



**Finance Department**  
Ellen Sanborn, Director

April 17, 2014

Daniel R. Hebert, President  
Hebert Construction  
9 Gould Road  
Lewiston, ME 04240

*Sent via email*

Please accept this letter as a formal Letter of Intent from the City of Portland with regard to the Interior Renovations for West Program at Portland Public Schools Downtown Facility. It is the City's intent to utilize your firm's services for this project, including all six add alternates. You may procure any materials necessary for the project at this time. A contract for this work will be sent to your attention within the week.

We look forward to working with you and hope this will be a beneficial partnership for both Hebert Construction and the City of Portland.

If you have any questions regarding this letter, please contact me at 207-874-8654. Thank you.

Sincerely,

Karen C. Marston  
Assistant Purchasing Manager

pc: Aaron Shields, Project Manager  
Doug Sherwood, School Facilities Mgr.  
Bid File