



Ann M. Stillman  
Director

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February 23, 2023

Brian McLemore  
San Francisco Elevator Services, LLC  
1555 Yosemite Avenue, #13  
San Francisco, CA 94124

RE: HOJ Traction Elevators (Multiple) Elevators 3 and 7 Only Project

### NOTICE OF INTENT TO AWARD

Mr. McLemore:

We are pleased to inform you that we are recommending our Board of Supervisors approve an agreement to provide elevator modernization services with your firm at its regular meeting on March 14, 2023.

To expedite this process, we ask that you provide evidence of Workers Compensation coverage, General Liability, Automobile Liability, Professional Liability and Property Damage Insurance certificates as required per RFP naming the County as additional insured, including a provision for 30-day advance notice of insurance expiration or change in coverage, and your company's current W-9 form no later than March 31, 2023.

An Agreement for these services requiring signature, Performance Bond form and Payment Bond form will be sent under a separate cover.

All correspondence should be forwarded to King Leong at [kleong1@smcgov.org](mailto:kleong1@smcgov.org).

Regards,

King Leong  
Department of Public Works  
Capital Project Manager

Cc:

Tory Newman, Department of Public Works, Deputy Director  
Mina Naziruddin, Facilities Analyst

