

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: _____