

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

September 29, 2008

Associates Move & Install, LLC
13316 Constellation Drive
Manor, TX 78653-3864
Attention: Mr. Pierre Dossa

Re: Master Agreement #GA080000201
Supply and delivery of record storage boxes

Dear Pierre:

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

Responsible Department:	Office of the City Clerk
Department Contact Person:	Jannette Goodall
Department Contact Email Address:	Jannette.Goodall@ci.austin.tx.us
Department Contact Telephone:	(512) 974-9045
Project Name:	Supply and delivery of record storage boxes
Contractor Name:	Associates Move & Install, LLC
Contract Number:	GA080000201
Contract Period:	10/1/2008 – 9/30/2011
Dollar Amount	\$78,000.00
Extension Options:	3 - Twelve month extensions
Requisition Number:	RQM4500-08032700461
Solicitation Number:	MQH0046REBID
Agenda Item Number:	62
Council Approval Date:	9/25/2008

Attached is a copy of the fully executed contract.

Invoices shall be sent from Associates Move & Install, LLC, 13316 Constellation Drive, Manor, TX 78653-3864. 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: Jannette Goodall