



Celebrating over 30 years

January 24, 2019

Edward Mathews
 Douron, Inc.
 10 Painters Mill Road
 Owings Mills, MD 21117

RE: Lorewood Grove (Whitehall) Elementary School – Fixtures, Furniture and Equipment - #1621-FFE
 Appoquinimink School District
Notice of Intent to Award

Dear Mr. Mathews:

On behalf of the Appoquinimink School District, we wish to inform you that the Owner intends to award all items (Group A through Group YY) for the Lorewood Grove (Whitehall) Elementary School – Fixtures, Furniture and Equipment project to Douron, Inc., pending board approval on February 11, 2019.

Group	Extended Price	Group	Extended Price	Group	Extended Price
A	\$1,820.00	R	\$24,906.00	II	\$7,648.00
B	\$3,556.00	S	\$35,624.00	JJ	\$1,285.00
C	\$1,744.00	T	\$5,988.00	KK	\$33,939.00
D	\$249.50	U	\$20,101.00	LL	\$4,896.00
E	\$6,913.00	V	\$488.00	MM	\$41,490.00
F	\$2,984.00	W	\$10,495.00	NN	\$5,208.00
G	\$22,748.00	X	\$31,775.00	OO	\$418.00
H	\$297,088.60	Y	\$3,441.00	PP	\$4,820.00
I	\$3,960.00	Z	\$263.00	QQ	\$88.88
J	\$43,704.00	AA	\$11,294.00	RR	\$679.15
K	\$12,756.00	BB	\$12,215.00	SS	\$2,539.80
L	\$12,833.60	CC	\$920.00	TT	\$6,895.00
M	\$3,162.00	DD	\$2,790.00	UU	\$3,354.00
N	\$56,106.00	EE	\$611.00	VV	\$643.00
O	\$31,694.00	FF	\$2,538.00	WW	\$660.00
P	\$15,459.00	GG	\$17,064.00	XX	\$5,370.00
Q	\$4,556.00	HH	\$998.00	YY	\$188.00
				TOTAL	\$822,966.53

As noted in the Project Manual, you must submit the following to the Architect:

- Three (3) copies of your completed Contract Bonds and Certificate of Insurance within ten (10) days following this notice (on or before **February 7, 2019**).

Douron, Inc.
January 24, 2019
Page two

Enclosed are three (3) Standard Forms of Agreement between Owner and Vendor for Furniture, Furnishings and Equipment (AIA Document A151 – 2007). Please execute these Agreements and return them to our office for forwarding to the Appoquinimink School District.

****When submitting these contract documents to Architect, please send them to my attention, in an effort to expedite their processing.****

The Date of Agreement shall be February 11, 2019. Please include this date on all paperwork where required. See attachment for instructions on filling out legal documents.

Sincerely,

Redacted - Original on File

Kelly A. Fox
Interior Designer

cc/encl: Robert Hershey, Construction Project Manager, ASD
Chris McCone, Operations Manager, EDiS
Rod Frey, Studio Director, Gilbert Architects Inc.
Ken Goad, Construction Administrator, Gilbert Architects Inc.
File

INSTRUCTIONS ON FILLING OUT LEGAL DOCUMENTS

1. All names (Individual, Corporation or Partnership) must be typed exactly the same way each time. In the case of a corporation or partnership, the name must be identical to the corporate seal. If the seal spells out the word "Company", you must do likewise. The abbreviation "Co." will not be acceptable. If there is a comma used in the seal between the company name and the abbreviation "Inc.", the comma must appear in each typed name. "Inc." and "Incorporated" are not interchangeable. An ampersand (&) and the word "and" are not interchangeable.
2. Beneath each signature type the name and title of the person signing.
3. If the signature calls for a witness or attest, this line must be signed.
4. Dates on all documents must be the same (areas where it references the Contract Date should be **February 11, 2019**).
5. The Owner and Architect shall be named as an additional insured on all insurance with respect to the Project, except for Workers' Compensation Insurance.

These instructions may seem trivial; however, compliance will ensure correctness. Documents which are filled out incorrectly will be rejected by the Solicitor and returned to you for re-submittal, possibly jeopardizing your contract.

If you have any questions regarding these documents, please feel free to call prior to submitting them.

All documents should be sent to the following address:

***Gilbert Architects Inc.
626 N. Charlotte Street
Lancaster, PA 17603***

Thank you for your cooperation.

Gilbert Architects Inc.