



Dear Subcontractor / Suppliers / Vendor,

Welcome to our team! We are looking forward to a mutually beneficial and successful project. Please utilize the following project information to assist you.

Project: Carver Middle School: Artificial Turf, Field Lighting & Sanitary Building, and ADA Barrier Removal

Description: Installation of new artificial turf soccer field, field lighting and new masonry restroom building; ADA barrier removal / upgrades for compliant restrooms and path of travel including restroom remodel, drinking fountain modifications, ADA ramp modifications and path of travel upgrades.

Location: 4410 McKinley Ave., Los Angeles, CA 90011

Job Site Mailing Address: AMG Construction Trailer c/o
Carver Middle School Facilities Dept.
4410 McKinley Ave
Los Angeles, CA 90011

Job Site Staff: Project Manager, Tony Traverso tony@amgassociatesinc.com	Cell Phone: 661-435-3808	Office Phone: 661-251-7401
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Project Superintendent, Scott Pagel spagel@amgassociatesinc.com	661-600-8489	TBD
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Job Site Fax: TBD

Home Office Staff (Phone: 661-251-7401 / Fax: 661-251-7405)	E-Mail:
Contract Administrator, David Silva	Ext. 106 dsilva@amgassociatesinc.com
Purchasing, James Jensen	Ext. 107 jjensen@amgassociatesinc.com
Accounts Payable, Evalyn Ticknor	Ext. 111 eticknor@amgassociatesinc.com
Certified Payrolls, Cheryl Hudson	Ext. 100 chudson@amgassociatesinc.com
Insurance, Evalyn Ticknor	Ext. 111 eticknor@amgassociatesinc.com

If you require any additional information or you are unsure who to direct your calls to please do not hesitate to give me a call.

Finally, please sign and return the attached subcontract agreement or purchase order within 5 working days of receiving it. In addition, **all submittals and product data must be mailed to the jobsite address.**

Once again, welcome to our team.
Sincerely,

Tony Traverso
Vice President