**ESCO Base Contract**

Insert user logo

 **Attachment B: Contract Renewal Option Letter**

**ANNUAL RENEWAL OPTION LETTER**

**SUBJECT: Option To Renew As-Needed Base Agreement**

In accordance with the Base Agreement with the effective date \_\_\_\_\_\_\_\_\_\_\_\_\_ between the State Energy Office (SEO)*,* and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ESCO) for as-needed Energy Savings Performance Contracting services, SEO hereby exercises the option for an additional term of one year, **contract routing number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, incorporating by reference all the terms and conditions set forth in the As-Needed Base Agreement ESCO Contract.

Enclosed is one copy of your firm’s submitted renewal information.

Your firm will be listed as eligible for selection for as-needed Energy Savings Performance Contracting services through SEO/EPCP.

**APPROVALS:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| State Energy Office NameDirector Name |  |  |
|  |  |  |
| Name |  | Date |