

Reed House Shingling Project MTech 18-09

09-28-17: Sent e-mail to Bob asking if he has a proposal yet for the roof. Bob responded with a proposal of \$21,475.00 (with some exclusions). Forwarded to Michael for his review. Bob sent information on the materials he is proposing.

10-04-17: Asked for updated contractor license, insurance and workers comp from Bob.

10-17-17: Worked on the scope of work. Called and discussed with Bob Bentley. Discussed project with Michael yesterday. Michael wants to proceed with the project. Will address the structural or decking if there are issues on a separate project per Michael. Sent SOW to Bob for review.

09-20-17: Bob reviewed the sow. Added a line about extension if weather becomes an issue.

10-25-17: Bob sent his new insurance, workers comp, and contractor license.

10-26-17: Use **BREEDH** as the funding source for the project.

10-27-17: Completed the contract document for the project. Sent contract information to Marissa for review.

11-29-17: I was on annual leave 11-20-17 thru 11-28-17. During this time, Marissa assigned project number MTech 18-09.

11-30-17: Worked on editing documents with the construction project number.

12-01-17: Sent construction documents and memo "one" to Bob Bentley for signature.

12-05-17: Bob sent back his signed contract document. Had Brant sign the contract document. Sent documents back to Bob and gave him a notice to proceed. Made copies for Vicki's project file.

01-22-18: Sent Bob the amendment to extend the contract thru June 20, 2018. Also called Bob about the amendment. Bob signed and I took to Brant for his signature. Brant signed the amendment. Sent Bob a copy for his file. Gave Vicki a copy for the construction file.
