



**REGIONAL DISTRICT  
of Fraser-Fort George**

Head Office:  
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Prince George, BC  
V2L 1P8

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Long Distance  
from within  
the Regional District:  
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**Municipalities:**  
McBride  
Mackenzie  
Prince George  
Valemount

**Electoral Areas:**  
Chilako River-Nechako  
Crooked River-Parsnip  
Robson Valley-Canoe  
Salmon River-Lakes  
Tabor Lake-Stone Creek  
Willow River-Upper Fraser  
Woodpecker-Hixon

October 22, 2024

BUI CON 1.0

Karen Richards  


Dear Ms. Richards:

**Re: Contract Extension ES-20-21  
Janitorial Services – 155 George Street**

The purpose of this letter is to enquire if you are interested in a one-year contract extension under the conditions of Contract E-20-21 Janitorial Services – 155 George St. The extended period of work would be from January 1, 2025 – December 31, 2025, at the tendered rates in Contract ES-20-21.

The renewal terms in the contract are set out in Section 25, Duration of Contract. Each extension will be for a one year period and the total Contract duration will not exceed five (5) years. This will be the final contract extension under this contract.

If you find the above terms agreeable, please sign the bottom of this letter and return it to our office at your earliest convenience. I would like to prepare a report for the November 21, 2024 Regional Board meeting to request approval for an extension of the current Contract, or permission to tender a new contract.

Yours truly,

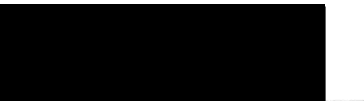


Gina Layte Liston  
Senior Manager of Environmental Services

Telephone: 250-960-4400  
Facsimile: 250-562-8676

GLL:jt

I, Karen Richards, accept the extension with above mutually agreed upon terms of Contract ES-20-21 – Janitorial Services – 155 George Street at the tendered rates as set out in the Schedule of Prices for the duration of January 1, 2025 to December 31, 2025.



Karen Richards

October 22, 2024

Date