P.O. BOX 132 SUGAR LAND, TEXAS 77487

TO: Diana Meuth Facilities Operation Mgr.

281-238-3578

281-238-3577 fax

Subject: East End Annex Address: 303 Texas Parkway

Janitorial Bid: Bid # 10-005

additional 2500 sq. ft. 2/3 office and 1/3 court

General cleaning

Additional cost per month \$ 225.00