
From: Richard Kahn [REDACTED]
Sent: Thursday, August 2, 2018 2:14 PM
To: jeffrey E.
Subject: Fwd: Letter of Intent for Subs

please advise
thank you

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue 4th Floor
New York, NY 10022
tel [REDACTED]
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Begin forwarded message:

From: =/b>Kyle reavis [REDACTED]

Subject: =/b>Letter of Intent =or Subs

Date: =/b>August 2, 2018 at 9:36:00 AM =DT

To: = [REDACTED]

Good Morning =ich,

The master =ist will be sent over in the next few hours, we are putting in some =ates and more detail to wrap this up. That being said I am =ot sure how we have hired contractors in the past, either a LOI or =ormal contract or just accepted their proposals. For this =ype of work I will strongly suggest using and LOI per project that =includes the schedule, scope of work and price. If that is ok I =ill draft up a template to use going forward so we can keep contractors =n schedule and on budget. This way when Mr Epstein wants to do a =roject I will prepare the LOI, schedule, review bids, and over see the =ork.

This will help us straiten out all the projects and keep =hings very organized here along with give Mr Epstein faster =onstruction times and less cost. Let me know what you think of =oving forward in this direction. Thank you!

Very =espectfully,

Kyle W Reavis
Construction Manager
[REDACTED]

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