**Date:**

|  |  |  |
| --- | --- | --- |
| **To:** |  | **Building Permit No.:** |
| **Company**  **Name &**  **Address:** |  | **Pick Up:** |

This document constitutes your Notice to Proceed with the following Contract:

|  |  |
| --- | --- |
| Project No.: |  |
| Location No.: |  |
| Project Title: |  |
| Facility Name: |  |

You are hereby notified that the Contract Times for Construction as stated for this Contract will commence on the following date:

|  |
| --- |
|  |

You are instructed to start performing the obligations of the Contract on that date, with:

A required Substantial Completion no later than followed no more than 30 consecutive calendar days to Final Completion.

A required Substantial Completion Date of **\_\_\_** days.

As otherwise delineated in the Agreement Form to which you were signatory.

A Pre-Construction Conference is scheduled for:

|  |  |
| --- | --- |
| Time: |  |
| Date: |  |
| Place: | **Procurement & Warehousing Services Department**  **7720 W. Oakland Park Blvd., Suite 323**  **Sunrise, FL 33351** |
|  |  |

Please review the applicable sections of the Project Manual for further information regarding attendance and the agenda for the Pre-Construction Conference.

Additional Instructions relative to this Notice to Proceed follow below:

|  |  |
| --- | --- |
| **Item** | **Instruction** |
| 1. |  |
| 2. |  |

Your surety is being advised of this Notice to proceed by copy of this document and its attachments. Your Bid Security is returned as an attachment to this Notice to Proceed.

If you have any questions concerning this Notice to Proceed, contact the Project Manager indicated on Document 00002, Project Directory, found within the Project Manual for this contract and listed below.

Sincerely,

Mary C. Coker

Director, Procurement & Warehousing Services Department

|  |  |  |
| --- | --- | --- |
| **Attachments:** | |  |
|  | Document 00520 Agreement Form | |
|  | Document 00600 Performance Bond | |
|  | Document 00610 Payment Bond | |
|  | Document 00450 W-9 Request for Taxpayer Identification Number and Certification | |
|  | Document 00455 Background Screening of Contractual Personnel | |
|  | Bid Security Check or Bid Security Form | |
|  | Building Permit | |
|  | Risk Management Approval and Certificate of Insurance | |
|  | Municipality Letter | |
|  | Prolog Entry | |
| **Copies:** |  | |
|  | , Principal | |
|  | Leo Bobadilla Jr., Chief Facilities Officer (With Copy of Performance and Payment Bonds) | |
|  | Chris Akagbosu, Director, Facility Planning and Real Estate | |
|  | Mary Coker, Director, Procurement & Warehousing Services (With Copy of IRS Form W-9 Only) | |
|  | Robert Hamberger, Chief Building Official | |
|  | Shelley Meloni, Director, Pre-Construction | |
|  | Frank Girardi, Director, Construction | |
|  | , Project Manager (With Copy of Attachments) | |
|  | Pam Norwood, Capital Payments Review Supervisor | |
|  | , Project Consultant (With Copy of Attachments) | |
|  | NAME, Surety (With Original Attachments) | |
|  | Project File (With Original Attachments) | |
|  | Contract Set (With Original Attachments) | |
|  | Files | |
|  |  | |