TEXAS HEALTH AND HUMAN SERVICES COMMISSION

March 16, 2016

Judge Brian Lee
Titus County Courthouse
100 West 1ˢᵗ Street Ste. 200
Mount Pleasant, TX 75455

RE: 303 East 11ᵗʰ Street, Mt. Pleasant
        Lease # 00413

Dear Judge Lee:

This is a request to replace the AC unit located in the network room at this facility with a new 1.5 ton conventional high efficiency AC system.

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

Beverly Brookins
Regional Business Services Manager
903-509-5104

FUNDING AUTHORIZATION (please answer each)

☐ Yes ☑ No   I agree to fund this project at no cost to the occupying agency.

☐ Yes ☑ No   I agree to partially fund this project. My contribution to the expense will be _____% of the total cost.

☑ Yes ☐ 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.

PROJECT MANAGEMENT (please answer each)

☐ Yes ☑ No   I agree to contract and manage the project on behalf of the occupying agency.
(Please attach an ITEMIZED price quote).

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 Co Judge   _4-4-16_
Lessor or designated representative signature   Date

Brian Lee
Please Print Name