



November 15, 2018

Port Enterprises, Ltd.
P.O. Box 1299
Manchaca, Texas 78652

Attn: Jacob Comstock, Vice President for the General Partner

Re: Northside Independent School District
2016 Hail Damage Roof Restoration at Lloyd M. Knowlton Elementary &
Roof Replacement at Maintenance Annex
RFCSP #2018-145

Re: Notice of Award
Via: Contractor pickup

Mr. Comstock:

The Northside I.S.D. Board of Trustees formally accepted the selection of Port Enterprises, Ltd. as the top ranked Proposer at the November 13, 2018 Board Meeting. This letter shall serve as the Notice of Award of Contract by Northside Independent School District to Port Enterprises, Ltd. Competitive Sealed Proposal to perform the work described in RFCSP # 2018-145 which consists of work at Lloyd M. Knowlton for the sum of \$409,389.00 and work at Maintenance Annex for the sum of \$194,529.00 for a total contract amount of \$603,918.00.

We will provide two (2) copies of the AIA A101 Owner Contractor Agreement for this Project for your signature. Please obtain your Bonds and Insurance as required by Owners Supplementary Conditions Article 11. Return all copies of the Agreement to our office after signature. After execution by the Owner, a completed Agreement will be returned for your record. The Bonds and Insurance must be received by the district within 10 days of Notice of Award.

A Kick Off Meeting will be scheduled for a date and time at NISD Facilities, 5900 Evers Road, Building C, San Antonio, Texas 78238 for the Contractor only - please plan to attend with your Project Manager and Superintendent. A Pre-Construction Conference will be scheduled at a date, time and location to be determined which will require attendance by you and all major Subcontractors working on this project site.

Once the Agreement is executed by both parties, a Notice to Proceed will be issued. We look forward to working with your company on this project.

Attachments: NISD-Project Insurance Requirements Memorandum dated March 8, 2018

Sincerely,

A handwritten signature in black ink, appearing to read "Michael G. LeFebvre".

Michael G. LeFebvre
Consultant
MikeL@austechrci.com

CC: Leroy San Miguel, Assistant Superintendent of Facilities and Operations, NISD
Henry Acosta, Executive Director Construction & Engineering, NISD
James Berg, Director Facilities Construction, NISD
Neville Blaire, Project Manager, NISD

Northside ISD Insurance Checklist

(Required by Article 11 of the NISD Supplementary Conditions to the AIA General Conditions)

Commercial General Liability (article 11.1.2.1.2)

- \$2,000,000 general aggregate;
 - \$1,000,000 products/completed operations aggregate;
 - \$1,000,000 personal and advertising injury;
 - \$1,000,000 each occurrence;
 - \$50,000 fire damage (Typically indicated as "Damage to Rented Premises");
 - \$5,000 medical expense.
- Policy issued upon an "occurrence" basis, as distinguished from a "claims" basis.

- * **Required endorsements:**
- Additional Insured.
 - Waiver of Subrogation.
 - 30-day notice of cancellation.

Automobile Liability (article 11.1.2.1.3)

- All vehicles (any auto) owned by, hired by or used on behalf of the Contractor, with minimum Combined Single Limit of \$1,000,000.

- * **Required endorsements:**
- Additional Insured.
 - Waiver of Subrogation.
 - 30-day notice of cancellation.

Umbrella Liability (article 11.1.2.1.5)

Insurance written on an occurrence basis, with minimum limits in the amount of:

<u>Contract Sum</u>	<u>Min. Limit Required</u> (Per occurrence/aggregate)
Up to \$2,499,999	\$1,000,000
\$2,500,000 - \$4,999,999	\$2,000,000
\$5,000,000 - \$7,499,999	\$3,000,000
\$7,500,000 and over	\$4,000,000

- * **Required endorsements:**
- Additional Insured.
 - Waiver of Subrogation.
 - 30-day notice of cancellation.

Worker's Compensation (article 11.1.2.1.1): Statutory Limits required.

Employers' Liability (article 11.1.2.1.1)

- \$500,000 each accident;
- \$500,000 disease - policy limit;
- \$500,000 disease - each employee.
- If any Proprietor/Partner/Executive Officer/Member is excluded from coverage, describe under "Description of Operations" section of the Certificate.

- * **Required endorsements:**
- Waiver of Subrogation.
 - 30-day notice of cancellation.

Owner's and Contractor's Protective Liability Insurance * (article 11.1.2.1.4)

- Separate ACORD Form with Northside ISD indicated as the insured.
- General Contractor shall be named as the Certificate Holder.
- \$500,000 bodily injury
- \$500,000 property damage

- * **Required endorsements:**
- Waiver of Governmental Immunity.
 - 30-day notice of cancellation.

Builders Risk or Installation Floater Policy (article 11.3.1)

- Shall cover the entire Work at the site for the full insurable value of the Work, including transit thereto and materials stored offsite and destined to become a part of the Work.
- Maintained until final payment is made to the Contractor pursuant to Article 9 of NISD's Supplementary Conditions.
- No deductibles shall exceed \$5,000 without prior written approval of the Owner.
- The policy shall insure the respective interests of the Owner and the Contractor in the Work.

- * **Builders Risk Required Endorsements:**
- Permission to Occupy.
 - 30-day notice of cancellation.

- * **Installation Floater Required Endorsements:**
- 30-day notice of cancellation.

IMPORTANT NOTE: Copies of each required endorsement must be included, and each should reference the corresponding policy number(s).