



CITY OF ARCOLA

13222 HIGHWAY 6
ARCOLA, TEXAS 77583
281-431-0606
FAX 281-431-1523

September 20, 2012

Fort Bend County
Purchasing Department
301 Jackson
Richmond, TX 77469

Re: Purchasing of 3 filing cabinets at Needville warehouse

Dear Commissioner's Court:

Several City Officials came to the purchasing department to review items that the county is no longer using. On their visit, they tagged 3 filing cabinets that were at the Needville building. After speaking with Chris, we were given a price of \$15.00 for each filing cabinet. We would like to process this order at your earliest convenience. Please let me know what else is needed of the City.

Thank you in advance for your time and forth coming reply. Feel free to contact me, Evelyn Jones at 281.431.0606.

Regards,


Evelyn Jones, Mayor

City of Arcola