



CLAY COUNTY DISTRICT SCHOOLS
PURCHASING AND MATERIAL MANAGEMENT

800 Center Street
Green Cove Springs, Florida 32043
Telephone: 904-336-6736

BOARD MEMBERS:

- Janice Kerekes
District 1
- Beth Clark
District 2
- Tina Bullock
District 3
- Mary Bolla
District 4
- Ashley Gilhousen
District 5

David S. Broskie
Superintendent of Schools

July 28, 2021

Mr. Mark C. Jones
Sun Print Management
1101 N. Ward St.
Tampa, FL 33607

REFERENCE: LASER PRINTER-COST PER PRINT PROGRAM COUNTY-WIDE
BID #18-SCH-89

Dear Mr. Jones:

Under the terms of the referenced bid, the School Board of Clay County and your firm have the option to renew the above reference contract for an additional period by mutual agreement in writing. It is the intent of this office to set in motion the process necessary to complete this renewal for an additional contract period from October 22, 2021 through October 21, 2024.

Please sign below indicating your agreement to extend this contract and return this original document to the School Board of Clay County Purchasing Department, 800 Center Street, Green Cove Springs, FL 32043, no later than August 20, 2021. After the School Board has taken action, this form shall be completed and a copy returned to you for your records.

A requirement of this bid as specified on page 7-8 is to have current Insurance Certificates on file in the Purchasing Department throughout the contract period to include renewal periods. Please instruct your insurance agent to Mark All Certificates Attn: Purchasing Department and list Clay County School Board, 800 Center Street, Green Cove Springs, FL 32043 as Certificate Holder (with a 30 day Notice of Cancellation or Change in Coverage) and list Clay County School Board as Additional Insured.

Thank you for your participation in this contract and your continued good service.

Sincerely,
SCHOOL BOARD OF CLAY COUNTY

Bertha Staefe
Supervisor of Purchasing and Material Management

Authorized Signature of Contractor

7/28/2021

Date

SCHOOL BOARD ACTION DATE: 9/2/2021 APPROVED: YES NO