UNIVERSITY OF NEBRASKA

CONTRACTOR RECOMMENDATION OF AWARD
&
NOTICE TO PROCEED PROCEDURES

UNFP 6.3.6.6

I. Reference and Application:

A. Revised Statues of Nebraska, Section 36-202, voids agreements that are not performed within one year, unless the agreements are in writing.

B. On November 7, 2008, the Board of Regents approved a policy for Capital Planning and Development

C. Application: The procedures apply to all construction contracts for capital construction projects requiring Board of Regents approval.

II. Objectives and Limitations:

The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.6) Capital Planning and Development and provide a uniform and effective way to reduce contract processing time and to administer the issuance of notice to proceed.

III. Definitions

A. Recommendation of Award: A communication from the University notifying a firm that its proposal for construction services will be recommended to the appropriate University authority for award of a written contract.

B. Notice to Proceed: A written communication issued by the University to a contractor authorizing the firm to proceed with construction work, and establishing the date of commencement of the construction work.

IV. Procedures

A. General: After bids are received and evaluated, the contractor that is to be recommended to the appropriate University authority for award of a written contract will be sent a letter of notification of such recommendation for award.

B. A contractor shall not be issued a Notice to Proceed until a written agreement is signed by the contractor and University.

C. Proposed letters for Recommendation of Award and Notice to Proceed for Contractors.

1) Contractor Recommendation of Award
2) Contractor Notice to Proceed

Date: January 2001, Revised March 2009