

Sample Notice to Proceed

ENFIELD HOUSING AUTHORITY

123 Reservoir Street
Enfield, Massachusetts 01234

Telephone (403) 555-1234
Fax (403) 555-4321

30 February 2000

RST Construction, Inc.
Box 100
Enfield, MA 01234

Re: Enfield H.A. Project 667-3
Enfield, MA

NOTICE TO PROCEED

Gentlemen:

Pursuant to the terms of your Contract dated January 12, 1992, for the Modernization of Kitchens for this Authority, at Project 667-3, you are hereby notified to commence work at the start of the business day on March 1, 1992. The time for the completion set forth in the Contract is Three Hundred Sixty-Five (365) consecutive calendar days, including the starting date which establishes February 28, 1993 as the Contract Completion Date.

You are informed that Ms. Bertha Gold has been appointed Contract Officer and is duly authorized to administer your Contract for and in the name of this Authority. In case of her inability to act in this capacity at any time, Mr. Charles F. Chubb has been designated as an alternative.

You are instructed to submit, without delay, your Construction Progress Schedule and a breakdown of your Construction Price on a copy of the Application for Payment continuation sheet. A copy of the continuation sheet can be found at Appendix C-24 of the CONSTRUCTION HANDBOOK. You will receive under separate cover one (1) executed set of Contract Documents, Specifications, and Drawings.

Please acknowledge receipt of this correspondence by executing and dating the original and three (3) copies of this Notice and returning the noted three (3) copies to this Authority.

Our tax exempt number is #000-000-000.

Sincerely,

Robert J. Olsen
Executive Director

Accepted:

RST Construction, Inc.

By: _____ Dated: