
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.
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tel [REDACTED]
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Begin forwarded message:

From: Kyle reavis [REDACTED]
Subject: Letter of Intent for Subs
Date: August 2, 2018 at 9:36:00 AM EDT
To: [REDACTED]

Good Morning Rich,

The master list will be sent over in the next few hours, we are putting in some dates and more detail to wrap this up. That being said I am not sure how we have hired contractors in the past, either a LOI or normal contract or just accepted their proposals. For this type of work I will strongly suggest using an LOI per project that includes the schedule, scope of work and price. If that is ok I will draft up a template to use going forward so we can keep contractors on schedule and on budget. This way when Mr Epstein wants to do a project I will prepare the LOI, schedule, review bids, and oversee the work.

This will help us streamline all the projects and keep things very organized here along with give Mr Epstein faster construction times and less cost. Let me know what you think of moving forward in this direction. Thank you!

Very respectfully,

Kyle W Reavis
Construction Manager



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