



State of New York  
County of Broome Government Offices

Division of Purchasing

Jason T. Garnar, County Executive · Tyler B. West, Director

**Notice of Bid Renewal**

December 13, 2017

Towanda Printing – Commercial Printing Division  
116 Main Street  
Towanda, NY 18848

To Whom It May Concern,

This letter shall serve notice that the Board of Acquisition and Contract (BAC) approved the following bid renewal option on December 13, 2017:

Title: Senior Newsletter Monthly Printing  
Bid #: 2014-064  
CA #: 292-464  
Amount: NTE: \$14,945.00  
Term: 01/01/2018 – 12/31/2018

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 Thomas 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 *bid number* on the insurance certificate.**

Very truly yours,

Tyler West  
Director

c: Lisa Schule, OFA  
Jeanne Bourque, Risk  
Purchasing - Bid File