Standing Order Contractor Notice to Proceed
Work Under $100,000

Date

Contractor

SUBJECT: Project Title
Project Number

Dear Contractor:

This letter is to authorize your company to proceed with the work to (description of work to be done), as outlined in your bid/proposal dated (month/day/year), for the not to exceed amount of (proposal amount).

Time of Substantial Completion: Enter Number of Calendar Days Here calendar days.
Time Period from Substantial Completion to Final Acceptance: Enter Number of Calendar Days Here calendar days.

Actual on-site construction activities may not commence until all applicable building permit(s) have been obtained by the Contractor.

General terms and conditions of this work are based on the terms and conditions outlined in your company’s Standing Order Contract with the University of Colorado Colorado Springs. Please use project number Project # on all correspondence for this project. Please contact me at ________ if you have any questions.

Sincerely,

Project Manager's Name
Project Manager

Attachment: Bid/Proposal

cc: Files