

February 21, 2013

Mr. Brian S. McGaughey
P.E.M.Co. Educational Furniture and Equipment
5335 Progress Blvd.
Bethel Park, PA 15102

Dear Mr. McGaughey

Please accept this letter as the Plum Borough School District's commitment to participate in your S. N. A. P. program for the upcoming elementary school building project. As we have done in the past with the Pivik Elementary project, we wish to once again utilize your program to purchase any "New" furniture that is needed via the PA. State Contract programs. Your service will include design, planning and project coordination along with negotiating discounts from manufacturers for direct purchasing of furniture.

Additionally, P.E.M.Co. will work with the furniture committee to assure that all areas needing furniture have exactly the right items selected and installed. The basis for furniture design will emulate the "NEW" Pivik Elementary Building but we also realize that some changes may need to be made to address issues that have arisen since Pivik has been opened.

P.E.M.Co. will not charge the District for any of the above services. P.E.M.Co. will rely upon the product manufacturers for any fees and commissions. Installation for all furniture will be the only additional service that does carry a cost at the rate of 6% of the sale price of all furniture purchased.

Finally, we realize that furniture is not to deliver until November of 2014 and we understand that products that we purchased in 2012 will obviously incur some price increases. Based upon the information that you provided us for our preliminary budget, we are comfortable moving forward with the planning process.

This letter is our agreement to allow P.E.M.Co. Educational Furniture and Equipment to represent our school district to negotiate and facilitate the above procedures.

Sincerely,

Dr. Timothy S. Glasspool
Superintendent

P.E.M.Co. accepts the above terms and conditions.

By: _____

Title: _____

Date: ____ / ____ / ____