

August 19, 2017

Kolvira Chheng, Asst. Superintendent of Business Services
Alum Rock Union Elementary School District
2930 Gay Avenue
San Jose, CA 95127

Re: Agreement for Additional Services; DSA Close Out Certification Services

Kolvira

This memo is in response to your August 4, 2017 letter regarding DSA Close Out Certification Services. As you and I discussed at the August 3rd weekly Bond Planning Meeting, I had informed you that I would be out of town during the week of Aug. 13 – 18, and in an area of limited email capabilities. On August 4, 2017, I received the District's letter indicating that the District wanted certain documents from Del Terra with a submission date of August 18. As previously indicated, I was out of town and unable to review this week the Deliverables that my staff has provided for my review and eventual submission to the district in compliance with your August 4th letter.

I apologize for any inconvenience but I will review the deliverables assembled by Del Terra's staff and they will be delivered to the District once I confirm that all requested information is available for District submission. Accordingly, I respectfully request a one week extension of time.

Sincerely



Luis D. Rojas
President and CEO

CC: Hilaria Bauer, Superintendent
Chris Roux, Alston Bird