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June 23, 2022

Cole Supply  
2750 Maxwell Way  
Fairfield, CA 94534

**Subject: IFB 485-0312-19 Janitorial Supplies**

This letter is regarding Invitation for Bids (IFB) No.: 485-0312-19 for Janitorial Supplies which expires on June 30, 2022. Pursuant of section 2.0 Contract Duration, the County intends to extend the term of the contract for one (1) additional one-year period from July 1, 2022 through June 30, 2023. As part of the IFB, the County reserves the right to terminate this contract upon (30) days written notice.

Respectfully,

A handwritten signature in blue ink that reads "Megan M. Greve".

Megan M. Greve  
Director  
Department of General Services