

SDUSD PSA

4860 Ruffner ST * San Diego California 92111 * (858) 637-6262 * Fax: (858) 496-1953

April 25, 2018

Whillock Contracting Inc.
Attention: Steve P. Scheidle, Project Manager
PO Box 2322
La Mesa, CA 91943

Dear Mr. Scheidle,

Congratulations on the contract award of the Move Relocatable and Portable Buildings On-An-Needed Basis (IDIQ) CZ-18-0737-23.

To give you some background on these meetings, the general contractor is required by PSA Articles 8 and 16 to conduct a PSA Pre-job Conference with the local construction unions. We will assist you with the process and prepare for the Pre-job Conference by conducting a PSA Orientation with you on Wednesday April 178, 2018.

Both meetings must occur at least two weeks prior to the start of construction and we require you to have all subcontractors present at the Pre-job Conference.

The purposes of the Pre-job Conference are as follows:

- The general contractor will disclose union work assignments for each scope of work to be performed. This will help all parties confront and resolve any union jurisdictional disputes prior to work commencing.
- The general contractor will distribute detailed project information and a subcontractor listing to all present, establishing open communication between labor and management prior to work commencing.
- The District will review its employment and contracting programs and goals, including the employment of District residents at PSA-covered projects.

The Pre-job Conference form, all signed Letters of Assent, and the Subcontractors Pre Job Conference form (work assignment), are due from all known subcontractors, regardless of tier, no later than **04/24/2018**.

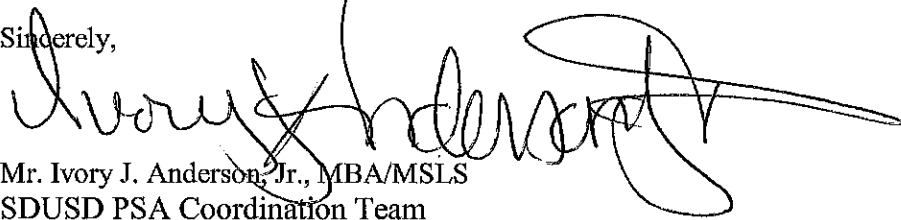
Please be prepared to distribute 8 completed copies of the Pre-job Conference form to all present at the Pre-job Conference.

We will be present for the Pre-job Conference, but a Whillock project manager or other assigned employee will be asked to review the Pre-job Conference form in detail.

The Pre Job Conference meeting for Move Relocatable and Portable Buildings On-An-Needed Basis (IDIQ) CZ-18-0737-23, is scheduled for **Tuesday May 01, 2018, at 1:00 pm**.

The Location being: SDUSD/Training Rooms A & B: 4860 Ruffner Street San Diego, CA 92111.

Sincerely,



Mr. Ivory J. Anderson, Jr., MBA/MSLS
SDUSD PSA Coordination Team
The Elite Guardian Consulting Services Inc. - Consultant

cc: George Harris III/SDUSD (gharris@sandi.net)