February 2, 2022

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

Subject: Award of Contract and Notice to Proceed

Route \_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County, Job No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# The contract is awarded to you for the above designated proposal in the amount of $ \_\_\_\_\_\_\_\_ as determined from your bid submitted at the Bid opening of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 19\_\_\_.

The required number of copies of the Contract and Bond have been sent to you under separate cover. Please execute all copies except those stamped “UNEXECUTED – FOR CONTRACTOR’S FILE”. Seals must be placed in all sections requiring a seal. If an agent or attorney-in-fact signs for either the surety or contractor, a current power of attorney under seal must be provided with each copy. The executed copies are to be returned to this office not later than fifteen (15) days after the date of this letter from this office for final execution by the Commission. One copy of the executed contract will then be forwarded to you.

The date for the Notice to Proceed on this contract will be \_\_\_\_\_\_\_\_\_\_\_\_, 19\_\_\_, however, you may not proceed to perform any contract work until you have returned executed contracts to this office and you have furnished the commission with appropriate evidence that you have the liability insurance required by Section 107.14 of the Missouri Standard Specifications for Highway Construction.

Your attention is directed to Section 103.6 of Missouri Standard Specifications, which states “Failure to Execute Contract and file an acceptable bond with 15 days after the contract has been mailed to the bidder shall be just cause for the cancellation of the award and the forfeiture of the proposal guaranty.”

Sincerely yours,

District Engineer