



December 31, 2018

RE: The Lemoine Company Partners with Avetta for Pre-Qualification Services

Dear Valued Key Trade Partners,

Relationships with our Trade Partners are critical to the success of our mission at The Lemoine Company. As a company, we are committed to a culture focused on safety, sustainability and environmental compliance. It is imperative to our mission that our Trade Partners share those same values. We have engaged Avetta (www.avetta.com) to support our new Trade Partner management program and streamline our pre-qualification process. Avetta specializes in connecting the world's leading organizations with qualified Trade Partners like you. This process will take the place of our existing online pre-qualification portal; even those who have previously submitted a pre-qualification with Lemoine will be required to upload their renewal information into Avetta prior to award of any new contracts.

To implement this program, we are requiring Trade Partners to submit their safety, financials and insurance information for verification. All Trade Partners who wish to qualify for ongoing projects and bid opportunities must be registered with Avetta by **March 31, 2019**.

The cost of an annual membership is based on the level of services provided and the documentation we require. The annual subscription may range from **\$318** to **\$817** in addition to a one-time activation fee of **\$299** for new members. The exact cost of membership is outlined on the Avetta checkout page.

Complete your registration by going to <https://app.avetta.com> or contact Avetta's dedicated registration team at (877) 725-3022. Once registration is complete, we will be notified, and you can begin uploading your safety, financial and insurance documentation to your Avetta profile. It is your organization's responsibility to ensure compliance is attained within our established timeframe and maintained to avoid disruption with ongoing or future projects.

For more information about the program and the benefits of joining Avetta visit <http://pages.avetta.com/The-Lemoine-Company.html>. If you have specific questions about your working relationship with The Lemoine Company, contact Katie Hoffmann (337) 456-1368 or katie.hoffmann@lemoinecompany.com for more information.

Sincerely,

Leonard K. Lemoine
Chief Executive Officer
The Lemoine Company, L.L.C.

Bill Stephenson
Vice President
Avetta, L.L.C.