



# 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. Jon Stodola  
The Toro Company  
8111 Lyndale Avenue South  
Bloomington, MN 55123

**Subject: Contract No. E194-1485 – Extension Request  
Ground Maintenance Equipment**

Dear Mr. Stodola:

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.

The Toro Company  
Vendor Name

Bruce Smith 10/16/19  
Signed By