

NOTICE TO PROCEED TO CONSTRUCTION

Date

Licensee name

Attention: [insert name]

Licensee Address

Licensee City, ST Zip

Contract No. [insert #]; Contract Amount: \$[insert amount]
[insert Project Name and No.]

DIR Project Identification No. [insert # from PWC100]
Cal Poly Humboldt

Dear [insert Mr./Ms. + last name from above],

In accordance with the provisions of the ESSLSA Exhibit A number [XXXXXXX], you are hereby notified to commence work on the subject contract on [insert start date] and are to complete fully the work within [insert # of days*] consecutive calendar days in accordance with your contract completion date of [insert completion date].

The contract provides for assessment of liquidated damages of \$[insert amount] for each consecutive calendar day that is required to finish the work after the contract completion date.

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

Sincerely,

Name

Construction Administrator

Department