
INTENT TO AWARD

Date: [INSERT DATE]

[INSERT CONTRACTOR NAME]
ATTN: [INSERT CONTRACTOR CONTACT]
[INSERT CONTRACTOR ADDRESS]
[INSERT CITY, STATE, ZIP]

RE: Project Name: [INSERT PROJECT NAME]
Project No.: [INSERT PROJECT #]
[INSERT RFQ, RFP or BID #]No.: [INSERT RFQ, RFP or BID #]

Dear [INSERT CONTRACTOR CONTACT]:

Your [INSERT RFQ, RFP or BID] dated [INSERT DATE] for the above Contract has been considered and you are the apparent Lowest Responsible Bidder. The [INSERT YOUR DEPARTMENT] of the City of Friendswood recommended that the City Council Award the [INSERT PROJECT NAME], [INSERT RFQ, RFP or BID] Number [INSERT RFQ, RFP or BID #], to [INSERT CONTRACTOR NAME] on [INSERT COUNCIL DATE]. The City Council approval and your satisfactory compliance with contractual requirements, the City hereby intends to award the construction contract to you for:

[INSTALL FULL AND COMPLETE PROJECT NAME]

The Contract Price is [INSERT WRITTEN DOLLAR AMOUNT] dollars and [INSERT WRITTEN CENTS] cents (\$[INSERT CONTRACT PRICE IN NUMBERS]) to be completed in the Contract Time of [INSERT WRITTEN CONTRACT TIME] ([INSERT TIME IN NUMBERS]) [INSERT Working OR Calendar] Days.

After the City Council has considered and approved this action, and after the City has signed the Documents, the City shall provide the Executed Contract as a PDF file.

Direct questions regarding the contract award process to [INSERT YOUR NAME] at [INSERT YOUR PHONE #].

Respectfully,

[INSERT YOUR NAME]
[INSERT YOUR TITLE]
City of Friendswood

END OF DOCUMENT

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