



ALAMO  
COLLEGES  
DISTRICT

Purchasing & Contract Administration

March 2, 2018

Skanska USA Building, Inc.

Ryan Aalsma, Vice President, Account Manager, [ryan.aalsma@skanska.com](mailto:ryan.aalsma@skanska.com)  
18615 Tuscany Stone, Suite 245, San Antonio, TX 78258

Dear Mr. Aalsma:

The Alamo Colleges District Board of Trustees has awarded the contract for the Purchase of Construction Manager-at-Risk Services for the District for the General Obligation Bond Projects, CSP #18C-005 to your company.

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](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 "18C-005" for field 3 on the 1295 form. Once you have returned the completed, 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 [kgottfried@alamo.edu](mailto:kgottfried@alamo.edu).

Please forward original certificate(s) of insurance meeting the requirements outlined in Section 5.6 of the proposal documents. Certificate(s) of Insurance may be emailed to [kgottfried@alamo.edu](mailto:kgottfried@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 **TEXAS FAMILY CODE CERTIFICATION** and **HB 89/SB 252 CERTIFICATION - ISREAL BOYCOTT** document must also be received before we can execute the contract. Please have all shareholders who own 25% or more of the shares complete and execute this document.

Please forward these documents as soon they are available so we can execute the contract.

Please contact me at 210/485-0122 or at [kgottfried@alamo.edu](mailto:kgottfried@alamo.edu), if you have any questions or need assistance.

Thank you for your interest in Alamo Colleges District contracting.

Cordially,

*Karen Gottfried*

Assistant Director  
Purchasing and Contract Administration

Attachment - 1

