

SAMPLE NOTICE TO PROCEED

TO: Contractor
FROM: City of _____
DATE:
SUBJECT: Notice to Proceed with Construction Contract # _____

(Project Name), located at (address) was awarded to (Name of Contractor, address and name of contact person and #), in the amount of (Contract Amount), on (date). Contractor is hereby notified to commence work set forth in the contract on or before (date).

All work is to be done in accordance with plans, specifications and conditions provided in the contract.

The project must be fully complete within _____ consecutive calendar days after (date). The date of completion of all work is, therefore (date). Contractor will pay as liquidated damages, the sum of \$_____ for each consecutive calendar day thereafter as specified in paragraph 9 of the Information for Bidders and under such conditions as provided in paragraph 19 of the General Conditions.

Please acknowledge receipt of this Notice by signing the space below and returning a copy to this office.

Please advise if there are any questions.

Sincerely,

_____, Chief Elected Official or Designee

Acceptance of Notice

Receipt of the above Notice to Proceed is hereby acknowledged by _____, this _____ day of _____, 20__.

BY: _____

TITLE: _____