

Purchasing Department
300 W. Walker St.
League City, TX 77573
O: 281.554.1400
C: 281.554.1333
www.leaguecitytx.gov

February 19th, 2026

Codemantra US LLC
1500 District Avenue

Attention: Ryan Cullen

RE: RFP 26-008 Electronic Document Remediation Services Preliminary Award Notification

Dear Ryan Cullen:

The City of League City is pleased to inform you that **Codemantra** has been recommended for contract award for **RFP #26-008 Electronic Document Remediation Services**. **This preliminary award is contingent upon approval by the City Council**. The City appreciates the time and effort given to your proposal.

In accordance with Texas Local Government Code § 2252.908, all vendors who enter into a contract with the City of League City through a formal bid process are required to complete Form 1295 (Certificate of Interested Parties).

The required online form and information regarding the laws & regulations can be found at: <https://www.ethics.state.tx.us/filinginfo/1295/>. After completing the online process, we ask that you sign the document and forward it to Purchasing at purchasing@leaguecitytx.gov.

For the purpose of completing the TEC Form 1295, the Government entity's name is **City of League City**, **the contract ID is 26-1295-21**; and the description is **Electronic Document Remediation Services**. This Form must be received within 48 hours of Council award.

Attached to this email is our Vendor Information Form, please complete and return it to the same email address, along with a W9 and a COI (Certification of Insurance). **The contract cannot move forward without receipt of these documents.**

We appreciate your interest in working with the City of League City and look forward to working with you on this upcoming project. If you have any questions, please do not hesitate to contact the

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Purchasing Office at (281) 554-1400. The department who will be working with you directly from this point forward has been CC'd on this email.

Sincerely,

League City Purchasing Department
281-554-1400
purchasing@leaguecitytx.gov

Action Items:

- Completed & Signed 1295 form (within 48 hours of Council award)
- Completed & Signed Vendor form (immediately)
- W9 (immediately)
- COI (prior to contract signing)