

**DOCUMENT 00 51 00**

**NOTICE OF AWARD**

Dated: \_\_\_\_\_

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACT: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_

The City Council has awarded \_\_\_\_\_ the  
\_\_\_\_\_ Project for the Contract Sum of  
\_\_\_\_\_.

1. Enclosed are contract documents for your execution:
  - 00 52 00 Contract Agreement (will be sent via DocuSign for Signature).
  - 00 61 13.13 Construction Performance Bond.
  - 00 61 13.16 Construction Labor and Materials Payment Bond.
  - Business License Application.
  
2. Please return the following by 5:00 p.m. \_\_\_\_\_ (Date) \_\_\_\_\_ (the 10th Working Day following the date of this Notice of Award).
  - a. Fully DocuSigned Document 00 52 00 (Contract Agreement).  
(Please **DO NOT** date the first page of the contract agreement).
  - b. One (1) original of Document 00 61 13.13 (Construction Performance Bond),  
executed by you and your surety.
  - c. One (1) original of Document 00 61 13.16 (Construction Labor and Materials  
Payment Bond), executed by you and your surety.
  - d. One (1) original set of insurance certificates with endorsements in accordance  
with Section 4 of Document 00 72 00 (General Conditions) of the bid documents.  
The City of San Bruno is to be named as additional parties insured.
  - e. Obtain a San Bruno Business License. For further information please visit  
<https://sanbruno.hdlgov.com/Apply/GettingStarted/BusinessLicense> or contact  
City of San Bruno Business Support Center at (650) 273-4371  
(email: [sanbruno@hdlgov.com](mailto:sanbruno@hdlgov.com)).

PROJECT TITLE  
Project No.

3. Failure to comply with these conditions within the time specified will entitle City to consider your bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited.
4. Within 21 Days after you have provided the documents specified in Paragraph 2 above, the City will return to you one fully signed counterpart of Document 00 52 00 (Contract Agreement).
5. Before you may start any work at the Site, you must attend a preconstruction conference with the City staff. The preconstruction conference may be arranged through the Department of Public Works, Administration & Engineering, Attn: \_\_\_\_\_ at (650) 616-7065. All correspondence and inquiries regarding the Project should be directed to \_\_\_\_\_ at (650) 616-7065, email: \_\_\_\_\_.
6. Upon commencement of the work, you and each of your subcontractors shall certify and provide the City with copies of payroll records on forms provided by the Division of Labor Standards Enforcement, in accordance with California Labor Code §1776.

**CITY OF SAN BRUNO**

BY: \_\_\_\_\_  
Name and Title

AUTHORIZED BY CITY RESOLUTION NO.: \_\_\_\_\_

ADOPTED: \_\_\_\_\_  
(Date)

-END OF DOCUMENT-