

*Financial and Administrative Services Department
Purchasing Office*

P. O. Box 1088, Austin, TX 78767

(512) 974-2500

January 16, 2009

Mr. Craig Taylor
The Whitlock Group
11100 Metric Blvd., Suite 200E
Austin, TX 78758

Re: Solicitation No. MSO0018
Audio Visual Equipment and Maintenance, CTECC

Dear Mr. Taylor:

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

Responsible Department:	Communication and Technology Management
Department Contact Person:	Ralph Warren
Department Contact Email Address:	Ralph.warren @ci.austin.tx.us
Department Contact Telephone:	(512) 974-0984
Project Name:	Audio Visual Equipment and Maintenance
Contractor Name:	The Whitlock Group
Contract Number:	MA 5600 NA090000079
Contract Period:	January 16, 2009 through January 15, 2012
Dollar Amount	\$91,260.00 annually
Extension Options:	Three 12-month options
Requisition Number:	RQM 5600 08070900847
Solicitation Number:	MSO0018
Agenda Item Number:	41
Council Approval Date:	1/15/09

Attached is a copy of all contract terms and conditions. Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact me at (512) 974-2995.

Sincerely,

Mick Osborne, Specialist Sr. Buyer
Purchasing Office
Finance and Administrative Services Department
Enclosure