DATE

COMPANY NAME

CONTACT

ADDRESS

RE: PROJECT # - PROJECT NAME

Work Authorization #\_\_\_

CAMPUS

Dear CONTACT:

Please sign the Work Authorization Notice to Proceed. An executed copy will be returned to you via e-mail. Please note that the Work Authorization Notice to Proceed date is defined as the day you receive the Notice to Proceed.

In order to comply with the time requirements of Section 9.1.7, Page GC/23 of the General Conditions, the following documents—if not already submitted—must be manually signed and uploaded into E-Builder within fifteen (15) calendar days of the Notice to Proceed date:

1. Reproducible progress and payment schedule.

2. Contractor's Breakdown of Costs.

3. List of material suppliers.

4. Itemized breakdown of anticipated equipment rates (breakout operator rate). Overhead and profit shall not be included.

University forms and procedures for the above are distributed and discussed at the preconstruction meeting. If a preconstruction meeting has not been conducted by the time you receive this letter, please contact CONSTRUCTION PROJECT MANAGER so it can be scheduled. No construction will be allowed until after the preconstruction meeting has been held.

Your interest in the project is appreciated by the University of Missouri.

**WORK AUTHORIZATION**

**NOTICE TO PROCEED**

COMPANY NAME

CONTACT

ADDRESS

RE: PROJECT # - PROJECT NAME

Work Authorization #\_\_\_

CAMPUS

Dear CONTACT:

Pursuant to Article 9, of the General Conditions of the specifications dated SPECIFICATION DATE, for the above project, you are hereby notified to proceed and commence work under the above contract on the day on which this notice is delivered to you.

Please acknowledge receipt of this notice by signing and returning to: NAME AND ADDRESS

**THE CURATORS OF THE UNIVERSITY OF MISSOURI**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Officer

Receipt of the foregoing notice is hereby acknowledged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received

**COMPANY NAME**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNER

**EXHIBIT A – WORK AUTHORIZATION**

**Construction Labor Blanket Contract MASTER COMMITMENT#**

**PROJECT # - PROJECT NAME**

**CAMPUS**

**DATE:** DATE

**PROJECT:** PROJECT # - PROJECT NAME

**AUTHORIZATION NO.:**  # \_\_\_\_\_

**CONTRACTOR:** COMPANY NAME

**PROJECT MANAGER(S):** PROJECT MANAGER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCOPE OF WORK**:

DESCRIBE SCOPE OF WORK

**TOTAL CONSTRUCTION AMOUNT AVAILABLE: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT SCHEDULE:**

Complete the project within CONTRACT DAYS consecutive calendar days from the receipt of contract.

**CONTRACTOR’S FEE:**

In accordance with the Unit Price Hourly Rates established in Construction Labor Blanket Contract, shown in Exhibit B, will be paid on a Time and Materials basis with a maximum cost NTE OR LUMP SUM, $\_\_\_\_\_COMMITMENT VALUE.

**PROJECT REQUIREMENTS:**

DESCRIBE PROJECT REQUIREMENTS

**EXHIBIT B – WORK AUTHORIZATION**

**Construction Labor Blanket Contract MASTER COMMITMENT#**

**PROJECT # - PROJECT NAME**

**CAMPUS**

**DATE:** DATE

**PROJECT:** PROJECT # - PROJECT NAME

**AUTHORIZATION NO.:**  # \_\_\_\_\_

**CONTRACTOR:** COMPANY NAME

**PROJECT MANAGER(S):** PROJECT MANAGER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Trade Unit** | **Standard Time Hourly Rate** | **Time and Half Hourly Rate** |
| TRADE/ TYPE OF WORK | $\_\_\_\_ | $\_\_\_ |