



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

September 29, 2008

Neff Rental Inc
12949 Research Blvd.
Austin, Texas 78750

The City Council has approved an award of a contract with your company for the PURCHASE OF BOOMLIFTS AND SCISSORLIFT for the Fleet Services Department on behalf of Fleet Services-Finance & Administrative Services Department in accordance with the referenced solicitation.

Responsible Department:	FASD- Fleet Service
Department Contact Person:	Will O'Connor
Department Contact Email Address:	will.oconnor@ci.austin.tx.us
Department Contact Telephone:	512-927-3297
Project Name:	Boom lift and Scissor lift
Contractor Name:	Neff Rental Inc.
Contract Number:	CT -780008092602857
Contract Period:	N/A
Extension Options:	N/A
Requisition Number:	RQS 780008070301962
Solicitation Number:	IFB CB30047
Agenda Item Number:	No.58
Council Approval Date:	September 25, 2008

A copy of the contract/purchase order will be 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,

Cruz Banda, Buyer II
Purchasing Office
Finance and Administrative Service Department

cc: