**MEMORANDUM**

Date: February 24, 2020

To: **«Company\_Name»**

Attn: **«Contact\_Name»**

From: Fran Dunaway, CPO, CNBM, City of Santa Fe Purchasing Division

RE: GSA Contract **«GSA Number»,** **<Title>**

The City of Santa Fe by mutual agreement between the City and **«Vendor»** is willing to enter into a GSA price agreement based on the following requirements:

1. Provide an updated Federal Supply Schedule to include current or updated contract dates.
2. *Purchases based on 13-1-129 (A)(1) NMSA 1978:* The Contractor is willing to extend their GSA pricing, terms and conditions to the City of Santa Fe at prices equal to or less than the contractor’s current federal supply contract price (GSA), providing the contractor has indicated in writing a willingness to extend such contractor pricing, terms and conditions to the City of Santa Fe and the purchase order adequately identifies the contract relied upon.

Please respond by completing the information below. Check the proper box, fill in the requested information, including signature, scan and upload to the email you received with this request.

 **I agree to extend and/or renew the above referenced GSA price agreement.**

 **I DO NOT agree to extend and/or renew the above referenced GSA price agreement.**

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Print Name, Title Email Address

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Signature Company Name

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Date Address

*Cc :Fran Dunaway, CPO*

 *Procurement File*