

EXHIBIT E

*******IMPORTANT*******

September 10, 2003

To: Store Manager / Director

From: Facility Management / Store Operations

Re: ***Snow Removal Arrangements – Landscaping Protection***

If you have not already done so, NOW is the time to make arrangements for snowplowing and snow removal where necessary for the coming winter. Store Manager/Directors are responsible for completing the initial bidding and negotiations process. **NO Contract** for Snow Removal should be entered without direct approval from your District Manager.

Action Required by Store Managers

Gross Lease Stores- Landlord is Responsible

Make sure you know who the Landlord has under contract or agreement to plow and remove snow. Know who to contact and how to contact when snowplowing or snow removal is necessary.

Stores with Semi-Gross and Net Leases

Obtain competitive bids on Contractor's Proposal form, in the stores that are not contracted for Snow Removal.

- Snow should be plowed where accumulations or fall reach two inches (2") or where drifts interfere with parking lot traffic. Snowplowing and removal, when necessary, should be done after 11:00 PM and before 8:00 AM. In the event snow accumulates after the store opens, the contractor shall keep the main driveways and approaches clear.
- Arrangements should be made for salting when necessary, but salting should be kept to a minimum because it can damage landscaping, concrete and pavement. Request bid to for salt to be installed by application. **In cases where there is concrete parking lots, calcium chloride should be bid and used.**
- Arrangements are to be made to mark the corners of planters, curbs, etc. so they will not be damaged by snowplowing equipment. Usually flags on stakes 3 or 4 feet high will do the job.
- Discuss with the contractor areas to which snow will be plowed prior to snowplowing. Usually first to the perimeter of the parking lot and then wind rowed in line with light standards, not to exceed 10% of the lot.
- Have the snow hauled away only when it interferes with store operations.

NOTE (1) At Net Lease and Semi-Gross stores, Kmart is usually responsible for landscape maintenance. Therefore, it is your responsibility to mark planters, curbs, etc. and make your Snow Contractor responsible for any damage done by his equipment. When spring arrives, it is your responsibility to make sure planters and greenbelts are kept up properly including replacement of any dead plants.

NOTE (2) At some "Net" or "Semi-Gross" Lease stores, the landlord arranges for snow removal and Kmart pays a pro rata share based on square feet of store area to other landlord stores on the site. If you are not sure who is responsible, consult your "Exterior Maintenance Data Sheet".

Use the attached Snow Removal Proposal to contract for any stores that do not presently have a contractor lined up or needs to find a new contractor. **Obtain a Certificate of Insurance from the successful contractor, as outlined in Terms and Conditions – Amendment No 1.** Use the Landlord Snow Removal form to send to find out who the Landlord's contractors is when this applies.

If you have any questions, please don't hesitate to contact your Facility Manager.