**ATTACHMENT B**

**Sample for Public Works Contracts**

[Month day, 2017]

[A/E or Contractor Name]

[Address]

[City, WA Zip Code]

RE: Suspension of Work on [Contract No. \_\_\_\_-\_\_\_\_]

 [Contract Description]

Dear [A/E or Contractor Name]:

Although the [agency name] expects that the 2017-19 capital budget will be enacted prior to June 30, 2017, the Washington State Legislature has not yet passed this budget for the next fiscal biennium that begins on July 1, 2017.

As a general rule, the Washington State Constitution (Article 8, Section 4) and state law (RCW 43.88.130 and RCW 43.88.290) prohibit expenditures or commitments of state funds in the absence of appropriations of such funds by the Legislature. Without a budget appropriation, we cannot expend funds nor incur liabilities after June 30, 2017.

This letter is to provide notice and inform you that in accordance with [insert contract provisions], the [agency name] is suspending all work associated with the above-referenced contract beginning July 1, 2017, and for a period no longer than 30 days, should the re-appropriation of the state’s capital budget not be enacted by the June 30, 2017 midnight deadline. This suspension notice is automatically rescinded in the event that the capital budget is enacted prior to midnight on June 30, 2017. We will also provide an e-mail notification if the suspension is cancelled prior to the effective date.

Should the June 30, 2017 deadline pass without a re-appropriation of the capital budget, the A/E and Contractor shall immediately suspend the work and take all reasonable steps necessary to minimize the cost of performance directly attributable to such suspension, until the suspension is cancelled by written notice. If the suspension is cancelled by written notice or the period of the suspension or any extension thereof expires, the A/E and Contractor shall resume the work.

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_at (360) \_\_\_\_\_\_\_\_\_\_.

Sincerely,