

#### NOTICE TO PROCEED

*(for Task Order Services)*

March 9, 2018

Mr. {insert first & last name, title}

Contractor

Address

City, ST Zip

Task Order-Construction Agreement—

Master Enabling Agreement, Contract No. {insert #}

Task Order No. {insert #}; Task Order Amount: {insert amount}$

Project Name and No.

DIR Project Identification No. {insert # from PWC100}

Campus Name

Dear Mr. {insert last name}:

In accordance with the provisions of the Contract Documents, you are hereby notified to commence work on the subject Task Order on {insert date} and are to fully complete the work within {insert #} consecutive calendar days in accordance with your Task Order completion date of {insert date}.

Share the above-referenced DIR public works project identification number with each subcontractor on this project, as they will need this number to submit certified payroll records into DIR’s electronic certified payroll reporting (eCPR) database.

Sincerely,

Name

Construction Administrator

Department

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*Construction Mgmt.*

*702.16.Task Order • 03/18*