

June 30, 2004

Jessie Lee Coburn
P.O. Box 13192
Austin, TX 78711-3192

Re: Solicitation No. SC04300033
Court Reporting Services, Annual Service Agreement

Dear Ms. Coburn:

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

Date of Award:	June 30, 2004
Contract No.:	S040303
Dollar Value:	Not-to-exceed \$99,705 per contract term.
Contract Term:	July 1, 2004 thru June 30, 2005 with three 12 month extension options.
Agenda Item No.:	<u>27</u>
Agenda Date:	<u>6/24/04</u>

Invoices shall be sent from Jessie Lee Coburn, P.O. Box 13192, Austin, TX 78711-3192. Attached is a copy of the bid submitted by your company including 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 512-974-2035.

Sincerely,

Sydney Ceder, Buyer II
Purchasing Office
Finance and Administrative Services Department

Enclosure

cc: Michael Calderon, Municipal Court
Carl Lynch, Municipal Court