



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, Room 619 • Fort Lauderdale, FL 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

March 26, 2014

Sunstate Meter & Supply, Inc.  
Attn: N.A. Ellenburg  
14001 West Newberry Road  
Newberry, FL 32669

Email: [al@sunstatemeter.com](mailto:al@sunstatemeter.com)

Dear Mr. Ellenburg:

**Contract 432-11222 for Positive Displacement Cold Water Meters** expires on **8/19/2014** and as a provision for renewal under the original terms, conditions and specifications has three additional one-year extensions.

**NOTE: The purpose of this letter is to determine your desire to this renewal provision. This inquiry does not constitute an extension or renewal of this contract.**

Someone with authorization to sign for your company must place their signature where indicated. **THE FORM SIGNOR MUST BE AN OFFICER OF THE COMPANY OR YOU MUST PROVIDE A DOCUMENT FROM AN OFFICER OF THE COMPANY, THAT AUTHORIZES THOSE LISTED TO SIGN ON THEIR BEHALF.** Only the signature of an authorized officer or someone authorized to bind your company will be accepted.

Your response must be received **no later than 5:00 p.m. 4/2/14**. Fax or email response will be accepted, (954) 828-5576 or [ecohen@fortlauderdale.gov](mailto:ecohen@fortlauderdale.gov). Failure to respond will be deemed as evidence that your firm is no longer interested in requesting its option to renew this contract.

Your cooperation in this matter is appreciated. For further information please contact Procurement Manager, Michael Walker at 954-828-5677 or [mwalker@fortlauderdale.gov](mailto:mwalker@fortlauderdale.gov)

☒ **YES:** We offer to renew this contract per the original terms, conditions and specifications for (1) year. Signee must be authorized to bind the company.

N.A. Ellenburg - President  
Authorized Signature Title

3-27-14

☐ **NO:** We do not wish to renew this contract for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title