



FREDERICK COUNTY GOVERNMENT

DIVISION OF FINANCE
Department of Procurement & Contracting

Jan H. Gardner
County Executive

Lori L. Depies, CPA, Division Director
Diane Fouche, CPPB, Director

April 29, 2020
Via Email

Pay Tel Communications, Inc.
Attention: Mr. Vincent Townsend
4230 Beechwood Drive
Greensboro, North Carolina 27410

RE: Contract Extension for #20-405, Inmate Telephone System

Dear Mr. Townsend:

In light of the current State of Emergency with COVID-19, the County wishes to postpone the commencement of the 30 day installation timeline for the subject contract for an additional one (1) month period to begin on June 1, 2020 and the installation to be completed by June 30, 2020. The contract term shall be amended to commence on July 1, 2020.

Please sign below to acknowledge your acceptance of this new timeline, and return to my attention as soon as possible via email to gfrey@frederickcountymd.gov.

Thank you for your service to Frederick County, Maryland. If you have any questions concerning this matter, please contact me at 301-600-3191.

Sincerely,

Garrison Frey
Procurement Analyst I

Cc: File

VINCENT TOWNSEND, PRESIDENT

Contractor Representative Name and Title (PRINT)

Authorized Signature and Date