



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

November 4, 2008

VENDOR Wortham Insurance and Risk Management
Contact Name Mr. George Adkins, Managing Director
 Wortham Tower, 24th Floor
 2727 Allen Parkway
 Houston, TX 77019

Dear Mr. Adkins,

The Austin City Council approved the execution of a contract with your company for all risk property and boiler and machinery insurance and loss prevention services in accordance with the referenced contract .

Responsible Department:	Human Resources, Risk Management
Department Contact Person:	Leslie Milvo
Department Contact Email Address:	Leslie.milvo@ci.austin.tx.us
Department Contact Telephone:	512-974-3245
Project Name:	All risk property and boiler and machinery insurance and loss prevention services for Austin Energy
Contractor Name:	Wortham Insurance and Risk Management
Contract Number:	NA080000242
Contract Period:	10/01/08 – 09/30/2009
Contract Amount:	\$2,350,273
Extension Options:	Five 12-month options
Requisition Number:	RQM 5800-08060900717
Solicitation Number:	RML0013
Agenda Item Number:	70
Council Approval Date:	09/25/08

A copy of the contract/purchase order will be mailed to you within 10 business days.

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,

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

cc: Leslie Milvo, Risk Manager, HRD