



The City of  
**OKLAHOMA CITY**  
UTILITIES DEPARTMENT  
Chris Browning, Director

**APPROVED** BY THE OKLAHOMA CITY

WATER UTILITIES TRUST

AT THEIR MEETING April 8 2025

March 5, 2025

RENEWAL NO. 1

Pencco, Inc.  
Attn: Ms. Sarah Duffy  
P.O. Box 600  
San Felipe, TX 77473

RE: Agreement Renewal for April 2, 2025 – April 1, 2028, Fluoride C229022

Dear Ms. Duffy:

The City of Oklahoma City (City) and/or the Oklahoma City Water Utilities Trust (OCWUT) and Pencco, Inc., (Contracting Vendor), have the option of renewing C229022 for Fluoride in bulk quantities for water treatment plants, for an additional term of (3) three years, under the same terms, conditions and provisions as originally awarded, including price(s).

Please indicate whether or not you consent on behalf of the Contracting Vendor to the renewal of the above-mentioned Agreement by completing the information on the enclosed Agreement Renewal Form, including signature from an authorized officer of the business or corporation. If the individual signing the Agreement Renewal Form is not the owner or an authorized officer of the business or corporation, the Contracting Vendor must either complete and submit a Letter of Authorization or affix its corporate seal to the Agreement Renewal Form. For your convenience, a fillable standard Letter of Authorization has been included with this renewal letter.

Should the City of Oklahoma City and/or OCWUT decide not to renew the above-mentioned Agreement, you will be notified in writing by certified mail, postage prepaid, and by email. **This form may be mailed, emailed, scanned, or otherwise electronically submitted for Agreement renewal.**

Please complete and return the Agreement Renewal Form and if applicable, the Letter of Authorization by **March 12, 2025**.

**Contact the City of Oklahoma City Utilities Department Procurement Section at ww-procurement@okc.gov if any of the business or corporation information has changed (i.e. company name), as additional information may be required.**

If you have any questions, please contact me at 405-297-1525 or email Rebecca.cavnar@okc.gov.

Thank you,

Rebecca Cavnar  
Administrative Specialist  
Utilities Department

Enclosure



The City of  
**OKLAHOMA CITY**  
UTILITIES DEPARTMENT

**Agreement Renewal Form - C229022**

Select one of the following:

☒ Yes, I consent to the renewal  
pursuant to the terms  
of C229022

☐ No, I do not consent to the renewal of  
C229022

Complete the information below:

Sarah Duffy, Bid Director  
PRINTED NAME/TITLE

Sarah Duffy  
AUTHORIZED OFFICER SIGNATURE

Pencco Inc.  
COMPANY NAME  
(MUST MATCH AGREEMENT)

831 Bartlett Rd  
STREET ADDRESS

Sealy TX 77474  
CITY, STATE AND ZIP CODE

979 885 0005  
BUSINESS TELEPHONE

sarah@pencco.com  
CONTACT/E-MAIL

[CITY USE ONLY]

\_\_\_\_\_ The City of Oklahoma City and/or OCWUT chooses not to renew C229022.



PO Box 600 San Felipe, Texas 77473  
(979) 885-0005 Fax: (979) 885-3208

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## BOARD OF DIRECTORS MEETING

Prior notice was waived, and a meeting of the Directors was held on February 20, 2025. The following resolution was adopted in respects to the official signing of bids and contracts on behalf of Pencco, Inc.

BE IT RESOLVED that Sarah Duffy, Bid Director, of the Corporation has authority to negotiate for and sign any bids/contracts which the Corporation might enter into for the furnishing of goods and services for the Corporation under such terms, conditions and stipulations, as for such consideration as she may deem to be in the best interest of the Corporation.

BE IT RESOLVED that Jennifer Guajardo, Bid Supervisor, of the Corporation has authority to negotiate for and sign any bids/contracts which the Corporation might enter into for the furnishing of goods and services for the Corporation under such terms, conditions and stipulations, as for such consideration as she may deem to be in the best interest of the Corporation.

No further business was necessary, and the meeting was concluded.

  
R. L. Horne, President

  
Aline Horne, Secretary

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