



City of Laredo Purchasing Division

Renewal Letter

May 15, 2025

Mr. Luis Gonzalez
Patria Office Supply
301 E. Calton Rd.
Laredo, Texas 78041

Re: General Office Supply Contract
Contract FY23-043
Extension I

Dear Mr. Gonzalez,

Contract FY23-043 for General Office Supply was approved by City Council and awarded to your company on June, 5, 2023. The term of this contract was for a period of two (2) years. This contract has an option to renew one (1) additional (2) two-year period upon mutual agreement of parties. This is the last extension period.

Price Adjustment

The City of Laredo will allow unit price adjustments upwardly or downwardly when correlated with an industry wide adjustment. Any request for reasonable price adjustments will be considered. Justification for the requested adjustment on original fixed pricing must have mutual consent from both parties and be supported by appropriate documentation. The City will not take action to intentionally delay legitimate manufacturer unit price increases. The City of Laredo reserves the right to cancel the contract if the price increase is deemed excessive; a new contract vendor will be selected on the basis of competitive bids. Documentation may be emailed to jezapata@ci.laredo.tx.us.

Please indicate your desire to request a contract extension. Should your company desire a contract extension, it is expressly understood by the parties that any such extension of this contract is entirely revocable at the City's discretion and is contingent upon the agreement. If there are any questions regarding this renewal extension, please feel free to call me at (956) 794-1731.

Sincerely,



Jaime E. Zapata, MPA, CTCD

Purchasing Agent

Patria Office Supply

Request a contract extension: ☒ Not request a contract extension: ☐

Authorized Signature: 

Print Name: Jerry Rubio

Date: 5-14-2025