



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

12/8/14

DR. KYLE L. JANEK
EXECUTIVE COMMISSIONER

100 West First Street
Mt. Pleasant, Texas 75455

RE: 303 East 11th Street
Lease # 00413

Dear Judge Lee:

There are currently 7 HVAC units located at this facility. Six of them have been replaced in recent years and are performing well. There is one unit that is old, uses the old type of freon, and continues to break down. The State is requesting permission to replace the antiquated unit with a new 5 ton unit.

All work completed will resemble current workmanship and decor. If you concur with the above noted modifications, please answer each question on the following page, sign, then fax all pages of this letter back to our office at (903) 577-0433, ATTN: Jason Cospers or scan to my email address of Jason.cospers@hhsc.state.tx.us. If additional information is needed, please do not hesitate to contact me at (903-258-0585).
Sincerely,

Jason Cospers
Regional Business Services Officer
903-258-0585

Marvin Slough
Regional Business Services Manager
903-509-5129

Lease # 00413
303 East 11th Street
Tenant Improvement Request
Page 2 of 2

	<p>FUNDING AUTHORIZATION (please answer each)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I agree to fund this project at no cost to the occupying agency.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I agree to partially fund this project. My contribution to the expense will be _____% of the total cost.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I authorize the occupying agency to fund this project. This request is for construction, remodeling, modifications, and/or other permanent changes to existing lease space for which the Lessor is NOT responsible for providing under the terms and conditions of the lease contract.</p> <p>-----</p> <p>PROJECT MANAGEMENT (please answer each)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I agree to contract and manage the project on behalf of the occupying agency. (Please attach an ITEMIZED price quote).</p>
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Lessor Authorization:

I authorize the work to be performed and agree with the terms indicated by my selections. This request includes tenant improvements, which WILL NOT be considered the property of the occupying agency, and will not be retained by the occupying agency upon move out. Therefore, the lessor will assume responsibility for maintenance, repair and inspections (where applicable).

X

Brian Lee Titus County Judge

Lessor or designated representative signature

12-29-14

Date

Brian Lee

Please Print Name



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

12/8/14

DR. KYLE L. JANEK
EXECUTIVE COMMISSIONER

100 West First Street
Mt. Pleasant, Texas 75455

RE: 303 East 11th Street
Lease # 00413

Dear Judge Lee:

The west side of the facility recently experienced a water intrusion. This has been remediated by removing sod and dirt and redirecting the water away from the building. The State is requesting permission to remove excess soil, extend the length of the existing sidewalk by 8 feet, and apply a seed retention blanket to any exposed soil.

All work completed will resemble current workmanship and decor. If you concur with the above noted modifications, please answer each question on the following page, sign, then fax all pages of this letter back to our office at (903) 577-0433, ATTN: Jason Coper or scan to my email address of Jason.coper@hhsc.state.tx.us If additional information is needed, please do not hesitate to contact me at (903-258-0585).
Sincerely,

Jason Coper
Regional Business Services Officer
903-258-0585

Marvin Slough
Regional Business Services Manager
903-509-5129

Lease # 00413
303 East 11th Street
Tenant Improvement Request
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X Brian Lee Titus County Judge
Lessor or designated representative signature

12-29-14
Date

Brian Lee
Please Print Name



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

12/16/14

DR. KYLE L. JANEK
EXECUTIVE COMMISSIONER

100 West First Street
Mt. Pleasant, Texas 75455

RE: 303 East 11th Street
Lease # 00413

Dear Judge Lee:

There is currently no insulation above the ceiling tiles at this facility. The State is requesting permission to install insulation above the ceiling tiles throughout the facility.

All work completed will resemble current workmanship and decor. If you concur with the above noted modifications, please answer each question on the following page, sign, then fax all pages of this letter back to our office at (903) 577-0433, ATTN: Jason Cosper or scan to my email address of Jason.cosper@hhsc.state.tx.us. If additional information is needed, please do not hesitate to contact me at (903-258-0585).
Sincerely,

Jason Cosper
Regional Business Services Officer
903-258-0585

Marvin Slough
Regional Business Services Manager
903-509-5129

Lease # 00413
303 East 11th Street
Tenant Improvement Request
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X Brian Lee Titus County Judge
Lessor or designated representative signature

12-29-14
Date

Brian Lee
Please Print Name



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

12/18/14

DR. KYLE L. JANEK
EXECUTIVE COMMISSIONER

100 West First Street
Mt. Pleasant, Texas 75455

RE: 303 East 11th Street
Lease # 00413

Dear Judge Lee:

In an effort to improve security, the State is requesting permission to install electrified door strikes on the two employee entrance doors. This will allow the State to install keypads that require an individual employee code in order to gain access. All fire codes will be met, with panic bars still located on the interior of the door.

All work completed will resemble current workmanship and decor. If you concur with the above noted modifications, please answer each question on the following page, sign, then fax all pages of this letter back to our office at (903) 577-0433, ATTN: Jason Coper or scan to my email address of Jason.coper@hhsc.state.tx.us. If additional information is needed, please do not hesitate to contact me at (903-258-0585).
Sincerely,

Jason Coper
Regional Business Services Officer
903-258-0585

Marvin Slough
Regional Business Services Manager
903-509-5129

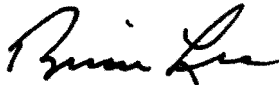
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303 East 11th Street
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X



Lessor or designated representative signature

12-29-14

Date

Brian Lee

Please Print Name