

## **CONTRACT ACTIVATION PROCEDURES**

The following procedures shall apply to initiate the debris removal monitoring services for an activating county. ***These procedures serve as guidelines for activation only and shall not be viewed as a comprehensive outline of work to be performed, methods to be used, or procedures for payment and/or project completion.***

The activating county shall forward the attached Notice to Proceed to the company representative for the contractor as identified in the contract. Once received, the contractor shall respond within 24 hours as follows:

1. Contact the county contact person directly to acknowledge receipt of the Notice and arrange a meeting time to discuss services to be provided and time frames for beginning work
2. Sign, date, and fax to the county contact person the Notice to Proceed received as evidence of receipt and response
3. Make preparations to place project personnel, including the project manager, in the activating county within 24 hours of receipt of the Notice to Proceed

As required by the contract, the contractor will be required to activate its forces as soon as weather allows as directed by the activating county.

- The activating county shall communicate with contractor regarding when to begin work
- Once activated, the contractor shall provide all services required under the contract to the extent necessary to meet the needs of the county as directed by the county

Throughout the project, the contractor shall provide the activating county with fixed site monitoring and field debris monitoring as set out in the Invitation to Bid. No additional or different work may be performed.

All work performed by the contractor throughout the project and all billings and payments made shall be as provided by and required in the contract between the Region and the contractor. All questions related to the project shall be directed to the county contact for the activating county.