

MEMORANDUM**VIA EMAIL**

TO: Stephan Gabbert
National TAB
sgabbert@nationaltab.com

DATE: May 24, 2023

FROM: Lance Taylor

COPIES: LT/File

SUBJECT: Trident Regional Medical Center-Summerville
Summerville, SC
R&M Job #2320
Letter of Intent

Let this memorandum serve as a notice of the intent for Robins & Morton to enter into a subcontract agreement with **National TAB** for the **test & balance** scope of work on the above-referenced project. The contract will be based upon your proposal dated 03/15/2023, and the amount of **\$73,950.00** for the same scope of work. The necessary contract documents are being prepared at this time and will be forwarded to you upon completion.

You are authorized to proceed with production of any required submittals and shop drawings and make any commitments to material suppliers, vendors or subcontractors necessary to secure these documents. Please submit all submittals and shop drawings through Procore.

We will contact you to schedule a contract review meeting. The intent of this meeting is to meet your senior management and the project specific personnel (Job Superintendent and Project Manager), and to review the scope of your work and the necessary compliance documentation and paperwork required for this project.

You must provide a current project-specific Certificate of Liability Insurance as soon as possible. We contract with **myCOI** to work directly with your insurance agent to obtain the Certificate and all required endorsements (reference attached Schedule E). You will receive an email from MyCOI asking you to register and provide your agent's contact information. Please do this as soon as possible to start the insurance review process.

The Certificate of Liability Insurance will allow your company personnel to begin performing work onsite, however we need all required endorsements to process payments to your firm. Do not overlook or underestimate this requirement.

Compliance documentation requirements will be included along with the transmittal of your subcontract agreement.

We look forward to working with your company on this project. Please contact me if you have any questions regarding this information.