for the period 12/18/2019 through 12/17/2020 would be acceptable. Pricing shall be in accordance with the Agreement.

The completed form/letter should be returned **no later than** November 15, 2019. Your response may be scanned and emailed to ssaxton@myboca.us, with the original letter mailed to my attention at the address above. Please also provide an updated insurance certificate with the City named as additional insured as required by the Agreement.

Should you have any questions, feel free to contact me at 561-393-7836.

Sincerely,

Susan S. Saxton, CMC
City Clerk

Authorized Company Signature

10/11/2019

Date

Brian D. Ballard / President
Name (Print) / Title

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