



**Financial and Administrative Service Department**  
**Purchasing Office**  
PO Box 1088, Austin, Texas, 78767

February 4, 2008

Southwest Key Maintenance LLC  
Attn: David Maldonado  
6002 Jain Ln.  
Austin, TX 78732

Mr. Maldonado

The Austin City Council approved the execution of a contract with your company for Grounds Maintenance Services at South Austin Regional Wastewater Treatment Plant in accordance with the referenced solicitation.

Responsible Department:	Austin Water Utility
Department Contact Person:	Lydia Torres
Department Contact Email Address:	<a href="mailto:lydia.torres@ci.austin.tx.us">lydia.torres@ci.austin.tx.us</a>
Department Contact Telephone:	512/972-0329
Project Name:	Grounds Maintenance Services at South Austin Regional Wastewater Treatment Plant
Contractor Name:	Southwest Key Maintenance LLC
Contract Number:	NA080000069
Contract Amount:	\$54,182
Extension Option Amount:	\$54,182
Contract Period:	February 18, 2008 through February 17, 2009
Extension Options:	Two 12-Month Options
Requisition Number:	2200 0701200928
Solicitation Number:	STA0101
Agenda Item Number:	60
Council Approval Date:	1/31/2008

A copy of the contract along with your bid submittal is attached hereto..

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Stephen T. Aden, Sr.  
Supervising Senior Buyer  
Purchasing Office  
Finance and Administrative  
Service Department

cc: Lydia Torres/AWU