

August 3, 2006

Kelly Fairweather
Mail Processing Center, Inc.
10835 Seaboard Loop
Houston, TX 77099

Re: Solicitation No. SC06300028
Printing & Processing Collection Notices

Dear Mr. Fairweather;

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

Date of Award:	August 3, 2006
Contract No.:	S060312
Dollar Value:	Not-to-exceed \$59,200 per contract term.
Contract Term:	August 22, 2006 thru August 21, 2007 with four twelve month extension options.
Agenda Item No.:	<u>20</u>
Agenda Date:	<u>5/18/06</u>

Invoices shall be sent from Mail Processing Center, Inc., 10835 Seaboard Loop, Houston, TX 77099. 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: Carl Lynch, Municipal Court
Ken Clonts, Municipal Court