

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 30, 2021

VIA EMAIL ONLY - denise.beychok@pb.com
NO HARD COPY TO FOLLOW

Denise Beychok
Pitney Bowes
3006 Rue D Orleans
Baton Rouge, LA 70801

RE: Emergency Contract Extension
PitneyBowes Brand Name Mailing Equipment - SW
Contract Number: 4400011467; T- Number: 90407

Dear Mrs. Beychok:

The Office of State Procurement (OSP) is considering exercising an emergency extension of the above referenced contract and wishes to know if you would offer to extend this contract for an additional **three (3)** month period from **January 1, 2022** and ending **March 31, 2022** at the original terms, conditions, and prices/discounts.

This letter is not an offer by the State, but only an inquiry to determine your interest in such an emergency extension.

Please signify your offer to accept or to reject the opportunity for an emergency extension by signing below as appropriate and returning it to our office no later than **December 31, 2021** via email at alana.clark@la.gov. If your offer is accepted by the State, you may be required to provide/update required information or documents. If you have any questions, please contact me at **(225) 342-5427** or email at alana.clark@la.gov.

Sincerely,

Handwritten signature of Alana Clark in blue ink.

Alana Clark
State Procurement Analyst

I hereby offer to accept the emergency extension of the contract referenced above:

Signature/Date: _____

I hereby reject any opportunity for an emergency extension of the contract referenced above.

Signature/Date: _____