



# CITY OF ORLANDO

October 21, 2014

## MEMORANDUM

**TO:** Lisa Trott

**FROM:** Angela Thomas, Purchasing Agent III *TM for Angela Thomas*

**SUBJECT:** **Renewal of Contract Title, Web Content Delivery Service, C11-0343**  
**Vendor Name: Carahsoft Technology Corp.**

This memorandum is to request your written approval relative to the continuation of services provided under the subject contract, which was awarded as a perpetual agreement. On September 30, 1014, this contract expired. If /when you receive the new invoice for this contract, please send a copy to Purchasing for our files.

In order to avoid an interruption of contract services, please check the appropriate box below and return to the above named purchasing agent no later than October 22, 2014.

1. If the contractor is performing satisfactorily and you wish to extend the contract, **check the Renew the Contract** box below as well as indicating your fund, program, account numbers, and amount of money you anticipate spending during the upcoming annual contract period.
2. Should you no longer need the services of this contract, check the **Discontinue** box.
3. Should you wish to rebid this contract, please check the **Re-Bid** box and give a full written justification in the blanks below (plus additional sheets as necessary). Include fund, program, account numbers, and the anticipated expenditures during the upcoming annual contract period. You will need to provide revised/updated specifications prior to re-bidding.

**Renew the Contract**

**Discontinue Contract**

**Re-Bid Contract**

COMMENTS:

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Budget Account #

*Redwan*

Date: *10/21/2014*

Signature of Appointed Official

*Redwan Akhtarkhavan, CWO*

Print /type name a signed above

### **PURCHASING AND MATERIALS MANAGEMENT DIVISION**