

**NOTICE OF CONTRACT AWARD AND  
PRE-CONSTRUCTION CONFERENCE**

To: ECD

From: \_\_\_\_\_  
(Name and Title of Labor Standards Coordinator)

Date:

Subject: \_\_\_\_\_  
(Grantee)  
\_\_\_\_\_  
(Contract Number, Title of Project and Year)  
Award of Contract/Pre-Construction Conference

This is to inform you that \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_,  
(Name of Company) (I.D. Number) (Address)

\_\_\_\_\_, has been awarded a contract \_\_\_\_\_ to \_\_\_\_\_  
(Phone Number) (Number) (Brief Description of Work)

\_\_\_\_\_ in the City of \_\_\_\_\_. The number of the applicable wage decision is  
(City Name)

\_\_\_\_\_. The contract is for \_\_\_\_\_. The estimated start of construction is  
(Number) (Amount)

\_\_\_\_\_. Contract completion is estimated to be \_\_\_\_\_. A Pre-Construction  
(Date) (Date)

Conference will be held concerning this project at \_\_\_\_\_ on \_\_\_\_\_ at  
(Time) (Date)

\_\_\_\_\_.  
(Address)