



# TOWN OF PALM BEACH

## PROCUREMENT AND CONTRACT MANAGEMENT DIVISION

Date: 07/20/2022

Knopf & Associates, Inc.  
3965 Investment Lane A-9  
Riviera Beach, FL 33404

Ref: ITB 2021-22 Roof Inspection Services  
Year Two (2) of Contract - 1<sup>st</sup> Renewal

Good afternoon,

As specified in Town of Palm Beach ITB 2021-22, we have an option to renew the existing contract for another one (1) year term if it is mutually agreeable to all parties.

Please advise by signature below, if an extension of our current contract with the same terms, conditions, specifications, and pricing stated in your bid, would be acceptable.

Please, complete and return this form to the Procurement Division. Your response may be emailed to [rcanterbury@townofpalmbeach.com](mailto:rcanterbury@townofpalmbeach.com) faxed to 561-835-4688.

Respectfully,

Ryan Canterbury  
Senior Buyer

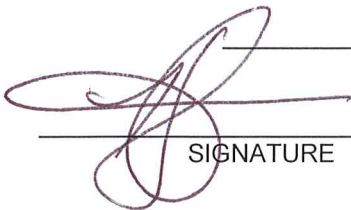
X

I hereby agree to an extension of ITB 2021-22.

\_\_\_\_\_

I do not approve an extension of ITB 2021-22 for the following reasons:

\_\_\_\_\_



SIGNATURE

July 21, 2022

DATE

Kyle G. Knopf

NAME (PRINT)