

City of



Purchasing Division ♦ (559) 621-1332 ♦ FAX (559) 488-1069 ♦ www.fresno.gov
2600 Fresno Street, Room 2156
Fresno, California 93721-3622

Finance Department
Karen Bradley
Assistant Controller

November 18, 2013

VIA FACSIMILE & EMAIL

Mr. Tito Molfino
7580 North Ingram Avenue #103
Fresno, CA 93711

Dear Mr. Molfino:

SUBJECT: NOTICE OF REQUEST TO CONTINUE TO PERFORM, CITY WIDE COST
PER COPY PROGRAM (BID FILE 8862)

On page 37, under the section titled Special Conditions, the following clause indicates that the current provider shall aid the city in the "continuing, uninterrupted, the requirements of the contract". This notice serves as the written request on behalf of the City of Fresno from the Purchasing Manager to employ this clause.

TERM OF CONTRACT: This Contract shall be in effect for three years from the date of the Notice to Proceed. The Contract may be extended, with the mutual written consent of both parties, for up to three (3) one-year renewal terms with price increases/decreases in accordance with the provisions set forth herein, all other terms and conditions specified herein remaining the same. If either the City or Contractor elects not to extend the Contract, or upon expiration of the final one-year extension term, the Contractor shall aid the City in continuing, uninterrupted, the requirements of the Contract, by continuing to perform on a temporary basis, when specifically requested to do so in writing by the Purchasing Manager, for a specified term not to exceed twelve months. Such continuance shall be subject to price increases/decreases in accordance with the provisions set forth herein, and all other terms and conditions remaining the same as if the Contract had been extended for such a temporary period by an amendment hereto.

With the contractual base and original extension period expiring on December 31, 2013, it would be the City's understanding that the execution of this clause provides Ray Morgan Company with official notice that we may continue to need service through December 31, 2014.

Sincerely,

PURCHASING DIVISION

A handwritten signature in black ink that reads "Jason MacDonald".

Jason MacDonald
Purchasing Manager

cc: Karen Bradley, Assistant Controller
Connie Hanson, Strategic Account Manager

City of



General Services Department

Purchasing Division
2101 "G" Street • Fresno, California 93706-1675
(559) 621-1332 • FAX (559) 488-1069
www.fresno.gov

Kenneth A. Nerland
Director of General Services

November 22, 2010

Ray Morgan Company
Atrium Plaza 1111 E. Herndon Avenue #115
Fresno, CA 93720

ATTENTION: Tito Molfino

Dear Mr. Molfino

SUBJECT: REQUIREMENTS CONTRACT FOR CITYWIDE COPIER LEASE PROGRAM

Bid File No. 8862

The City of Fresno wishes to extend the above contract in accordance with the terms and conditions of the bid specifications and to include the proposal modifications offered to the City in your letter of November 1, 2010. The contract with your company expires on December 31, 2010, and the City would like to extend this contract for an additional three-year period through December 31, 2013, rather than the three possible one-year extensions.

Please advise us if you agree to extending the contract by completing the attached "Contract Extension" form, and return the signed original of that form by December 10, 2010. A Fax copy, with original to follow, is acceptable using Fax number (559) 488-1069. After review and acceptance, the City will return an acceptance copy to you.

In case of questions, please call me at (559) 621- 1165.

Sincerely,

PURCHASING DIVISION

A handwritten signature in black ink that reads "Jason MacDonald". The signature is written in a cursive, flowing style.