



April 21, 2017

Mr. Richard Murphy
I.D. Griffith, Inc.
735 South Market Street
Wilmington, DE 19801

RE: Red Clay Consolidated School District
Baltz Elementary – Bid Pac B Mechanical Re-Bid
Contract B-04 Mechanical Re-Bid

Dear Rich:

Thank you for submitting a proposal for our work on the Baltz Elementary Renovation project. You are the apparent low bid and we are recommending that RCCSD Board of Education award the contract to you at the board meeting.

Your total contract amount, based on your bid form dated 20 April 2017, will be as follows:

Base Bid:	\$102,000
Alternate #1 Administration Wing:	<u>\$143,000</u>
Total Contract Amount:	\$245,000

You are requested to begin preparation of start-up documents, including:

- Performance and Payment Bonds (due within seven (7) days of receipt of this request).
- Two copies of a site-specific company safety program and MSDS for this project. One hard copy and one electronic copy.
- Certificate of Insurance (sample attached).
- List of Subcontractors (due within seven (7) days of receipt of this request).
- Emergency Contact Form (attached)
- Schedule of Values loaded to Building Blok
- Project Construction Schedule
- Labor Rates Breakdown (form attached)
- State of Delaware Business License
- Employee Background Check per the Specifications





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Please let me know as soon as possible if there are any initial mobilization costs prior to the official contract award on March 15, 2017 as we want to ensure that we keep to the agreed upon milestones and timelines. Advise your bonding company that the date of your contract will be the same date as this letter of intent, and upon receipt, contract should be executed and returned. Your contract cannot be processed until we have approved bonds and insurance. A fully executed contract will be returned upon approval and execution by the School District.

Sincerely,

EDiS Company

Redacted - Original on File

Dan Lyons
Project Engineer

DL/cas

cc: T. Ammann, M. Michalski, E. Lupinek, P. Conte, A. Moore

Attachments: Sample Certificate of Insurance
Emergency Contact Form
Labor Detail Form

