



August 17, 2020

Mr. Joseph B. Harrell
Assistant Superintendent for Administrative Services
6544 Firehouse Road
Milton, FL 32570

RE: East Bay K-8 Request for Reduction of Retainage

Mr. Harrell,

In accordance with Article 5.1.7.2 of our executed Contract Agreement, we request a reduction in retainage. Per this article (attached), Reduction or limitation of retainage shall be "upon mutual agreement of the Owner and Contractor and approval of the School Board." As of Pay Application 11, we have completed 57% of the contract value, after deductions for Owner Direct Purchased materials. We request a reduction to 5% retainage. To achieve this, we propose submitting a separate pay request this month for half of the retainage withheld to date, with future pay requests reflecting 5% retainage.

Please advise if this is acceptable to you and to the School Board and if there are any other considerations needed to release these funds.

Sincerely,

Andrew Green
Sr. Project Manager, Culpepper Construction

CC: Mike Martin, DAG Architects