



Finance Department  
Purchasing Division  
65 Stone Street | Cocoa, FL 32922  
Phone: (321) 433-8844 | Fax: (321) 433-8860

August 24, 2021

Sunstate Meter & Supply, Inc.  
14001 W. Newberry Road  
Newberry, FL 32669

Attn: Keith Ellenburg, President

Reference: Master Agreement for Water Meter and Meter Reading Equipment Purchases

Dear Mr. Ellenburg:

The Master Agreement for Water Meter and Meter Reading Equipment Purchases expired on August 16, 2021. The City of Cocoa would like to renew the contract for the 1st of three renewal options available under the contract terms, for an additional 12-month period at the same terms and conditions. Please complete the attached 1st Amendment to Purchase Agreement form if, your organization agrees to renew with the City of Cocoa.

Should you have any questions, or require additional information, or your company chooses not to renew please contact Diane Kozlak, [dkozlak@cocoafl.org](mailto:dkozlak@cocoafl.org). Please return the executed Amendment to Purchase Agreement form via email to the email address listed above at your earliest convenience to ensure no disruption in service. We look forward to hearing from you.

Sincerely,

Diane Kozlak  
Senior Buyer & Contracts Agent

CC: Rebecca Bowman, MBA, CGFO, CGFM  
Finance Director

Encls

City of Cocoa  
AMENDMENT TO PURCHASE AGREEMENT

**1st AMENDMENT**  
**MASTER AGREEMENT FOR WATER METER**  
**AND METER READING EQUIPMENT PURCHASES**

This FIRST Amendment to the purchase agreement for Master Agreement for Water Meter and Meter Reading Equipment Purchases is made and entered into as of August 24, 2021 by and between the **City of Cocoa** and **Sunstate Meter & Supply, Inc., 14001 W. Newberry Road, Newberry, FL 32669.**

The agreement entered into on October 13, 2020, is hereby amended to renew for the 1<sup>st</sup> of three renewal options available under the original contract documents for twelve (12) additional months, at the same rates, terms, and conditions commencing on August 16, 2021 and terminating on August 15, 2022.

The parties hereto duly execute this FIRST Amendment to become effective as of the date and year first above written.

**Sunstate Meter & Supply, Inc.**

**CITY OF COCOA**

By: Keith Ellenburg  
(Name) Printed

By: Michael C. Blake  
(Name) Printed

President  
(Title)

Mayor  
(Title)

 8/24/2021  
Signature Date

\_\_\_\_\_  
Signature Date

CC: Carie Shealy, City Clerk  
Rebecca Bowman, MBA, CGFO, CGFM  
Finance Director