

September 25, 2015

RL Murphey Commercial Roof Systems, L.P.
845 N. Mill St., Suite 200
Lewisville, Texas 75057

RE: Bid No. 2015-391-C Roofing Repairs – Price Agreement
Contract Dates 9/25/15 to 9/24/16
Renewals 3 Remaining

To Whom It May Concern:

The City of Plano has awarded the contract for the above referenced subject to your firm. It is understood all terms, conditions and prices will be held firm during the contract period. Using departments will order on an “as needed” basis utilizing “Contract Release Orders” (CRO’s). Please note the invoice must reference the City of Plano CRO number.

Emergency Repairs / Payment:

Emergency Definition – An emergency is defined as a situation which may be hazardous to life or property. Examples are: exposed electrical wires, broken water or gas pipes, roof leaks, HVAC problems, and noxious fumes.

If any emergencies arise during or after regular business hours, nights, weekends and holidays, the Technician or Mechanic on duty from the Facilities Maintenance Department will contact the vendor for repair parts and/or services. The vendor will provide an accurate invoice to the Technician or Mechanic within 5 calendar days of the product delivery of the service completion. Upon receipt of an accurate invoice, a Purchasing representative will contact the vendor with the purchasing a CRO for payment.

Payment Terms: The payment terms for this contract are net 30. Invoices must be submitted in duplicate to the following address:

Remit To: City of Plano - Accounting Department
P.O. Box 860279
Plano, Texas 75086-0279

Department Contact:
Name: Richard Medlen
Department: Facilities Services
Telephone: (972) 941-5511

Delivery Location:
Deliver To:
Various City of Plano Facilities
Plano, Texas

Thank you for your interest in serving our needs. If you have any further questions, please contact me at the information below.

Sincerely,

Michael Parrish
Senior Buyer