

Fred Keil, Architect
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April 13, 2021

Neil Kierman
A.J. Catalfamo Construction, Inc.
5 Six Street
Hudson Falls, NY 12839

via email

Subject: Moriah Town Hall ADA Improvements - Award

Dear Neil,

The Moriah Town Board Awarded the contract for the Moriah Town Hall ADA Improvements to A.J. Catalfamo Construction, Inc. in the amount of \$ 215,448.00.

Please clarify the handwritten item on the Schedule of Values in your bid. I believe it reads "Board Insurance/Mobilization".

I will prepare the AIA Owner/Contractor contract shortly and we need a few more documents which were not included with your bid. Please provide the following:

W9 Form Taxpayer Identification Number
Sexual Harassment Policy/certification of Training

In addition please fill out the enclosed forms required by CDBG, the Funding Agency:

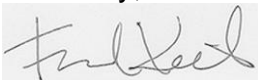
M/WBE Utilization Plan
Equal Employment Opportunity Staffing Plan
Request for Waiver Form, if appropriate,

and as required by the contract the

Labor and Performance Bond
Builders Risk, General Insurance Policy and Workers Comp Insurance

Upon receipt of the documents the Town Board will schedule a preconstruction meeting. The contracts will be signed at this meeting and I'll provide one set of construction documents and bound project manual including addenda 1-3 for the owners and your signatures. The Building Permit Application has been filed and Catalfamo Construction has to provide all General Insurance documents, Workers Comp Insurance and Automobile Insurance Coverage to complete the Building Permit Application. I am looking forward working with you on this project and please feel free to contact me with questions or concerns.

Sincerely,



Fred Keil
Architect

cc: Tom Scozzafava, Town of Moriah Supervisor

Rob Wick, Essex County Community Resources

enclosures: M/WBE Utilization Plan, EEO Staffing, Waiver Form