

**SAMPLE NOTICE TO PROCEED**

TO: Contractor/DLG  
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,

\_\_\_\_\_, Mayor/Judge/Subrecipient CEO

**Acceptance of Notice**

Receipt of the above Notice to Proceed is hereby acknowledged by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_