Project:

This is to inform you to suspend operations on construction at the close of work on      . Construction operations shall resume in the Spring of 20      within 10 days of written notice to proceed by the Region.

The contractor and project leader mutually agree that       and all punch-list work shall be completed in the Spring of 20      due to unsuitable winter weather conditions. However the contractor shall complete installing       prior to      . Additional time will not be charged to the contract until a written order is issued by the project leader to resume work.

If you have any questions, please feel free to contact the project leader,      , at      .

Thank you.

Sincerely,

cc:       County

 Project Manager -

 Project Supervisor –

 Equal Rights Officer – Elaine Ogilvie

 Region Contract Specialist –

 File