



FLORIDA
DEPARTMENT of
CORRECTIONS

Governor

RON DESANTIS

Secretary

MARK S. INCH

501 South Calhoun Street, Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

June 7, 2021

Gary A. Palmer, Facilities/Beautification Manager
Street, Stormwater, and Grounds Divisions
City of Cocoa
155 North Wilson Street
Cocoa, Florida 32922
Telephone: (321) 433-8772

RE: Work Squad Contract #W1238

Dear Mr. Palmer:

Attached for signature is original in PDF format of Work Squad Contract #W1238 between the Department of Corrections and your organization. This Contract will begin on January 1, 2022, or upon signature of both parties and will end on December 31, 2022.

To provide a seamless transition in contracting, **please print two (2) copies of the attached original work squad contract amendment and have the two (2) originals signed and returned to this office, via Express Mail, as soon as possible.** Once the Work Squad Contract has been executed by the Department, one (1) executed original of the Work Squad Contract will be returned to you by Express Mail.

The address to return the Contract via express mail is:

Florida Department of Corrections
Bureau of Procurement
Attention: Mrs. Cristy Martin
501 South Calhoun Street
Tallahassee, Florida 32399-2500

As a reminder, please be advised:

- to include the Work Squad Contract number (W1238) on all associated invoices and correspondence;
- that changes to the scope of services or changes in pricing cannot be made except through a formal Contract amendment, executed by both parties, and issued by this office;
- that services may not be provided after the expiration date unless the Work Squad Contract has been renewed or extended through a formal renewal/extension, executed by both parties and issued by this office; and
- invoices may be submitted after the expiration date for services properly provided up to and including the expiration date of the Work Squad Contract.

If there are any questions, please call me at (850) 717-3661.

Sincerely,

Mrs. Cristy Martin

Mrs. Cristy Martin
Purchasing Analyst
Bureau of Procurement