



Mr. Scott Collins
Collins Overhead Door Inc.
404 3rd Street
Everett, MA 02149

Notice to Proceed

Re: DCR Contract No. P23-3516-M1A, Overhead Door Maintenance, Repair and Replacement

Dear Mr. Collins:

This Notice to Proceed is provided by the Massachusetts Department of Conservation and Recreation (“Department”) as formal authorization to proceed with the above-referenced contract (“Contract”). The work will include all work as described in the Contract documents. This Notice to Proceed is effective as of the date signed below and is provided on a not-to-exceed basis, utilizing the Contract cost of \$247,000.00. All work is to be completed within **730** days from the date of this Notice to Proceed as specified and no additional work shall be undertaken without written approval prior to commencement.

Department oversight will be provided by John Larsen, Acting Director, Facilities Maintenance. All official project correspondence, invoices and requests for Information must be submitted to John Larsen at DCR Facilities Maintenance 6 Land Boulevard, Cambridge, MA 02142/617-828-1633.

Sincerely,

Patrice Kish
Patrice Kish, Chief
Division of Design and Engineering

12/14/2023
Authorization Date

12/12/2025
Expiration Date

cc: Robert Boncore, Director of Contracts & Procurement
John Larsen, Facilities Maintenance
Martha Gallagher, Facilities Maintenance

