

NOTICE TO PROCEED

September 22, 2021

Ms. Tia Laurie, Director of Administration
Ceres Environmental Services, Inc.
6968 Professional Parkway East
Sarasota, FL 34240

Re: Debris Removal and Disposal Services – Contract Activation / Notice to Proceed

Dear Ms. Laurie:

Pursuant to the terms of the Debris Removal and Disposal Services Contract dated **August 31, 2017**, Ceres Environmental is hereby given notice that the City of Richwood is activating the contract for removal and disposal of debris resulting from Hurricane Nicholas. As per the contract, Ceres Environmental is required to respond to this Notice to Proceed within 24 hours of receipt of this Notice. Please respond by contacting **Ms. Kirsten Garcia** directly at 979-265-2082 upon receipt of this Notice to make necessary arrangements for beginning Work under this Notice. Please sign and date this Notice and return via email to kgarcia@richwoodtx.gov.

Per the contract, Ceres Environmental is required to execute a payment and performance bonds equal to 100% of the estimated cost of the debris removal services upon receipt of this Notice to Proceed. The estimated cost of debris removal for this activation is \$250,000. Please have the executed bonds forwarded to my attention as required under this contract.

The estimated cost of debris removal presented above also serves as the Not-to-Exceed amount for this activation. Should Ceres Environmental's operations begin to approach this amount, the designated Project Manager shall notify the City of Richwood in writing.

Ceres Environmental shall have **180 days** from the date of this Notice to Proceed to complete the debris removal and disposal services required under the contract. Additionally, all requirements established by the scope of services, terms and conditions within the contract and Bid Specifications made a part thereof shall be complied with at all times throughout the project.

City of Richwood's point of contact for this debris removal and disposal project is **Mr. Eric Foerster**, City Manager. Mr. Foerster may be contacted at 979-418-2612, efoerster@richwoodtx.gov. Mr. Foerster is duly authorized to administer this contract for and in the name of the City of Richwood. Any questions related to this activation should be directed to **him**.

Sincerely,

City Manager

Ceres Environmental Services, Inc.

Received by_____

Date_____