

**LETTER OF AGREEMENT  
SENIOR CENTER ROOF REPAIRS**

This Letter of Agreement (“**Agreement**”) is entered into by and between the City of Killeen (“**City**”) and Quick Roofing (“**Contractor**”); collectively, the “**Parties**”.

In consideration of the premises and of the mutual covenants and agreements contained in this Agreement, the Parties hereby agree as follows:

Scope of Agreement. The purpose of this Agreement is to enlist the services of the Contractor repair the roof on the Senior Center at Lions Club Park, as more thoroughly described in The Interlocal Purchasing System Contract No. 25010402 (the “**Services**”).

Term of Agreement. This Agreement shall become effective on the date that the last required signature is affixed (the “**Effective Date**”) and shall automatically terminate upon the later of the date substantial completion of the work or the first anniversary of the Effective Date.

Consideration. Contractor agrees to provide the Services stated above for a lump sum payment of \$172,367.33 as more completely described in the Invoice, attached hereto and incorporated herein as **Exhibit “A”**.

Performance and Payment Bonds. The Contractor will provide surety bonds of the types, for such penal sums, and subject to the terms as required by this Agreement in accordance Chapter 2253 of the Texas Government Code. The Contractor will purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the project is located. Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under this Agreement, the Contractor will promptly furnish a copy of the bonds or authorize a copy to be furnished.

Independent Contractor. Contractor shall act as an Independent Contractor. Under no circumstances shall Contractor be deemed an employee or partner of Owner.

Applicable Laws. Contractor shall follow all applicable local, State, and Federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If any unusual substances or extraordinary amounts of the aforementioned substances are encountered, the Contractor will contact the City to contact the State and the relevant agency with authority for regulation of the substance.

Standard of Care. The standard of care for all services performed or furnished by Contractor under this Agreement will be the care and skill ordinarily used by members of the Contractor’s profession practicing under similar circumstances at the same time and in the same locality.

Insurance. Contractor shall procure and maintain insurance in the following amounts:

Worker’s Compensation	Statutory
Automobile Liability	\$500,000 Combined single Limit for each accident (Bodily injury and property damage).
General Liability	\$1,000,000 each occurrence (Bodily injury and property damage).
Professional Liability	\$1,000,000 general aggregate.

On all policies, except Worker's Compensation and Professional Liability, City shall be listed as an additional insured with a full waiver of subrogation. A certificate of coverage shall be provided to the City prior to commencing work on the Project.

Subcontracts and Assignments. Contractor's rights and obligations hereunder are deemed to be personal and may not be transferred or assigned. Any assignments shall be void and of no effect.

Indemnification. To the fullest extent permitted by law, City or Contractor, as applicable, shall indemnify and hold harmless the other party, and the other party's officers, directors, partners and employees from and against any and all costs, losses and damages (including, without limitation, all fees and charges of attorneys and other professionals, and all court or dispute resolutions costs) caused by the negligent acts or omissions of the City or Contractor, as applicable, or their respective officers, directors, partners, employees and consultants with respect to the performance under this Agreement.

Termination. This Agreement may be terminated by either party for cause upon thirty calendar days' written notice, provided such cause cannot be reasonably cured within such thirty-day period. City may terminate this Agreement for convenience effective upon receipt of written notice declaring the same and Contractor shall be compensated for all work completed at that time in accordance with this Agreement.

Texas Law. This Agreement shall be subject to and governed by the laws of the State of Texas. The Parties agree that for venue purposes, any and all lawsuits, disputes, or causes of action shall be in Bell County, Texas.

Severability. If any provision of this Agreement shall, for any reason, be held to violate any applicable law, then the invalidity of such a specific provision in this Agreement shall not be held to invalidate the remaining provisions of this Agreement.

Survival. Any provision of this Agreement providing for indemnity, insurance or a duty that necessarily will not be completed until after the expiration or termination of this Agreement shall continue in full force and effect until such a time as all duties have been fully performed.

Non-waiver. Failure to enforce any provision of this Agreement by either party shall not constitute a waiver of that provision for purposes of the subsequent enforcement of that provision or the remainder of this Agreement.

Contract Verification. Texas law provides that a governmental entity may not enter contracts for goods and services valued at \$100,000 or more with a company that employs at least 10 full-time employees unless the company provides written verification regarding aspects of the company's business dealings. By signing, Contractor agrees to the following:

- Texas Government Code, Chapter 2271 – Contractor must verify that it does not boycott Israel and will not boycott Israel during the term of the contract. Boycott Israel is defined in Texas Government Code Chapter 808.
- Texas Government Code, Chapter 2274 – Contractor must verify that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the contract against a firearm entity or firearm trade association. Discrimination, firearm entity and firearm trade association are defined in Texas Government Code Chapter 2274.

- Texas Government Code, Chapter 2276 – Contractor must verify that it does not boycott energy companies and will not boycott energy companies during the term of the contract. Boycott energy company is defined in Texas Government Code Chapter 809.

*Entire Agreement.* This Agreement shall represent the entire agreement by and between the Parties and it may not be changed except by written amendment duly executed by all Parties.

**[SIGNATURE PAGE FOLLOWS]**



# **EXHIBIT A**



8707 CR 6820 Unit A  
Lubbock, TX 79407  
Phone: 806-503-6350

# ESTIMATE

**Estimate #** 901037

**Date** 05-15-2026

**Bill To**

**City of Killeen**  
101 N College St  
Killeen, TX 765421  
Phone:  
Email:

**Job Address**

**Senior Center TPO**  
1700 E Stan Schlueter Loop  
Killeen, TX 76542  
Phone:

Description

Qty

Price

Ext. Price

***Quick Roofing Proposal***

TIPS #25010402

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Tear off Duralast membrane and substrate

-----  
Install 1/2" Densdeck substrate

-----  
Install 60 mil TPO

-----  
Install new retro drains

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Flash and seal all curbs and penetrations

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Install new metal parapet cap with cleat and drip edge as needed

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Install new OSB to walls

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Install TPO on wall with termination bar

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Clean up work area and dispose of job related waste

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20 year NDL manufacturer warranty

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Total 1 \$172,367.33 \$172,367.33

**City of Killeen Authorized Representative**

Print Name \_\_\_\_\_

**Salesperson:** Steven McCord

Phone: 806-577-8423

Email: steven.mccord@quickroofing.com

X \_\_\_\_\_ Date \_\_\_\_\_

X *Steven McCord* Date 05/15/2026



8707 CR 6820 Unit A  
Lubbock, TX 79407  
Phone: 806-503-6350

# ESTIMATE

**Estimate #** 901037

**Date** 05-15-2026

Description

Qty

Price

Ext. Price

**Total**

**\$172,367.33**

*The new roof membrane will be 60 mil TPO. This new roof system will carry a 20 year No Dollar Limit manufacturer warranty.  
Proposal does not include dumpster fees as the City will be providing dumpsters for waste and haul off. TIPS #25010402.  
Pricing Valid through 8/15/2026*

**City of Killeen Authorized Representative**

Print Name \_\_\_\_\_

**Salesperson:** Steven McCord

Phone: 806-577-8423

Email: steven.mccord@quickroofing.com

X \_\_\_\_\_ Date \_\_\_\_\_

X Steven McCord Date 05/15/2026