



City of La Porte

Established 1892

City Manager's Office

The City of La Porte embraces our heritage, community values and opportunities, while enhancing the quality of life for our citizens.

DATE

NAME

Address 1

Address 2

Attn: _____

Re: Official Notice of Intent to Purchase _____ per Quote # _____:

To Whom It May Concern:

Please let this letter serve as Official Notice of Intent of the City of La Porte, Texas, to purchase _____ per Quote # _____, during the City of La Porte's 2024-2025 Fiscal Year. We understand delivery of these models may be delayed by several months due to reduced stock and therefore wish to provide this notification in advance to reserve a slot for delivery in Quarter Four of 2024.

The specifications and quotes offered by _____ in connection with the City of La Porte's purchase must be established in coordination with your office under current Cooperative Purchasing Contract _____. A Purchase Order will be submitted in October 2024, upon approval of the purchase by the La Porte City Council.

Respectfully,

Corby Alexander
City Manager
City of La Porte, Texas