

April 7, 2011

Select Delivery Method

Recipient  
Company  
Address  
Address

RE: ADJUSTMENT TO CONTRACT TIME FOR SUSPENSION OF OPERATIONS DURING  
HOLIDAYS (DECEMBER 24 THROUGH JANUARY 2)

Fin No:  
FAP No:  
Contract No:  
County:  
Project Description:

Dear :

As outlined in Specification Subarticle 8-6.4, the Daily Reports documenting the holiday period referenced above have been evaluated. It has been determined that zero (0) calendar days meet the criteria established by the Contract for granting additional time due to the suspension of operations for this holiday period. Pursuant to Specification Subarticle 8-7.3.2, zero (0) Contract days will be added to the total authorized Contract Time.

Your company has ten (10) days from receipt of this notice to appeal the number of days granted herein. Any such appeal must be accompanied by all available specific facts supporting your position. Failure to make an appeal or to provide the specific facts within ten (10) days from receipt of this notice shall constitute a waiver of any rights to appeal the Department's decision at a later date.

Sincerely,

Name of Engineer  
Operations Center Engineer

cc: , In-House Contracts Manager  
, Contract Support Specialist  
, Project Administrator

File