

To: [[ Single Prime Contractor - Firm Name ]]  
[[ Single Prime Contractor - Address ]]  
[[ Single Prime Contractor - City ]], [[ Single Prime Contractor - State Code ]]  
[[ Single Prime Contractor - Zip Code ]]

Date:  
Contract Amount: \$[[ Single Prime Contract - Total Contract Amount (Numeric) ]]

Project: [[ Project Name (FCPWeb Name Preferred) ]]

Project Number: [[ Capital Project Number (FCPWeb Project # Preferred) ]]

Division: SINGLE PRIME CONTRACTOR

### Notice to Proceed

We have received and executed all required documentation (Agreement, Payment Bond, Performance Bond, required Liability and Builders Risk Insurance, and Substance Abuse Prevention Program) to proceed with awarding you the above contract.

Pursuant to the terms of the Contract Documents, you are hereby notified to commence work at the start of business on **DATE**

The Substantial Completion Date set forth in the Contract Documents is **##** calendar days from the start date shown above, and has been calculated to be **DATE**.

The Preconstruction Conference has been scheduled for **DATE** at **TIME** at the **LOCATION**. A representative from your firm should be present at this meeting.

**OR**

The Preconstruction Conference will be scheduled in the near future. Date, time and location will be forthcoming. A representative from your firm should be present at this meeting.

All vendors are required to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500/1 et seq.). Bidder shall provide all required forms completed by subcontractor(s) as required in 00 50 00 – Standard Contract Execution Forms, Article 8 Constitutional and Statutory Provisions. Electronic copies of the required forms and the file naming convention are available online at: [https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_contractors](https://www.uocpres.uillinois.edu/contracts_forms/for_contractors).

The awarded low, responsive and responsible Bidder will be required to register with the Owner's Vendor Services Application, and will be required to ensure that all Bidders' subcontractors, vendors, and suppliers to be included on its Schedule of Values as identified in document 00 70 00 'General Conditions' are also registered in the Owner's Vendor Services Application. The vendor registration module of the Vendor Services Application can be accessed at: <https://appserv6.admin.uillinois.edu/VendorRegistration/open/VendorSearch.jsp>

I am the Owner's Representative and am authorized to administer your contract for and in the name of The Board of Trustees of the University of Illinois. A copy of the signed and executed Agreement for this project is enclosed. **OR** A copy of the signed and executed Agreement for this project will be sent under separate cover.

I appreciate your cooperation in responding to this notice and am looking forward to a pleasant working relationship with your firm on this project.

Sincerely,

[[ Capital Project Manager Name ]]  
[[ Capital Organization - Name ]]  
[[ Capital Organization - Address ]]  
[[ Capital Organization - City ]], [[ Capital Organization - State Code ]]  
[[ Capital Organization - Zip Code ]]

**PM/Sec**  
**(Enclosure)**  
Copies:

