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September 30, 2021

Mr. Chuck Dammon
Dammon Engineering, Inc.
554 Old Spanish Trail
Slidell, LA 70458

RE: Honey Island Elementary, Kitchen Hood Vent System
St. Tammany Parish School Board Project No. P0294

Dear Mr. Dammon:

This letter is being issued to confirm our conversation/email concerning the above referenced project. Please review the issue on site and provide an initial assessment of scope and estimate of cost for the replacement of the kitchen hood vent system. This project is to be performed on an hourly rate basis using the rates indicated in the Procedure Manual attached to the Professional Services Agreement included in the RFQ that you responded to and were selected to be included in the Small Project Rotation Pool. If you cannot locate your copy of the Procedure Manual, please contact my office and one will be sent to you. Please keep the number of hours to a minimum and do not exceed \$5,000.00 without prior approval.

We look forward to working with you on this project. If you have any questions, please let me know.

Sincerely,

CAMERON P. TIPTON
Chief of Construction Services

cgc

c: Mr. Michael J. Cossé, Assistant Superintendent
Ms. JoAnn Miller

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