



**BUSINESS SERVICES**

**Contracts Office**

5735 47th Avenue • Sacramento, CA 95824  
(916) 643-2464

---

*Janea Marking, Chief Business Officer  
Robert Aldama, Purchasing Manager II*

**VIA ELECTRONIC MAIL**

**NOTICE TO PROCEED PRECONSTRUCTION SERVICES**

January 17, 2025

David Garner  
Flint Builders  
401 Derek Place  
Roseville, CA 95678

Re: Project #: 0040-408 Pacific Interim Housing at Clayton B. Wire and 0510-404 C.K. McClatchy  
Class Size Reduction

Dear Mr. Garner,

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice to Proceed with preconstruction services on Project#: **0040-408 Pacific Interim Housing at Clayton B. Wire and #0510-404 C.K. McClatchy Class Size Reduction Project**. Your preconstruction contract date is **January 16, 2025** (District Board Approval Date). The District anticipates that construction will commence on or around **March 21, 2025**. A copy of the executed Facilities Lease and Site Lease is forthcoming.

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

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

The preconstruction meetings will be coordinated by the District Representative. We are looking forward to working with you on this project.

Sincerely,

Tina Alvarez-Bevens  
Contract Analyst

cc: Planning and Construction  
Monica Witte, Kitchell CEM