

#### NOTICE TO PROCEED

**Overall Job Order Contract**

March 8, 2016

{Contractor Name}

{Contractor Address}

{City, ST Zip}

Contract No. {insert number}; Bid No. {insert number}

Maximum Contract Amount: ${insert amount}

DIR Project Identification No. {insert #}

{insert Campus name}

Dear Mr. {insert name}:

In accordance with the provisions of the contract general conditions, you are hereby notified that the term of the overall subject contract begins on {insert date of university counsel signature}, and that you are to fully complete all work within 365 consecutive calendar days in accordance with your contract term ending date of {insert date}..

The subject contract provides for assessment of liquidated damages in accordance with each individual Job Order issued by the above-named campus for each consecutive calendar day that is required to finish the work after the assigned completion date.

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

Sincerely,

{insert name}

{insert title}

{insert department}

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*Construction Mgmt.*

*702.16J • 3/16*