



ALAMO
COLLEGES

Purchasing and Contract Administration

December 5, 2016

Mr. Brad Burns
Owner
B&B Tree Trimming
15001 Mineral Spring
San Antonio, TX 78247
bbtreetrimming@hotmail.com

Dear Mr. Burns:

The Alamo Colleges has awarded the annual contract for Tree Maintenance & Trimming Services on an Indefinite Delivery Indefinite Quality, CSP No. 17A-003 to B&B Tree Trimming, of San Antonio, Texas, subject to successful execution of a formal contract.

The period of this contract is from date of award through August 31, 2017 and have four, one year options to renew upon mutual consent of the contractor and Alamo Colleges.

Please forward original certificates of insurance, as stipulated in the request for proposals, to kgottfried@alamo.edu or by mail.

In accordance with Texas Government code 2252.908, please visit the Texas Ethics commission website at http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm to create a log in and complete the required Certificate of Interested Parties Form 1295. Once you have returned the completed, signed and notarized form to Alamo Colleges, we will "acknowledge" the form using the Texas Ethics Commission website and will move forward to finalize the contract award.

These documents must be presented to the Purchasing Department before the contract can be executed.

Please note no orders should be processed without the receipt of a written purchase order.

Please contact me at 210-485-0122 or at kgottfried@alamo.edu, if you have any questions or need assistance.

Thank you for your time and effort in submitting your proposal and for your interest in Alamo Colleges contracting.

Cordially,

Assistant Director
Purchasing and Contract Administration