



Tom Tindall  
Director

COUNTY OF LOS ANGELES  
Internal Services Department

1100 North Eastern Avenue  
Los Angeles, California 90063



*To enrich lives through effective and caring service.*

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October 5, 2009

Mr. Chris Penny  
Office Depot  
14600 Trinity Blvd. Suite 300  
Fort Worth, TX 76155

Dear Mr. Penny:

**Los Angeles County Agreement #MA-IS-42595 - Office Products**

This correspondence shall serve as advanced notice of the County's intent to extend the above referenced agreement for a period of 12 months in accordance with the terms and conditions of the agreement. The extension will be effective from January 2, 2010 through January 1, 2011. . All terms and conditions will remain the same unless amended by written notice.

My staff will be contacting you within the next two weeks to formally execute the agreement extension.

If you have any additional questions, please contact Ted Lo, Purchasing Analyst at (323) 267-2207 or via email at [tlo@isd.lacounty.gov](mailto:tlo@isd.lacounty.gov).

Very truly yours,

Gerald R. Plummer, Acting Division Manager  
Purchasing & Contract Services