



San Juan Unified School District

Facilities Business Department

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Kent Kern, Superintendent of Schools

Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation

December 16, 2019

John F. Otto dba Otto Construction
Attn: Allison Otto
1717 2nd Street
Sacramento, CA 95811

RE: **NOTICE TO PROCEED WITH PRECONSTRUCTION SERVICES**

Cottage ES New Construction, San Juan Unified School District

Contract #004495, Project #108-9512-P1

Dear Ms. Otto:

On behalf of the San Juan Unified School District, we are pleased to give you Notice to Proceed with preconstruction services on **#004495, Cottage ES New Construction**. Your contract date is **December 10, 2019** (Board Approval Date). The District anticipates submittal of the design for construction to the Division of the State Architect by **January 24, 2020** and anticipates that construction will commence on or around **April 6, 2020**. A copy of the executed contract is enclosed.

The following documents must be provided to the District prior to you beginning preconstruction services work:

- Determination document - completed
- W9 - completed
- General Liability Insurance certificate, in the amount required by the contract - completed
- Automobile Liability Insurance certificate, in the amount required by the contract - completed
- Umbrella/Excess Liability Insurance certificate, in the amount required by the contract - completed
- Local surety contact name(s) - completed
- List of signature authorities - completed

The date of this notice starts the formal time period during which your firm must submit DAS 140 forms to the appropriate Apprenticeship Committee for each craft to be employed on this Project. Pursuant to Title 8, Section 230 of the California Code of Regulations, the Contract Award Information (DAS 140) shall be provided within 10 days of the date of the executed contract or the Notice to Proceed, whichever is earlier, but in no event later than the first day in which workers will be employed upon the public works jobsite. Even though you have not yet entered into subcontracts, you must submit a DAS 140 for all crafts that will be employed on this Project. The District understands that you may have to estimate certain information on those forms at this time, and anticipates that you will submit updated forms, if necessary, prior to commencement of construction. When you have entered into subcontracts, each subcontractor must submit new DAS 140s within 10 days of contract date, and before any work on that craft starts on the Project.

The first design coordination meeting will occur on December 16, 2019 at 1pm.

We are looking forward to working with you on this project.

Very Truly Yours,

FOR THE SAN JUAN UNIFIED SCHOOL DISTRICT

Maria Mahon
Procurement Specialist

Enclosure: Executed Contract

cc: Nicholas Arps, Director Facilities Construction & Modernization for SJUSD
Meredith Collins, ICS
Project Files: C.1