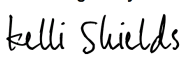
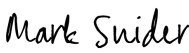




INTER-OFFICE CORRESPONDENCE

DATE: 12/2/2025

TO:	SIGNATURES	DATE
	Signed by:  753F00568601434... REED LANHAM, CHIEF OPERATING OFFICER	Dec-09-2025
	DocuSigned by:  992B89B1720F41D... KELLI SHIELDS, CHIEF ADMINISTRATIVE OFFICER	Dec-03-2025
	DocuSigned by:  259DA0174F1544D... AYA EALY, DIRECTOR OF PROCUREMENT	Dec-03-2025
	Signed by:  5718A39FDEDB478... MARK SNIDER, DIRECTOR OF MAINTENANCE	Dec-02-2025

FROM: Anthony Brown, Contract Administrator

SUBJECT: Contract No. 25-052 Antifreeze Delivery Services (FleetPride)

For your review and signature, I have attached Contract No. 25-052 between Trinity Metro and FleetPride to provide Antifreeze Delivery Services. The term on the contract is one year with zero renewal options for an amount not to exceed \$84,024.

The effective date will be upon the final signature from Reed Lanham.

No Board action is required.

Thank you,

Anthony Brown,
Contract Administrator



PURCHASE AUTHORIZATION TO AWARD CONTRACT

BACKGROUND

On September 24, 2025, Trinity Metro issued Invitation for Bid (IFB) 25-T052 to provide Antifreeze Delivery Services. Three bids were received from Ataram Oil Company, Fleet Pride, and Safety-Kleen Systems, Inc. Following a thorough evaluation, Fleet Pride was selected as the company with the most responsive, responsible and lowest bid.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and has complied with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCE

Funding for these services will be paid from grant and operational funds.

RECOMMENDATION

The Procurement Department recommends that Trinity Metro award contract no. 25-052 to provide Antifreeze Delivery Services for an amount not to exceed \$84,024 to FleetPride.

Signed by:
By: Mark Snider Date: Dec-02-2025
5718A39FDEDB479...
MARK SNIDER, DIRECTOR OF MAINTENANCE

DocuSigned by:
By: Aya Ealy Date: Dec-03-2025
259BA6174E4344D...
AYA EALY, DIRECTOR OF PROCUREMENT