



P.O. Box 400  
Austin, TX 78767-0400  
800.695.2919 | 512.467.0222 | Fax: 800.211.5454  
buyboard.com

October 22, 2015

**Sent via Email to: rhyder.cowboyfleet@gmail.com**

Richard Hyder  
Silsbee Ford  
1211 US HWY 96 N  
Silsbee TX 77656

Re: Vehicles & Heavy Duty Trucks, Options, Parts, & Labor  
BuyBoard Contract 430-13

The contract that the Local Government Purchasing Cooperative (BuyBoard) awarded your company under the Vehicles & Heavy Duty Trucks, Options, Parts, & Labor Proposal, RFP 430-13, will expire November 30, 2015.

At this time, we are renewing your contract through November 30, 2016. This will be the final renewal of this contract.

All discounts, terms, and conditions of your proposal contract will remain the same. If you agree with the 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](mailto:connie.burkett@tasb.org).

**Reminder: The receipt of a purchase order directly from a Cooperative member is not within the guidelines of the Cooperative.** Accepting orders directly from a member entity may result in a violation of the State of Texas competitive bid statutes, and could cause cancellation of this proposal award. Therefore, all orders must be processed through the Cooperative in order to comply with the 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](mailto: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](mailto:connie.burkett@tasb.org). We appreciate your interest and participation in The Local Government Purchasing Cooperative.

Sincerely,

Connie W Burkett  
Contract Administrator