

Financial and Administrative Services Department
Austin Energy Purchasing Office
721 Barton Springs Road, Austin, TX 78704

(512) 322-6487

June 23, 2009

Ms. Marlene Mitchell
Business and Personal Solutions
341 Pope Bend South
Cedar creek, TX 78612

Dear Ms. Mitchell:

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

Responsible Department:	Austin Energy
Department Contact Person:	Joe Guerrero
Department Contact Email Address:	Joe.guerrero@austinenergy.com
Department Contact Telephone:	(512) 482-5394
Project Name:	Door Hanger Delivery Service
Contractor Name:	Business and Personal Solutions
Contract Number:	NA090000178
Contract Period:	June 29, 2009 to June 28, 2010
Dollar Amount	\$58,680
Extension Options:	One 12-month option
Requisition Number:	RQM-1100-09032000402
Solicitation Number:	IFBSLC0016
Agenda Item Number:	30
Council Approval Date:	June 18, 2009

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) 322-6487.

Sincerely,

Sandy Calles, Buyer Sr.
Purchasing Office
Finance and Administrative Services Department
Enclosure