ALAMO COLLEGES DISTRICT

Purchasing & Contract Administration

September 18, 2019

MOCA Systems, Inc.
Diane Glass, P.E., PMP / Vice President
700 N. St. Mary's, Suite 1760, San Antonio, TX 78205
dlg@mocasystems.com

RE: RFQ 19A-021 – Purchase of Construction Owner's Representative Services

Dear Ms. Glass:

On September 17, 2019, the Alamo Colleges District Board of Trustees selected MOCA Systems, Inc. to provide Construction Owner's Representative Services in support of construction projects on an as needed basis, pending successful contract negotiation.

Please forward original certificate(s) of insurance, as specified in the RFQ, to kgottfried@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. Please use "19C-021 – Construction Owner's Representative Services" 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.

The above document must be presented to the Purchasing 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 Karen Gottfried at 210-485-0122 or by email at kgottfried@alamo.edu.

Thank you for your time and effort in submitting your qualification statements and for your interest in the Alamo Colleges District.

Cordially,

Karen Gottfried

Karen Gottfried, Assistant Director

c: Dr. Diane Snyder, CPA, Vice Chancellor for Finance & Administration