



Purchasing Division
Date: January 1, 2024



John Doe Company
John Doe
123 Mickey Mouse Drive
Lancaster, TX 75146

Bid Name: HVAC Maintenance
Bid / Contract #: 2024-82
Initial Term: August 1, 2024 – September 30, 2025
Renewal Options: Five one-year options (Oct 1-Sept 30)
Amount: \$00.00

Mr. Doe,

Congratulations! The invitation to bid for HVAC services has been awarded to your firm. City Council approved the bid on July 8, 2024 for a full service which includes refrigerant, yearly replacement of seventy-two (72) fan power box filters and excludes complete replacement. Please consider this letter as an official notice of award and acceptance of your response, now termed contract. All work shall be in accordance with the specifications.

Purchase order 49965 has been issued for the months of August and September 2024. A new purchase order will be issued on October 1, 2024 for the period of October 1, 2024 to September 30, 2025. All repair work must have a separate purchase order issued prior to any work beginning. The PO number must be included and referenced on all invoices.

Contract information including the specifications, tab sheets, and this Notice of Award is available online at www.lancaster-tx.com/bid. To access the information, click on the application link: contracts.

For your convenience, all future invoices may be submitted to one of the addresses listed below.

City of Lancaster
Accounts Payable
PO Box 940
Lancaster, TX 75146

Email: Accounts-Payable@lancaster-tx.com

If you have any questions or a problem arises, please call me at 972-218-1329. The City of Lancaster thanks you for your cooperation in the bid process.

Respectfully,

Cheryl Womble
Purchasing Agent

