



# City of Laredo Purchasing Division

## Renewal Letter

November 20, 2025

Mr. Bill Shea  
Rochester Armored Co.  
3937 Leavenworth St.  
Omaha, NE 68105

Re: Bank Courier Services  
Contract FY24-001  
Extension I

Dear Mr. Shea,

A contract for Bank Courier Services to the City of Laredo was approved by City Council and awarded to your company on December 4, 2023. The term of this contract was for a period of two (2) years. This contract has an option to renew two (2) additional two (2) year periods upon mutual agreement of parties. This is the first of two extension periods.

### 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 [mbosquez@ci.laredo.tx.us](mailto:mbosquez@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

Purchasing Agent

Rochester Armored Co.

Request a contract extension: \_\_\_\_\_ Not request a contract extension: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_