

Contra Costa County
Public Works
Department

Brian M. Balbas, Interim Director
Deputy Directors
Mike Carlson
Stephen Kowalewski
Carrie Ricci
Joe Yee

November 17, 2017

Mr. Paul Petri
Thompson Builders Corporation
250 Bel Marin Keys Blvd, Suite A
Novato, CA 94949

Via Email (paulp@tbcorp.com & U.S. Mail)

RE: **RENOVATIONS AND REMODELING AT THE CONTRA COSTA COUNTY FINANCE BUILDING, 625 COURT STREET, MARTINEZ, CA 94553 (WH190D)**; Withhold Agreement and Acceptance of Contract

Project No.: 250-1215/C.1.1

Dear Mr. Petri:

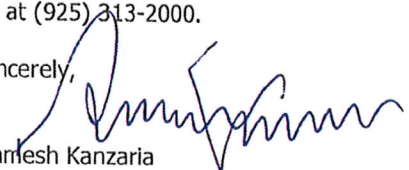
Before we recommend to the County Board of Supervisors that they accept the Contract for the subject project as complete, we must have your concurrence with the following:

The County may withhold from monies otherwise due, the amount of \$30,173.00 for materials and labor to complete the items listed on the attached "Withhold Summary." Contractor shall complete these items in an expeditious manner. If any item is not satisfactorily completed by January 12, 2018, the County may use the money withheld, in the amount designated at the respective line item, to complete the work.

If you are in agreement with these conditions, please sign on the line provided at the bottom of this letter and return it to us to serve as notice of agreement in order for the Board of Supervisors to act on acceptance of the contract at their meeting on December 12, 2017. We will need your response with all remaining outstanding items by November 28, 2017.

If you have questions or need more information, please contact me at (925) 313-2000.

Sincerely,


Ramesh Kanzaria
Capital Projects Division Manager

CONTRACTOR AGREES TO THE CONDITIONS DESCRIBED IN THIS LETTER:

(Signature)

(Printed Name and Title)

(Date)

RK:dg
Enclosures
c: File: 250-1215/C.1.1

WITHHOLD SUMMARY

CCC FINANCE BUILDING RENOVATIONS
625 COURT STREET, MARTINEZ, CA (WH190D)

Date: November 27, 2017

File: 250-1215/C.1.1

<u>Description</u>	<u>Withhold Amount</u>
1. Remaining shop drawing details - Parapet and Cornice Sheet Metal work	\$10,000.00
2. Sconce Light Fixtures (2-each)	\$14,673.00
3. Elevator Controls – As-builts / O&M's and Warranties	\$1,000.00
4. Plumbing / Fire Sprinkler record "as-built" documents including underground	\$1,000.00
5. Submit Guarantee forms (Division F, page F-22) for each listed subcontractor.	\$2,500.00
6. Submit Statement to Accompany Final Payment (Division F, page F-23) for the project	\$1,000.00
TOTAL WITHHOLD AMOUNT	<u>\$30,173.00</u>