



**Macon-Bibb County  
Procurement Department**

700 Poplar Street,  
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Macon, Georgia 31201  
(478) 803-0550  
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Laura Hardwick  
Director of Procurement

11/27/2024

**OFFICIAL NOTICE TO PROCEED (NTP)**

To:  
Stafford Builders and Consultants Inc.  
2960 Napier Avenue  
Macon, Ga 31204

Re: 25-015-LH Office Library for Macon-Bibb DA

Mr. Shawn Stafford

This letter serves as your “Notice to Proceed” regarding this agreement. Attached is a copy of the executed contract and Purchase Order number **2025-00000535**, which has been issued to capture the financial transactions of this agreement, please ensure all requests for payment reflect this PO number.

Your point of contact on this project is Clay Murphey, who may be reached at 478-447-3263 or [clay.murphey@cox.net](mailto:clay.murphey@cox.net). Please contact him to arrange start-up and scheduling of this project.

Please let me know if you have any questions.

Sincerely,

Jack Williams  
Sr. Procurement Officer

cc: