

**M E M O R A N D U M
FROM**

DATE: _____

TO: Cindy Logan, Contract Manager
Contracts Management

FROM: _____

RE: RECOMMENDATION OF BID AWARD

PROJECT NAME _____

BID NO: _____ PROJECT MANAGER _____

A review by this office of _____ (name of recommended awardee) has been completed. The following has been reviewed and verified:

- experience in the same type of work being requested under this project
- qualifications and capabilities to perform same type of work
- reviewed and verified information submitted in the Contractor Qualification Questionnaire
- review and verified appropriate license(s) to perform advertised scope of work

Based upon final review the apparent low bidder is qualified to construct this project and it is recommended that the Contract be awarded to the above said bidder for:

The total lump sum price/not-to-exceed price of \$_____.

If the total awarded Contract Price is to include alternate bid items indicate which "alternate bid items" are recommended to be included in the award and amounts.

<u>Alternate</u>	<u>Amount</u>
_____	_____
_____	_____

If applicable, obtain and attach a copy of the project Consultants recommendation

If recommending other than the apparent low bidder, specify justification: _____

Funds are available/will be made available in account string number: _____

Account Narrative: _____

Any additional required information to be included on the Blue Sheet for award (ie; transfer of funds, budget amendment, etc.): _____

CMO:039
3/19/2009