



Broome County Division of Purchasing

Debra A. Preston, County Executive . John A. Flynn, Jr., Director of Purchasing

NOTICE OF RENEWAL

June 25, 2014

To Whom It May Concern:

This shall advise you that on June 25, 2014 the Board of Acquisition and Contract accepted your request to renew the Copy Paper Contract

BID TITLE: Copy Paper for all Departments and open to all Political Subdivisions
CA #: 2569
AMOUNT: Various – See Page 2
TERM: 7/1/14 to 6/30/15

Purchase order(s) will be forthcoming upon receipt of a certificate of insurance in compliance with the insurance requirements as stated in the specifications. **Incorrect insurance certificates will cause delays in payment.**

If you have not submitted the proper insurance certificate, please send/fax a copy to Tom Dellapenna, Risk Manager, Broome County Office of Risk Management, County Office Building, 3rd Floor, 60 Hawley Street, P.O. Box 1766, Binghamton, NY 13902-1766. Phone: (607) 778-2402, Fax #: (607) 778-6009.

IMPORTANT: Please include the *bid title* and the *bid number* on the insurance certificate.

Very truly yours,

John A. Flynn, Jr.
Director of Purchasing

JAF:ksu

Attachment(s)

C: Michelle Edwards, Risk

