



# City of Laredo Purchasing Division

## Renewal Notice

February 5, 2026

Becky Huff  
Muncie Transit Supply  
Bid Department  
3720 S. Madison St.  
Muncie, IN 47302

Re: FY24-038 - Automotive/Transit Parts Supplies  
First Extension

Dear Ms. Huff:

Contract for Automotive/Transit Parts Supplies for the Laredo Transit Mgmt. was awarded to your company on April 15, 2024. This award provided for the possible extension of this contract for (3) additional, (1) one-year periods. This is the first 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](mailto: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. 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, CTCM  
Purchasing Agent

Xc: Purchasing File

Muncie Transit Supply	
Request a contract extension: <input checked="" type="checkbox"/>	Not request a contract extension: <input type="checkbox"/>
Authorized Signature: _____	
Print Name: Becky Huff	_____
Date: February 18, 2026	_____