



Serving the Educational Communities of El Paso & Hudspeth Counties
Lariat Builders Group Corp

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Purchasing Department

Education Service Center - Region 19
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www.esc19.net

alliedstatescooperative.com

March 26, 2018

RE: RFP No. 18-7285– Skilled Labor Services and Related – ESC Region 19 Allied States Cooperative

Congratulations!

The Education Service Center (ESC) – Region 19 Allied States Cooperative (ASC) awarded the above referenced RFP on March 22, 2018 to your company. While the contract is in force, **we would appreciate being notified of any changes such as representatives and billing addresses.** Please visit our website at www.alliedstatescooperative.com to view the award summary and an updated list of our cooperative's members.

Award of this contract does not guarantee any volume of business. We recommend that you promote this contract for possible business. For more information, please read **section 37- Promotion of Contract Marketing Plan**, of your contract. Also, stated in your contract, **section 38- Website Support**, vendor agrees to provide an electronic version of its logo for use on the ASC website upon request and provide other information as reasonably requested by ASC to help ensure that the ASC website is current and consistently updated. Please provide that to Burnette Johnson as soon as possible in “png” or “jpg” format. If you should need assistance, Mr. Johnson may be reached at bjohnson@ESC19.NET or at 915-780-5085.

Please provide the **Certificate of Liability Insurance within 14 business days of contract award and prior to the commencement of any work under this contract.** Name the Education Service Center – Region 19 Allied States Cooperative as the Certificate Holder. Coverage limits are in section **42- Insurance**, in your contract. All certificates are to be emailed to Renae Lawrence at nrlawrence@esc19.net.

ESC-Region 19 Allied States Cooperative is not responsible for purchases made without an approved purchase order. As per **section 28- Reporting**, please **submit reports monthly** to the Accounting Department at ASCaccounting@ESC19.net. Please be sure to report all sales or no sales for each month. To alleviate any issues reporting the monthly administrative fees per section **30- ASC Administrative Fee**, of your contract, the cooperative member must remit payment of the ASC fee to ASC no later than fifteen (15) days following the end of the month.

We look forward to working with your company. If you have any questions, please do not hesitate to contact our office at 915-780-5088 or 915-780-5389.

Sincerely,

Renae Lawrence
Purchasing Analyst

Executive Director: Dr. Armando Aguirre

Board of Directors: Fred Sanchez-Chairman, Patricia Ramirez-Vice Chairman, Melodya Salaiques-Secretary,
Kathy Becker-Member, John C. Elder-Member, José M. Limón-Member, David Sublasky-Member, Blanca Topete-Member

