



**BUSINESS SERVICES**

**Contracts Office**

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

*Jorge A. Aguilar, Superintendent  
Rose Ramos, Chief Business Officer*

**VIA ELECTRONIC MAIL**

**NOTICE TO PROCEED**

February 17, 2023

Allison Otto, President  
John F. Otto, Inc., dba Otto Construction  
1717 Second Street  
Sacramento, CA 95811

**Re: Project #: 0262-461-CBW-D-M; Clayton B. Wire Deferred Maintenance**

Dear Allison,

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice to Proceed for **Project #:0262-461-CBW-D-M; Clayton B. Wire Deferred Maintenance**. Your construction contract date is **February 16, 2023**. (District Board Approval Date).

Your mobilization date will be **February 20, 2023**. The completion milestones for the project remain unchanged from those indicated on the Milestone Construction Schedule as documented in Scheduling of Work, Section 01 32 13 of the Project Manual.

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 if you have not yet entered into subcontracts for all crafts, you must submit a DAS 140 for those crafts that will be employed on this Project. When you have entered into these subcontracts, each new subcontractor must submit new DAS 140's within 10 days of contract date, and before any work on that craft starts on the Project.

The General Contractor must notify the District of all subcontractors present on the jobsite regardless of contract amount. It is the General Contractor's responsibility to notify the District when one of their subcontractors subs out a portion of the work. A copy of the executed contract will follow once it has been executed by the District.

Contractor shall submit the following to District within TEN (10) calendar days after the date of Notice to Proceed.

- Preliminary Schedule (10.1.1.1)
- Preliminary Schedule of Values (10.1.1.2)
- Preliminary Schedule of Submittals (10.1.1.3)
- Safety Plan (10.1.1.4)

Email the above documents to the District, to the attention of Brendin Swanson, [Brendin-swanson@scusd.edu](mailto:Brendin-swanson@scusd.edu), and Construction Manager, Kitchell, to the attention of Cassie Baugher, [Cbaugher@kitchell.com](mailto:Cbaugher@kitchell.com).

The pre-construction meeting, if not already scheduled, 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: SCUSD Planning & Construction  
KCEM, Construction Managers