**Date:**

|  |  |  |
| --- | --- | --- |
| **To:** |  |  |
| **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 Permitting 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 date of .

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

Please review the applicable sections of the Project Manual including Documents 00200 and 001330 for further information regarding the permitting process.

Additional Instructions relative to this Notice to Proceed follow below:

|  |  |
| --- | --- |
| **Item** | **Instruction** |
| 1. | Per Division 01, Section 01330, this NTP pertains to permitting only. |
| 2. | Agreement Form and Bonds will be issued under separate cover. |

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 | |
|  | Risk Management Approval and Certificate of Insurance | |
| **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 | |
|  |  | |
|  |  | |