

# Notice of Intent to Hire

Palm Beach County Housing Authority -  
**Project #KD-20718**

**To:** Trusted Construction, Inc.  
**From:** Kimberly Dellastatious  
**CC:** PBCHA  
**Date:** 10.14.20  
**Re:** PBCHA Drexel Senior Building, Hurricane Irma Roofing Repairs Project

Ms. Debiec,

You are hereby notified of our intent to hire you as a Contractor for the above referenced project. Please proceed with obtaining and submitting the following documents in a timely manner (14 calendar days at most: Thursday, October 29, 2020). Once we have all of the documentation, we can proceed with putting the contracts together and then have the contract signing. My goal is to sign the contracts the on November 4, 2020.

All submitted documents and bonds must be in the name of Trusted Construction, Inc.

1. Please submit a 100% Performance and Payment Bond (AIA Document A312-2010 edition) per the contract documents. The Contract Amount will be for **\$489,185.35**. No other language modifications to doc A312-2010 edition are allowed.
2. Please do not date the bond. Have the bonding company submit a letter that we can date the bond the date of the executed contract. You will need **TWO** original bond copies. One for the contract and one for recording at Palm Beach County. Since we cannot set up the contract date until we have your bond and it has been reviewed and approved, we will not know the contract date until after the bond has been submitted to us. Please send me the PP bond via email, prior to sending out the hard copies. I would like to review it first.
3. Certificates of Insurance for General Liability, Auto, and Workman's Compensation per amounts as specified in the supplemental conditions (00410) for your company as well as all sub-contractors on the job site. Your and the Sub's General Liability Certificates must show **both Kimberly A. Dellastatious, PA and the Palm Beach County Housing Authority as additionally insured.** The Housing Authority will be the certificate holder. These can be emailed to me. Hard copies are not required for my purposes.
4. Please remember that Builder's Risk insurance is **REQUIRED** for this project. Forward me your Builder's Risk policy for this project via email. Builder's Risk deductible is the contractor's responsibility, wind and hail is required to be covered.
5. Permit applications are suggested to be filled out and ready for signing at the contract signing meeting as well. Please research what you need to have all of the permits applications ready and what you will need to submit for permits. You will need to submit a GC permit and a Roofing permit as a sub for EACH building.
6. The PBC Building department will require all NOA's for all products to be submitted at permit submittal as well. If you start sending me your roofing submittals, including the product approvals for all materials, I can review them, digitally sign them, and send them back to you. The building department requires a letter as a cover sheet to accommodate the submittals listing them by line

*item with each material having the product approval number on the line item. Please submit this letter with your products for submittal review.*

- 7. Please let me know which officer of the company will be signing the documents so that I can set up the proper signature lines for the signing officer.*
- 8. Once I receive all of your insurance documents, all by email, and hard copies of the Bonds, I can schedule a contract signing. Tentatively, I would like this contract signing to be on November 4, 2020. We can coordinate the date as the month progresses.*

*If you have any questions concerning any items listed above, please feel free to contact me.*

*Sincerely; Kimberly A. Dellastatious, PA  
Architect for the Palm Beach County Housing Authority*

*CC: Kerry James, LaQuavial Pace PBCHA*