



DEPARTMENT OF PLANS & PUBLIC WORKS

December 21, 2015

Richard J. Wilson
Geo. H. Wilson, Inc.
250 Harvey West Blvd.
Santa Cruz, CA 95060

Subject: Notice-to-Proceed for Mechanical Repairs and Upgrades to HVAC Systems and Associated Components: B343 Project

Dear Mr. Wilson,

Attached is the fully executed contract Ag-5112 for your records. This is your "Notice-to-Proceed" to perform all work necessary for Mechanical Repairs and Upgrades to HVAC Systems and Associated Components: B343 Project.

The effective date of this Notice is Tuesday, December 22, 2015. The work shall commence within fourteen (14) days of this notice, and all work shall be completed within sixty (60) days of this notice.

All work shall be completed per the Contract Documents for a not-to-exceed amount of \$43,500 unless modified by approved construction change orders. We will forward the City Purchase Order to you once we receive it from our Accounting staff. The PO number shall be included on all invoices to the City for this project.

Please contact Andreas Baer, P.E., Associate Mechanical Engineer, at (831) 242-8777 to coordinate the project schedule. We look forward to working with you on this project.

Sincerely,

Robert M. Harary, P.E.
Principal Engineer/Capital Programs Manager

RMH/mb

Enclosures: Ag-5112

Cc: Clementine Bonner Klein, Assistant City Clerk
Elvie Camacho, P.E., Senior Engineer
Andreas Baer, P.E., Associate Mechanical Engineer
Scott Connolly, Accounting Specialist
Rose Dickson, Administrative Assistant I