ALAMO COLLEGES DISTRICT

Purchasing & Contract Administration

September 24, 2021

Amy Ann Burkett
Burkett Arbor Care, LLC
139 Kendall Parkway
Boerne, TX 78015
Amy@burkettarborcare.com

Dear Amy Ann Burkett:

The Alamo Colleges District Board of Trustees has awarded the annual contract for the Tree Maintenance & Tree Trimming Services to Burkett Arbor Care, LLC pending successful contract negotiations.

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**. Please use "21A-006" for field 3 on the 1295 form. Once you have returned the completed and signed form to Alamo Colleges District, we will "acknowledge" the form using the Texas Ethics Commission website and will move forward to finalize the contract award. This form may be emailed to enava@alamo.edu.

Please forward original certificate(s) of insurance, meeting the requirements outlined in the proposal documents. Certificate(s) of Insurance may be emailed to enava@alamo.edu with the **ORIGINALS TO FOLLOW** by mail. Please note the following special requirements:

1. ACCD must be named as additional insured on the general and auto liability policies.
2. Certificate must include waiver of subrogation against Alamo Colleges District, its Officers, employees, and elected officials.
3. A 30 day notice of cancellation clause is required instead of the usual 10 days.

The above documents must be presented to the Purchase Department before the contract can be executed. Representatives of Alamo Colleges District will be in contact with you in the near future to commence contract negotiations.

If you have any questions or need additional information please contact me at 210-485-0054 or by email at enava@alamo.edu.

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

Cordially,

Elisa B. Nava-Garcia

Elisa B. Nava-Garcia, Sr. Purchaser
Purchasing and Contract Administration