



## Business Services

### Contracts Office

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*Janea Marking, Chief Business and Operations Officer*

*Robert Aldama, Purchasing Manager II*

**January 21, 2025**

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Attn: Jeffrey Mussman, Member  
Brooke Electric, LLC  
PO Box 5311  
El Dorado Hills CA 95762

via email: jeff@brookeelectric.com

**RE: Notice to Proceed  
Bus Electrification and Site Improvements  
403**

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice to Proceed with Construction work on **January 21, 2025**, Contract #403. Your project completion date is **April 21, 2025** in accordance with 00 52 00 - FORM OF CONTRACT, Article 1, Section 5. The following documents must be provided to the District prior to you or your subcontractors beginning any construction work on the site:

- Payment bond
- Performance bond
- Builder's Risk insurance certificate
- List of all subcontractors and suppliers (regardless of contract amount). It is your responsibility to notify the District when one of their subcontractors further subcontracts a portion of the work.
- Safety Supervisor name and Safety Manual

In addition, your firm should have submitted Contract Award Information (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 and California Labor Code section 1777.5(e). You should now submit updated DAS 140 forms, within 10 days of this Notice to Proceed but in no event later than the first day in which workers will be employed upon the public works jobsite, for any craft for which the information on the original forms has changed. Each new subcontractor must submit new DAS 140s within 10 days of their subcontract date, and before any work on that craft starts on the Project.

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

Sincerely,

*Tina Alvarez-Bevens*

Tina Alvarez-Bevens  
Contract Analyst

Cc: Planning and Construction  
Eric McMullen, Kitchell CEM