



INTEROFFICE MEMO

Ryan Mindell, Executive Director LaDonna Castañuela, Charitable Bingo Operations Director

To: Robert G. Rivera, Chairman
Cindy Fields, Commissioner
Mark A. Franz, Commissioner
Clark E. Smith, Commissioner
Jamey Steen, Commissioner

From: Angela Zgabay-Zgarba, Administration Division Director *AZ*

Date: August 7, 2024

Re: Report, possible discussion and/or action on agency prime contracts, including amendment, renewal or extension of the lease for the Austin warehouse lease.

The following briefing items are to advise the Commission of staff's intent to renew the lease for the Austin warehouse.

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| Service or Goods Provided | Austin Warehouse Lease |
| Vendor | Sabrehal International LTD |
| Proposed Action | Renew the current contract |
| Description | The contract provides a storage facility for receiving and distributing supplies, equipment, furniture and promotional merchandise to the TLC headquarters and various offices across the state. In addition, the warehouse also serves as back up space for business continuity, including the draw studio. |
| Term | January 15, 1995 – January 14, 2005 with four 5-year extensions through February 28, 2025 |
| Estimated Annual Cost | \$460,800 |
| Conflict of Interest | Commissioners have independently confirmed they do not have a financial interest in Sabrehal International LTD. |