



Serving the Educational Communities of El Paso & Hudspeth Counties

Purchasing Department

Education Service Center - Region 19
6611 Boeing Drive
El Paso, Texas 79925-1010

Phone: 915.780.5019

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www.esc19.net

March 6, 2015

Louisiana Controls, Inc.
Attn.: George T. Reed III / Greg Fourrier
2332 Chatawa Ave.
Baton Rouge, LA 70815

RE: RFP No. 15-7098 Environmental Energy Solutions and Related Items – ESC Region 19 Allied States Cooperative

Dear Mr. Reed III and Mr. Fourrier,

The Education Service Center (ESC) - Region 19 Allied States Cooperative (ASC) awarded the referenced RFP No. 15-7098 Environmental Energy Solutions and Related Items on March 4, 2015, to Automated Control Systems, Inc. While the contract is in force we would appreciate being notified of any changes such as representatives and billing addresses.

Award of this contract does not guarantee any volume of business. We recommend that Automated Control Systems, Inc. promote this contract for possible business. For more information, please read page 39 of your contract, **Promotion of Contract Marketing Plan**. Also, stated in your contract, page 40, **Website Support**, vendor agrees to provide an electronic version of its logo for use on the ASC website upon request and provide other information as reasonably requested by ASC to help ensure that the ASC website is current and consistently updated. **Please provide that to us now in “.esp.” OR “.jpg” format.**

Please provide the Certificate of Liability Insurance **prior to the commencement of any work under this Contract**. The Education Service Center – Region 19 Allied States Cooperative as additional insured. Coverage limits are on page 40, **5.43 Insurance**, in your contract.

Please visit our website at www.alliedstatescooperative.com to view the award summary and an updated list of our cooperative's members. Also, if you have not already done so, please register your company online so that we can notify you of any new contract opportunities. ESC-Region 19 Allied States Cooperative is not responsible for purchases made without an approved purchase order. As per **5.31 ASC Administrative Fee**, page 38 of your contract, please submit the reports monthly on the attached list. Report all sales or if there were no sales. To alleviate any issues reporting the monthly administrative fees, the cooperative member must note the contract number on their purchase orders.

Thank you for your interest in RFP No. 15-7098 Environmental Energy Solutions and Related Items. We are looking forward to working with your company. If you have any questions please do not hesitate to contact our office at 915-780-5389.

Sincerely,

Mary Jane Lopez
Purchasing Analyst

Enclosure

Executive Director: Dr. Armando Aguirre
Board of Directors: David Sublasky-Chairman, Fred Sanchez-Vice Chairman, Charles Hart-Secretary,
Kathy Becker-Member, John C. Elder-Member, Raul Muñoz-Member, Patricia Ramirez-Member





Allied States Cooperative

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ADMINISTRATIVE FEE VENDOR REPORT

COMPANY NAME _____

RFP# _____

MONTH _____

ANY SALES TO REPORT _____ YES _____ NO

CHECK AMOUNT _____ CHECK NO. _____

ALLIED STATES COOP MEMBER	PURCHASE ORDER NUMBER	AMOUNT SOLD

PLEASE SUBMIT REPORT EVEN IF THERE ARE NO SALES