



University at Buffalo
The State University of New York

University Residence Halls & Apartments
Division of Student Affairs

August 19, 2008

Metzger, Inc.
4955 Chestnut Ridge Rd.
Orchard Park, NY 14127

Attn.: Mr. Peter R. Metzger, President

Re: University Apartments Furniture Research and Procurement Program
750 Apartments

Dear Peter,

The University at Buffalo has elected to retain your firm to assist in procurement of furniture at our "Foundation" funded apartments.

This initial project will be approximately 600 +/- pieces of upholstered furniture (sofas and arm chairs). We are very interested in product styles that allow easy "on site" repair. Arms, backs and seats that can be replaced with minimal effort and tools.

Please draft and issue an RFP that focuses on our goal for function, style, lifecycle and cost. While we have based our interest on a particular supplier's construction, we will definitely review alternatives that meet our needs.

This is a rush project, secure commitments from vendors on their ability to deliver product as detailed in the RFP.

Please direct all vendors to work with your firm directly and not to contact this office any further at this time. Metzger, Inc. is the conduit to a sale going forward.

Metzger, Inc. will be compensated as detailed in other documents, please begin upon receipt of this letter.

Sincerely,


Thomas R. Tiberi

Sr. Assoc. Director / General Manager