



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF FINANCE

Department of Procurement & Contracting

Jan H. Gardner  
County Executive

Lori L. Depies, CPA, Division Director  
Diane Fouche, CPPB, Director

March 27, 2020

Pay Tel Communications, Inc.  
Attention to: Vincent Townsend  
4230 Beechwood Drive  
Greensboro, North Carolina 27410

Re: Contract #20-405, Inmate Telephone System

Dear Mr. Townsend:

In light of the current State of Emergency with the COVID-19 pandemic, the County wishes to postpone the commencement of the 30 day installation timeline for the subject contract for one (1) month to begin on May 1, 2020 and installation to be completed by June 1, 2020. The contract term shall be amended to commence on June 1, 2020.

Please sign below to acknowledge your acceptance of this new timeline, and return to my attention as soon as possible via email to [gfrey@frederickcountymd.gov](mailto:gfrey@frederickcountymd.gov).

Thank you for your service to Frederick County, Maryland. If you have any questions concerning this matter, please contact me at 301-600-3191.

Sincerely,

Garrison Frey  
Procurement Analyst

Cc: File

VINCENT TOWNSEND PRESIDENT

Contractor Representative Name and Title (PRINT)

Vincent Townsend 3/27/2020

Authorized Signature and Date