ALAMO COLLEGES

Purchasing & Contract Administration

August 8, 2019

Ms. Rachel Harbour, Market Manager
Manpower
6243 IH 10 West, Suite 110
San Antonio, TX 78210
rachel.harbour@manpower.com

To Ms. Rachel Harbour:

The Alamo Colleges District Board of Trustees has awarded a contract for the proposals, submitted by Manpower, Labor on Demand, Apple One, Renhill Staffing Services, and 22nd Century Technologies in response to CSP No. 19A-015 for the Purchase of Temporary Employment 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: 2019.08.08 10:41:27 -05'00'

Senior Purchaser