ALAMO COLLEGES

Purchasing & Contract Administration

February 25, 2020

Alamo City Interpreters, LLC
Amanda Lerma, Co-Owner
PO Box 380372
Leon Valley, TX 78268
alamocityinterpreters@gmail.com

To Ms. Amanda Lerma:

The Alamo Colleges District Board of Trustees has awarded a contract for the proposals, submitted by Alamo City Interpreters LLC, Job Finders LLC DBA SAI Interpreting & Translation, and Sorenson Communications LLC in response to CSP No. 20A-003 for the Purchase of American Sign Language and Oral Interpreting Services, subject to successful execution of a contract.

Please contact Sabina Swank at (210) 485-0105 or by email at sswank5@alamo.edu for finalization of the agreement. Additionally, forward original certificates of insurance, as stipulated in the request for proposals to sswank5@alamo.edu .

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 a completed and signed form is received, the Alamo Colleges District will "acknowledge" the form, using the Texas Ethics Commission website and proceed with finalization of the contract.

These documents must be presented to Alamo Colleges District Purchasing & Contract Administration, prior to contract execution.

Thank you for your time and interest in the Alamo Colleges District contracting opportunities.

Sincerely,

Sabina Swank

Digitally signed by Sabina Swank
Date: 2020.02.25 11:29:44 -06'00'

Senior Purchaser