

Tel: 0118 974 6000  
Email: ctugroup@wokingham.gov.uk  
Date: 15<sup>th</sup> February 2022

To: ABC Travel

Corporate Transport Unit
Wokingham Borough Council
Shute End, Wokingham
Berkshire RG40 1BN
Tel: (0118) 974 6119
Fax: (0118) 974 6259
Minicom No: (0118) 9746991
DX: 33506 - Wokingham

**Ref: Contract Extension Document**

The contract detailed below will come to the end of its initial contracted term on 31<sup>st</sup> July 2022.

**Existing Contract Number: WBCSENOB55**  
**Establishment & Contract Details: The Alternative Provision Secondary Site - 4 seater vehicle - Driver & PA**

However, I would like to offer you an extension of the current contract until the 31<sup>st</sup> July 2023 at the current rate, in accordance with our Standard Terms & Conditions. This comes with the proviso regarding student changes in July/September and that costs may need to be revised accordingly. Please note that all contracts can still be terminated in accordance with the termination notice period agreed in the original contract award.

If you wish to accept the extension to the existing contract as outlined above, please complete section 1 of the attached form and return via email to ctu.group@wokingham.gov.uk

If you prefer to end the contract on the original expiry date, please complete section 2 of the attached form and the contract will be re-tendered.

Please complete and return the attached form indicating your choice as soon as possible, via email. Please also note that if you retain this contract, you must quote the Contract Number on all documentation moving forward, including all future invoices.

Please accept my thanks on behalf of Wokingham Borough Council for your continuing support with this contract. Should you wish to discuss any matters relating to this contract please do not hesitate to contact the transport team on 0118 974 6000.

Yours sincerely

**Corporate Transport Unit**

PROTECT

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.



**WOKINGHAM**  
**BOROUGH COUNCIL**

**Extension of existing contract until the 31<sup>st</sup> July 2023**

**Operator: ABC Travel**

**Existing Contract Number: WBCSENOB55**

**Establishment & Contract Details: The Alternative Provision Secondary Site - 4 seater vehicle - Driver & PA**

The contract detailed above will come to the end of its contracted term on 31<sup>st</sup> July 2022.

**Section 1 Accept extension of contract.**

☒ I wish to ACCEPT the extension of the current contract under the existing terms until the 31<sup>st</sup> July 2023.

**Section 2 Decline extension.**

☐ I DO NOT wish to accept the extension so the contract will end on the 31<sup>st</sup> July 2022.

Signed

On behalf of ABC TRAVEL (WOKINGHAM) LTD

Please print name ROXY PRAGANA

Date

17 - 02 - 2022

**Please complete and return the attached form indicating your choice as soon as possible, via email. Please also note that if you retain this contract, you must quote the Contract Number on all documentation moving forward, including all future invoices.**

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