

Memo

To: Matthew S. Baisley
Secretary, Board of Acquisition & Contract

From: Patrick M. Cassidy
Deputy Commissioner, Division of Buildings and Grounds

Date: March 14, 2025

Re: Bid Reference Number 2220
Pest Control



We have received an extension letter from Zen Capo, Inc dba Pestmaster of Central New York requesting the extension of Bid Reference No. 2280 for an additional one (1) year period. The terms and conditions of the original agreements shall remain in force. The original five year contract amount of \$149,165.40 remains unchanged.

I agree that we continue with Zen Capo, Inc dba Pestmaster of Central New York through May 31, 2026 using the original contract terms and conditions.

cc: Purchasing Director
Project File