



Purchasing Department
Education Service Center - Region 19
6611 Boeing Drive
El Paso, Texas 79925-1010

Phone: 915.780.5019
Fax: 915.780.5061
www.esc19.net
alliedstatescooperative.com

October 3, 2018

Jordan Foster Construction
Attn: Jose Risco
7700 CF Jordan Drive
El Paso, Tx 79912

RE: RFP # 17-7261 Job Order Contracting & Facilities Construction Services- ESC Region 19 Allied States Cooperative

Dear Vendor,

The ESC-Region 19 recently approved the Administration's recommendation to extend the referenced contract through November 30, 2019. Please indicate whether you will be extending this contract by signing in the appropriate space at the bottom of the page.

Throughout the year we would appreciate being notified of any information or changes that should be shared with our internal staff. These include representative changes, billing addresses and price increases. Additional information is provided on our website www.alliedstatescooperative.com. You may view current contracts, contract opportunities and an updated list of our cooperative's members. Also, if you have not already done so, please register your company online so that we can notify you of any new contract opportunities.

Please reference the **Reporting Section** and the **Administrative Fee Section** of your contract. **You are required to review all sales monthly and submit an administrative fee vendor report regardless if sales are made or not. Attached is a copy of this report. Please contact ASCaccounting@esc19.net or (915) 780-5037 for assistance.**

Please reference the **Insurance section** of your contract for coverage limits. Contracts must have current insurance on file at all times in order to be in compliance and for auditing purposes. Please provide your current Certificate with Comprehensive General Liability, Auto Liability and Workers Compensation and name ESC - Region 19 Allied States Cooperative as additional insured.

Please scan and e-mail frujillo@ESC19.net or fax (915) 780-5061 the signed letter and Certificate of Liability Insurance to me **as soon as possible**. If no response is received cooperative members will be advised that you will not be extending your contract. Please feel free to contact the Purchasing Department at (915) 780-5389 with any questions or concerns you may have.

Sincerely,

Francis Trujillo
Purchasing Clerk

We are **able to extend** the contract _____ Date _____
Authorized Signature

We are **unable to extend** the above contract _____ Date _____
Authorized Signature

Comments:

Executive Director: Dr. Armando Aguirre

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

