March 4, 2024

[NAME], [TITLE]

[COMPANY]

[Company Address]

[City, MO Zip Code]

RE: [Project Number – Project Title]

 [University of Missouri – Campus]

Dear [Name]:

Enclosed are three copies of the Agreement for the above project for The Curators of the University of Missouri for your execution and return for execution by the Owner. Note the following specific terms:

1. Agreement must be manually signed by an authorized representative of your company.

2. Agreement must contain your company's corporate seal.

3. All insurance requirements of the specifications must be complied with as to types and limits. We must have a signed certificate of insurance or insurance policy covering all requirements. Your attention is particularly called to the cancellation clause in Article 11.5.4, of the General Conditions which must be included on each insurance policy, certificate or binder before the insurance will be approved.

Please make every effort to have all documents executed in proper form and certificates of insurance submitted promptly in order that this work may be completed with the least delay. No work may be performed on the project site until the Amendment or first Early Release document is issued.

All executed documents should be returned to: Charles D. Bouse, Jr., Facilities Planning & Development, 130 General Services Building, Columbia, MO 65211. Any questions should be directed to Charles at 573/882-2321. When you have complied with the requirements of these instructions, an executed copy of the will be returned to you. Failure to execute and return the Agreement within the prescribed period of time may entitle the Owner to consider your Proposal abandoned, annul this Agreement and declare your Proposal Security forfeited.

Sincerely,

{University signing authority}

{job title}