Date of Letter

Mr./Mrs. VDOT Contractor

Company name

Company Address

City, State Zip

Project: (FO/NFO)XXXX-XXX-XXX,XXX

 Federal project Number

Dear XXXXXXX:

As you are aware, the present regional signal contract is scheduled to end \_\_\_\_(Date)\_\_\_\_\_\_\_\_\_. It has been our desire in years past to have a new contract advertised several months prior to the completion date. That has not always been successful. In an attempt to transition from one contract to another, as seamlessly as possible, the present contract has a special provision that allows the department to extend the contract for intervals of one year, not to exceed two intervals.

In order that we might have adequate time to develop a new regional contract, we would like to extend the present contract for a one year period, ending \_\_\_\_(Date)\_\_\_\_\_\_\_. Special Provision Copied Note, CONTRACT RENEWAL OR EXTENSION, page (Number) of the contract, outlines four conditions that must be met in order to go forward with the extension. Those conditions are:

1. your bonding agency provides written proof that it is in agreement with the Contract Renewal
2. no new bid items are added, and
3. proof of insurance
4. there are no price increases in the original contract unit bid prices

I would ask that you review this request and, if this is agreeable under the conditions outlined above, notify me in writing.

Mr. VDOT Contractor

Date of Letter

Page No. 2

If you have any questions concerning this, please contact me at (XXX)XXX-XXX or, by email, at VDOT Employee’s.name@VDOT.Virginia.gov.

Sincerely,

VDOT Employee’s Name

Title

Office