(Award letter for Single-prime/Multi-prime projects over $2,000,000)

Month Date, Year

(Director’s Name)

State Construction Office

1307 Mail Service Center

Raleigh, NC 27699-1307

STATE COURIER: 56-02-01

Subject: (SCO ID Project # and Title as shown in Interscope)

 Funds Authorized General Fund

Code Item for Project Y/N

4XXXX 3XX $ Amount Type of funding

(*list and total if more than one source, total should match total amount and sources assigned to the project)*

Dear Mr. (Director’s Name):

Name (University) received bids for the subject project on (date). A certified bid tabulation is attached. The bids as received are within the funds authorized and assigned for the subject project and support contract award recommended as follows:

**General Contract (Single-prime or repeat format for each trade if multi-prime)**

Contractor Name

City, State

 Base Bid $

 Alternate (list alternates and amounts) $\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Construction Contract $

**Projects to Date**

Current General Contract Award $(repeat total from above)

Previous Contracts

Design Contract $

Programming Contract $

(list any previous contracts and dollar amounts such as programming or previous project construction packages which are part of this project, expanding this section as needed) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Cost $(sum this section) $(same sum at left)

**Identified Anticipated Cost**

Construction Contingency (3% new/5% renovation) $

Construction Testing $

Special Inspections $

Commissioning $

Furnishings and Equipment $

(list any known additional items/delete any of the examples not applicable, adjusting this section as needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 $ (sum section) $ (sum above

 w/amt at left)

Mr. (Director’s Name)

Date

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**Reserve for Planned Expenses**

(Prior OSBM approval required for release)

Reserve for Future Packages $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Authorization $ (sum from above plus reserve at left) This amt should equal total assigned as listed at the beginning of the letter.

Sincerely,

Name

Title

Attachments: Bid Tabulation

 Designer’s Recommendation for Award

 Low Bid Contractor Proposal

 MBE Documentation

cc: Will Johnson (w/attachments)

 List as appropriate to your institution

 Project manager

 Budget representative

 HUB Coordinator