



**Letter of Agreement  
Ankeny Kirkendall Public Library  
Moving Services  
City of Ankeny, Iowa**

This Agreement is to be effective on the 21st day of October, 2019, by and between Library Furniture International, Inc., hereinafter called “the Contractor” and the City of Ankeny, Iowa, hereinafter called “the City”.

The Contractor and the City, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**Scope of Work:** The Contractor shall provide to the City the services set forth in the contract documents consisting of providing moving services for the Ankeny Kirkendall Public Library.

**Contract Documents:** The Agreement consists of the following contract documents, which by this reference are incorporated herein:

- A. This signed Letter of Agreement
- B. The Request for Proposal document Ankeny Kirkendall Public Library – Moving Services, dated Friday, September 27, 2019
- C. The bid submitted by the Contractor, signed by Amy Fairbanks, dated October 7, 2019

The City reserves the right to cancel this Agreement by giving 30 days advance written notice. Notwithstanding the preceding, the City may terminate this Agreement immediately for cause, including but not limited to performance issues, Contractor theft, or any other matter the City deems a public health or safety concern, upon written notice delivered to the Contractor.

This Agreement contains the entire agreement and understanding by and between the parties with respect to the subject matter hereof, and no representations, promises, agreements, or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by the party against whom such waiver is sought to be enforced. In the event of a conflict between this Letter of Agreement and any other Contract Document, this Letter of Agreement shall control.

City of Ankeny, Iowa

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By: Gary Lorenz, Mayor

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Date

Library Furniture International, Inc.

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By: Amy Fairbanks, Library Furniture International, Inc.

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Date