



**August 26, 2024**

VIA EMAIL: Mpitts@nextranusa.com  
ATTN: Mike Pitts  
Nextran Corporation d/b/a Nextran Truck Center-Tallahassee  
4740 Blountstown Hwy  
Tallahassee, FL 32304

**Re: Extension of Contract No. 5138 - RFP No. 069-21-KM**

Mr. Pitts,

This correspondence constitutes formal notice that the Contract referenced above will expire on September 22, 2024. The City of Tallahassee hereby elects to extend the term of the Contract through September 22, 2026. This extension represents the final permissible extension under the Contract.

Please be advised that, according to City records, your Certificate of Insurance (COI) is set to expire on December 1, 2024. A current COI will need to be submitted prior to this time. Pursuant to the Contract provision, your company is prohibited from providing services to the City without maintaining the requisite insurance coverage for the entirety of the extension period. **The COI must list the City of Tallahassee as an additional insured and reference the contract number.** The updated COI may be submitted using one of the following methods:

- **Fax:** (850) 891-8177
- **Email:** [Cindy.Dickinson@talgov.com](mailto:Cindy.Dickinson@talgov.com)
- **Mail:** Treasurer Clerk Office/Contracts Division, 300 S. Adams Street, Mailbox A-31, Tallahassee, FL 32301

To acknowledge your acceptance of this extension, please sign and return this document through AdobeSign. Unless specifically amended, all other terms and conditions of the Contract shall remain in full force and effect. For any questions or further clarification, please contact Keith Milton at [Keith.Milton@talgov.com](mailto:Keith.Milton@talgov.com) or via telephone at 850-891-8289.

Sincerely,

Veronica McCrackin  
Director for Procurement Services

ACCEPTANCE OF CONTRACT EXTENSION

Name (Typed or Printed)	Michael Pitts
Signature	
Date	09/03/2024

CITY HALL  
300 South Adams Street  
Tallahassee, FL 32301-1731  
850-891-0000  
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REESE GOAD  
City Manager

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