

*Financial and Administrative Services Department
Purchasing Office
P. O. Box 1088, Austin, TX 78767
(512) 974-2500*

August 27, 2008

W. W. GRAINGER INC
7950 Research Blvd. Ste 101
Austin, TX 78758-8425
Attention: Mr. James Leiskau

Re: Purchase order #CT8200-08082702602
Electrical Distribution Boxes
TXMAS Contract #: 2-539030

Dear James:

The Austin City Council has approved the execution of a contract with your company for the above-referenced item as follows:

Responsible Department:	Austin Convention Center
Department Contact Person:	Curtis Jolly
Department Contact Email Address:	Curtis.Jolly@accd.org
Department Contact Telephone:	512- 404.4300
Project Name:	Electrical Distribution Boxes
Contractor Name:	W. W. GRAINGER INC
Contract Number:	CT8200-08082702602
Contract Period:	N/A
Dollar Amount	\$192,984.82
Extension Options:	N/A
Requisition Number:	RQS-8200-08061001791
Solicitation Number:	N/A
Agenda Item Number:	35
Council Approval Date:	8/7/2008

Attached is a copy of the referenced Purchase order. Invoices shall be sent from W. W. GRAINGER INC., 7950 Research Blvd. Ste 101, Austin, TX 78758-8425. Please advise immediately if there is a discrepancy on the name or address since a non-match will affect the timely processing of your invoices.

Sincerely,



Mary Quintero-Herrera
Enclosure

xc: Curtis Jolly, ACCD