

August 27, 2009

To:

ESS Job#:

Date:

Contract Amount:

Project Manager:

Owner's Job #:

Subcontractor Letter of Award

Award: You are hereby notified that we accept your offer, pending receipt of an executed contract and approval from the Owner, to furnish all materials, labor, equipment, and service necessary to complete the work as per plans and specifications.

Subcontract: Enclosed are two copies of your SUBCONTRACT AGREEMENT. Have an authorized officer, partner, or owner of your firm sign the agreement and return it to our office for execution.

Certificate of Insurance: No physical work will be permitted at the project site before we receive a current certificate of insurance. Please instruct your insurance agent(s) to forward one (1) copy of the certificate of insurance, complying with the Contract Documents, as soon as possible unless you currently have a valid copy already on file with our office.

Contract Time: Time is of the essence to all parties concerned. We incorporate your sub bid into our proposal to the owner based on your assurance that you could complete your work within the jobsite timeframe required by the Contract Documents and our completion schedule.

Submittals: Promptly submit all such required shop drawings and material certifications in sufficient time to permit proper consideration and approval action by the Architect/Engineer and/or Owner. Time submissions to assure adequate lead time for procurement of contract required items. Delays attributed to the untimely submission of data or submission of data that does not comply with the contract requirements will not serve as a basis for extending your contract time for completion.

Certified Payrolls: Payroll certification reports will need to be submitted to our office in duplicate weekly or bi-weekly based on your company's pay periods. "No Work Performed" reports are required for those weeks of inactivity and a "FINAL" report is required for the last work performed on this project.

Sales Tax Exemption: Please find attached Tax Exemption Certificate.

Safety Program Requirements: This Contract requires **ALL EMPLOYEES** working on the project to complete a Ten Hour OSHA Construction Training Program.

Employment of Unauthorized Aliens Prohibited: This contract requires Contractor/Subcontractors to comply with Missouri State Statue section 285.530. Attachment A of Subcontract. **This Affidavit shall be executed prior to commencement of work.**

Contract Provisions for Federal-Aid Construction Contracts: If this contract contains Federal-Aid, all Subcontractors shall comply with these provisions.

Extra Work: You are cautioned not to perform any extra work, install any material, or perform any labor that does not comply with the Contract Documents or your SUBCONTRACT AGREEMENT. Any change in the scope of your work must be authorized through a written Change Order from our office.

We look forward to working with you on this project and assure you that we will endeavor to complete this project as efficiently as possible.

Signature

Date