

December 26, 2018

Vendor’s Name

Attn:

Address

Reference: Project Name

Project No.:

Contract No.:

## Subject: CFX Purchase Order Request No.   -ODMP-00

 CFX Purchase Order No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear   :

Please find attached Central Florida Expressway Authority (CFX) Purchase Order, with General Conditions, for **material purchased (ie. prestressed concrete beams, piling)** on CFX Project Name  .

The CFX desires to purchase the **material purchased (ie. prestressed concrete beams, piling)** directly from **Vendor’s Name**. Accordingly, you will find the CFX Purchase Order \_\_\_\_\_\_\_\_\_\_\_\_\_ attached. Please note that the CFX purchase order incorporates and accepts all pricing, terms and conditions previously agreed upon by **Vendor’s Name** and **Construction Company’s Name**. As such, your understanding of the agreement originally obligated to has not changed.

While your future invoices for this material should be for the account of CFX, please continue to deal with **Construction Company’s Name** on all other matters such a shop drawings, fabrication schedules, deliveries, etc. Upon receipt of your future invoices and after receiving confirmation from **Construction Company’s Name** that the materials have been properly fabricated and have been delivered or properly stored, CFX will promptly issue payment to **Vendor’s Name.** Please note during your preparation of these invoices that CFX is tax exempt (see attached Consumer’s Certificate of Exemption).

CFX requires **Vendor’s Name** to provide a supply bond (copy attached). The supply bond should be made in favor of CFX and should be for an amount equal to 100% of the purchase order. Payment of the supply bond will be made by CFX after receipt of the invoice from **Vendor’s Name***.* The purchase order will not be effective until the supply bond has been received. No payments will be made pending receipt of this document. Please forward these documents to the BILL TO address shown on the purchase order.

Thank you for your participation in this matter. If you have any questions, please do not hesitate to call.

Sincerely,

Central Florida Expressway Authority

Name

Director of Procurement

Enclosures

cc: CFX Procurement

 Contractor

 CFX Project Manager

 CEI