



**GENERAL COUNSEL  
WILLIAMSON COUNTY COMMISSIONERS COURT**

401 W 6<sup>TH</sup> STREET, GEORGETOWN, TEXAS 78626

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**JENNIFER MILLER**  
SENIOR PARALEGAL

August 19, 2025

***Via First Class U.S. Certified Mail:***

McLemore Building Maintenance, Inc.  
Attn: Richard Rodriguez  
110 Fargo Street  
Houston, Texas 77006

RE: NOTICE OF TERMINATION

Dear Mr. Rodriguez:

Section X, Termination, of the SERVICE CONTRACT FOR CUSTODIAL SERVICES ("Contract"), effective on January 1, 2020, states that "This Contract may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving thirty (30) days written notice thereof."

Therefore, the purpose of this letter is to give you official notice that the Williamson County Commissioners Court, as the legislative and governing body for Williamson County, has decided to terminate the Contract. The Contract will be terminated as of midnight on Tuesday, September 30, 2025.

Williamson County would like to thank you for your assistance, cooperation, and services provided. If you would like to discuss this matter in further detail, please do not hesitate to contact me.

Sincerely,

Jacqueline C. Lentz  
Assistant General Counsel  
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