



# COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

1111 East Broad Street  
P.O. Box 1199  
Richmond, Virginia 23218-1199  
(804) 786-3842  
FAX (804) 225-3707

October 15, 2019

Mr. Paul DeMaine  
Deere & Company  
2000 John Deere Run  
Cary, NC 27513

Subject: **Contract No. E194-1483 – Extension Request**  
**Ground Maintenance Equipment**

Dear Mr. DeMaine:

The contract listed above will expire November 4, 2019. We are requesting that the contract be extended for a period of four (4) months or until a solicitation is awarded. The extended contract will be under the same prices, terms and conditions.

Please advise if you are in agreement with this extension by signing this letter and emailing it back to me.

If you have any questions, I may be reached at 804-225-2948.

Sincerely,

Danielle D. Keeton, CPPB, VCO, VCA  
Statewide Sourcing and Contracting Officer  
804-225-2948

Will extend contract.

Will not extend contract.

Deere & Company  
Vendor Name

Tamara Hebert  
Signed By