



## Alabama State Port Authority

P. O. BOX 1588 · MOBILE, ALABAMA 36633-1588  
250 NORTH WATER STREET · MOBILE, ALABAMA 36602  
[www.asdd.com](http://www.asdd.com)  
ALABAMA STATE PORT AUTHORITY

**Project Name** Pinto Terminal- DMMA Weir Box Extension 2020

**Project #** 10859 **Task #** 01

January 6, 2021

Everett Gillis  
Gillis Construction Inc.  
9823 Smithfield Farms Rd.  
Bay Minette, AL 36507

Re: ***Notice of Intent to Award***

Dear Mr. Gillis:

The Department has reviewed your proposal for the above referenced project and finds it acceptable. We are transmitting herewith three (3) sets of the contract documents for execution by you and your bonding company. Please complete the following checked items and return within ten (10) business days.

- 1. Execute the Performance Bond and the Labor & Material Bond.
- 2. Sign Acknowledgement for Change Orders on Page II-5.
- 3. Sign Contract on Page II-6 with proper witness. The date will be filled in later and it will be the same as your bonds. The Contract shall be considered to include all attachments.
- 4. Provide Certificates of Insurance with required coverage and naming Alabama State Port Authority as insured. Please note, our *Notice to Proceed* will not be issued until Certificates of Insurance evidencing the required coverage are received.
- 5. Execute Disclosure Statement (affidavit to state).
- 6. Attach documentation proving enrollment in the E-Verify Program.

Please return all copies for execution by the Alabama State Port Authority. One (1) completely executed copy will be returned for your use and file.

Sincerely,

Robert C. Harris, Jr., P.E.  
Vice President, Technical Services

Enclosure