



## Business Services

### Contracts Office

5735 47th Avenue • Sacramento, CA 95824

(916) 643-2464

*Janea Marking, Chief Business and Operations Officer*

*Robert Aldama, Purchasing Manager II*

#### BOARD OF EDUCATION

*Jasjit Singh*  
President  
Trustee Area 2

*Tara Jeane*  
1<sup>st</sup> Vice President  
Trustee Area 1

*Chinua Rhodes*  
2<sup>nd</sup> Vice President  
Trustee Area 5

*Jose M. Navarro*  
Trustee Area 3

*April K. Ybarra*  
Trustee Area 4

*Taylor Kayatta*  
Trustee Area 6

*Michael Benjamin*  
Trustee Area 7

*Justine Chueh-Griffith*  
Student Board Member

**December 20, 2024**

**Attn: Nick Cardin**

XL Construction  
1030 R Street  
Sacramento, CA 95811

**via email: [ncardin@xlconstruction.com](mailto:ncardin@xlconstruction.com)**

**RE: Notice to Proceed with Pre-Construction Services  
Ethel Phillips ES Campus Renewal Project  
Contract #0110-468**

On behalf of the Sacramento City Unified School District, we are pleased to give you the Notice to Proceed with pre-construction services work on Contract #0110-468. Your contract date is **December 19, 2024** (Board Approval Date). The District notes the submittal of the design for construction went to the Division of the State Architect on September 15, 2024, and anticipates that construction will commence on or around **March 31, 2025**. A copy of the executed contract will be sent upon execution.

The following documents must be provided to the District prior to you beginning pre-construction services work:

- Determination document
- W9
- 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 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 ten (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 ten (10) days of contract date, and before any work on that craft starts on the Project.

The first weekly meeting will occur on **January 8, 2025 at 8:30 AM**.

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

Sincerely,

*Tina Alvarez-Bevens*

Tina Alvarez-Bevens  
Contract Analyst

Cc: Ryan Wade, KCEM