



**St. Mary's County Public Schools
Department of Fiscal Services and
Human Resources**

23160 Moakley Street, Suite 107
Leonardtwn, Maryland 20650

Phone: 301-475-5511 ext. 32247; Fax: 301-475-4228

Ms. Tammy McCourt
Assistant Superintendent

Sent via email: dchappell@smoenergy.com

February 1, 2017

Derek Chappell
Southern Maryland Oil, Inc. (SMO)
109 N. Maple Ave.
La Plata, MD 20646

Subject: Invitation to Bid (ITB) #SMCPC-2015-PG, Southern Maryland Cooperative Purchasing Committee, Propane Gas

CONTRACT EXTENSION NOTICE – OPTION YEAR 2


Dear Mr. Chappell:

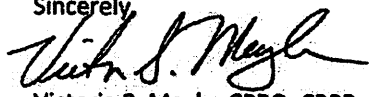
This letter is to inform you that the above referenced contract is scheduled to expire on February 28, 2017. In accordance with the terms and conditions of the contract, this contract may be extended for four (4) additional one (1) year periods. Therefore, on behalf of the Southern Maryland Cooperative Purchasing Committee, I am offering to exercise the second one year option to renew this contract for the period of March 1, 2017 through February 28, 2018.

Please indicate below if you are or are not in agreement with this offer, and return your response to my office within five (5) business days of receipt of this letter. If you choose not to extend the contract, the contract will expire on February 28, 2017.

It has been a pleasure doing business with your company this year, and we look forward to another successful year. If you are in agreement with the contact extension, please submit an up-to-date certificate of insurance to cover the new contract period to each participating Co-Op member.

- We/I agree to extend the contract
- We/I do not wish to extend the contract

	Director Fuel Sales & Logistics	2-1-17
Signature	Title	Date

Sincerely,

Victoria S. Mayle, CPPO, CPPB
Procurement Coordinator

CC: SMCPC Members

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