

# NOTICE TO PROCEED

Date

Company Representative:

Contractor's Name:

Contractor's Address:

Re: Region \_\_\_\_ Debris Removal Services Contract Activation by \_\_\_\_\_ (hereafter referred to as Activating Entity)

Dear *(Company Representative)*:

Pursuant to the terms of the Region \_\_ debris removal services contract dated \_\_\_\_\_, you (the "Contractor") are hereby given notice that Activating Entity is activating the contract for removal of debris resulting from *(brief description of disaster causing activation)*. As per the contract, you are required to respond to this NOTICE TO PROCEED within 24 hours of receipt of this notice. Additionally, you are required to place project personnel, including the project manager, in the jurisdiction with the same 24-hour period. Please respond by contacting \_\_\_\_\_ directly at \_\_\_\_\_ upon receipt of this NOTICE to make necessary arrangements for beginning work under this Notice to Proceed. You should also sign and date this original and return it to my attention by facsimile at \_\_\_\_\_ (enter fax number) or via scan to \_\_\_\_\_ (enter email).

As you know, your company is required to execute a payment and performance bond equal to 100% of the estimated cost of the debris removal services within 10 days of receipt of this NOTICE TO PROCEED. The estimated cost of debris removal for this activation is \$ \_\_\_\_\_. Please have this executed bond forwarded to my attention as required under the contract.

Pursuant to the contract, you are hereby instructed to submit a work plan to detail seven (7) and fourteen (14) days of projected work activity prior to beginning work in Activating Entity's jurisdiction. Please provide this plan no later than \_\_\_\_\_, and be prepared to meet with Activating Entity personnel to discuss this plan and the services the county expects to be provided to meet its needs in debris removal following this disaster. Please also keep in mind that Activating Entity may prioritize areas where your company shall perform specified activities.

Your company will have 180 days from the date of this Notice to Proceed to complete the debris removal services required under the contract. Additionally, all requirements set out in the contract and the Bid Specifications made a part thereof shall be complied with at all times throughout the project.

Your Activating Entity point of contact for this debris removal project is \_\_\_\_\_ *(name of person)* with the *(name of activating entity office or department)*. He/she may be contacted at *(telephone number and email address)* \_\_\_\_\_ and is duly authorized to administer this contract for and in the name of Activating Entity. Any questions related to this activation should be directed to him/her.

## ACTIVATING ENTITY

## CONTRACTOR

\_\_\_\_\_  
Name Authorized Signature, **[Insert Title]**

\_\_\_\_\_  
Name Authorized Signature, **[Insert Title]**

\_\_\_\_\_  
Issued Date

\_\_\_\_\_  
Received Date