



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

November 19, 2018

Otis Elevator
Sam Stayman
P.O. Box 730400
Dallas, TX 75373

**Re: RFP #B181015, Galveston County Courthouse Elevator Modernization
Contract #CM18237**

Dear Mr. Stayman,

At our regular meeting of the Galveston County Commissioners' Court on November 19, 2018 your company was awarded the contract associated with RFP #B181015, Galveston County Courthouse Elevator Modernization. Prior to receiving the notification to proceed, contract negotiations can begin in an effort to finalize the work agreement. A copy of the contract will be forwarded to your company once all signatures have been obtained.

Invoices are to be sent to the following address:

Galveston County Auditor's Office
P.O. Box 1418
Galveston, Texas 77553

If you have any questions, please feel free to call.

CONGRATULATIONS and we look forward to doing business with your company!

Sincerely,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", written over a horizontal line.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
Galveston County