



P.O. Box 400
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800.695.2919 | 512.467.0222 | Fax: 800.211.5454
buyboard.com

August 22, 2019

Sent via email to: alanda@gulfcoastpaper.com

Anna Landa
Gulf Coast Paper Company
1101 South Padre Island Dr.
Corpus Christi TX 78416

Re: Custodial Supplies & Equipment
BuyBoard Contract 569-18

The Local Government Purchasing Cooperative (BuyBoard) awarded your company a contract under Custodial Supplies & Equipment, Contract 569-18 effective October 1, 2018 through September 30, 2019, with two possible one-year renewals. At this time, we are renewing your contract through September 30, 2020.

All discounts, terms, and conditions of your contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me immediately via email at connie.burkett@tasb.org.

Reminder: Once a BuyBoard contract is awarded, vendors must generate a minimum of \$15,000 annually or they may not be offered a contract renewal. Evaluations will be made annually, prior to the expiration date of the contract term, and the BuyBoard reserves the right to discontinue the vendor's contract at that time.

Additionally, **all purchase orders must be processed through the BuyBoard. Except as expressly authorized in writing by the Cooperative's administrator, you are not authorized to process a purchase order received directly from a Cooperative member.** Accepting orders directly from a member entity without Cooperative authorization is a violation of the terms of your contract. We request your assistance in immediately forwarding any orders received directly from member entities. Purchase orders may be sent to us either by fax (800-211-5454) or by email (info@buyboard.com). If by chance an order sent directly to you has been unintentionally processed, please forward it to the Cooperative and note it as **RECORD ONLY** to prevent duplication.

If you have questions or comments concerning this renewal, please contact me as soon as possible at connie.burkett@tasb.org. We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,

Connie W Burkett, CTSBO
Contract Administrator