ALABAMA PORT AUTHORITY

Project Name McDuffie New East Electrical Building

Project # 11734 **Task #** 2

November 17, 2026

Mr. Thomas Gaillard
Gaillard Builders, Inc.
612 Dauphin Street
Mobile, AL 36602

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

Dear Mr. Gaillard:

The Department has reviewed your proposal for the above referenced project and finds it acceptable. We are transmitting herewith one (1) set 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.

x	1. Execute the Performance Bond and the Labor & Material Bond. **Ensure that the bonds are dated.**
x	2. Sign Acknowledgement for Change Orders on Page II-5.
x	3. Sign Contract on Page II-6 with proper witness. The Contract shall be considered to include all attachments. **Do NOT date the contract. The contract date will be completed once fully executed and will match the date of the executed bonds.**
x	4. Provide Certificates of Insurance with required coverage and naming **Alabama Port Authority** as insured. Please note, our *Notice to Proceed* will not be issued until Certificates of Insurance evidencing the required coverage are received.
x	5. Execute Disclosure Statement (affidavit to state).
x	6. Application for Sales & Use Tax Certificate of Exemption. A copy of the APA completed application for Sales & Use Tax Certificate of Exemption submitted to the Department of Revenue is attached. The contractor should follow the directions within the original form found at link www.revenue.alabama.gov/division/sales-use to complete the process for sales tax exemption.

Please return all copies for execution by the Alabama Port Authority. A copy will be returned for your use and file.

Sincerely,

Charles M. Coleman, P.E.
Vice President, Engineering