



Serving the Educational Communities of El Paso & Hudspeth Counties

May 25, 2018

**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](http://www.esc19.net)

[alliedstatescooperative.com](http://alliedstatescooperative.com)

**Jordan Foster Construction, LLC**

Jose Risco  
7700 CF Jordan Dr.  
El Paso, Texas 79912

**RE: RFP No. 18-7293 - Job Order Contracting & Facilities Construction Services -  
State of New Mexico - ESC Region 19 Allied States Cooperative**

Congratulations!


The Education Service Center (ESC) - Region 19 Allied States Cooperative (ASC) awarded the above referenced RFP on May 25, 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](http://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](mailto: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 40, Insurance**, in your contract. All certificates are to be emailed to Renae Lawrence at [doropeza@esc19.net](mailto:doropeza@esc19.net).

ESC-Region 19 Allied States Cooperative is not responsible for purchases made without an approved purchase order. As per **section 30, ASC Administrative Fee**, of your contract, please submit reports monthly to the Accounting Department at [ASCaccounting@esc19.net](mailto: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, the cooperative member must note the contract number of their purchase orders.

We look forward to working with your company. If you have any questions, please do not hesitate to contact our office at 915-780-5389 or 915-780-5098.

  
Debra Oropeza  
Purchasing Analyst  
Enclosure

Executive Director: Dr. Armando Aguirre

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

