



1823 North Yellowood Avenue
Broken Arrow, OK 74012
Phone: 918.249.4000
www.admiralexpress.com

Re: 4th Renewal of bid 19.166 ("Office Supplies") | July 1, 2022 – June 30, 2023

City of Broken Arrow
1700 West Detroit
Broken Arrow, OK 74012

Dear City of Broken Arrow,

It is our understanding that the City of Broken Arrow intends to issue its third one-year contract-term extension to Admiral Express for bid 19.166. We appreciate your continued reliance and trust in us, and we gladly accept this contract-term extension.

Admiral Express will continue to honor all terms of our May 21, 2019 bid response, including discounting the list of 50 key items at 30% below SP Richard's CCP-4 cost and all remaining products sold at CCP-4 cost. Copy paper (ADMCP8511) was originally contracted at an aggressive price with an escalation allowance. The current price for copy paper is \$34.99/carton. Per the terms of the agreement, we will honor this paper price until costs change, assessed quarterly.

Please allow this letter to serve as our mutual agreement to the term extension.

Sincerely,
Erik Isaacson
General Manager

Admiral Express
Signature:
Name: Erik Isaacson
Title: General Manager
Date: May 24, 2022

City of Broken Arrow
Signature: _____
Name: _____
Title: _____
Date: _____

Locally devoted to *you*