



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

March 28, 2008

VENDOR Austin State School
Contact Name David Power
2203 W. 35th St.
Austin, TX 78703

Dear Contact Name: Mr. Power,

The Austin City Council approved the execution of an Interlocal contract with your company for Distribution Services of Employee and Retiree Benefit Packets and other related services.

Responsible Department:	Human Resources
Department Contact Person:	Sheri L. Altes
Department Contact Email Address:	sherl.altes@ci.austin.tx.us
Department Contact Telephone:	512-974-3034
Project Name:	Distribution Services of Employee and Retiree Benefit Packets and other related services
Contractor Name:	Austin State School
Contract Number:	MA# 5800-NI080000012
Contract Period:	01/17/08 - 01/16/2011
Contract Amount:	\$121,485 (Not to Exceed)
Extension Options:	Three (3) 12-month terms
Requisition Number:	RQM 5800-07112900177
Solicitation Number:	N/A
Agenda Item Number:	19
Council Approval Date:	01/17/2008

A copy of the contract has been forwarded by mail.

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,

A handwritten signature in cursive script, reading "Rosemary Ledesma".

Rosemary Ledesma
Supervising Senior Buyer
Purchasing Office
Finance and Administrative
Service Department

cc: Sheri Altes, HRD