



NAVARRO COUNTY JUDGE

H.M. Davenport Jr. - County Judge

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Otis Elevator Company
144 N. Cockrell Hill Road, Suite 102
Dallas, Texas 75211

July 28, 2025

RE: Termination of Elevator Service Agreement,
Proposal Number: DTH100223162152

Dear Sir or Madam:

On March 9, 2010, Navarro County, Texas and Otis Elevator Company entered into a service agreement for the service and maintenance of two elevators. Said equipment is described in the agreement as follows:

EQUIPMENT DESCRIPTION

Number of Units	Manufacturer	Equipment Type	Machine Numbers
1	Otis	Geared	340367
1	Dover	Hydraulic	F13068

This letter is to formally notify you of the termination of the service agreement between Navarro County, Texas and Otis Elevator Company concerning the maintenance and servicing of two elevators described above and previously located in the Navarro County Jail and the other in the Navarro County Courthouse. The reason for this termination is that the two elevators covered under the agreement no longer exist as they have been replaced.

Through oversight, several payments have been made for the service on the two replaced elevators. Navarro County would request that a refund of those payments be made. Please contact Terri Gillen, Navarro County Auditor, to discuss this request for the refund of the mistaken payments. Please confirm receipt of this letter and advise if there are any final steps or outstanding obligations required to close this agreement.

Thank you for your time and attention to this notice and request.

Sincerely,

Hon. H.M. Davenport, Jr.
Navarro County Judge