## (Draft Request for Award Letter)

Month Date, Year

Mr. Latif Kaid, PE State Construction Office 1307 Mail Service Center Raleigh, NC 27699-1307 STATE COURIER: 56-02-01

Subject:	(Official Project Title) (SCO ID#) (Sub-project title if needed)				
Code	Item	Funds Authorized for Project	Source of Funds	General Fund Y/N	
4XXX	X 3XX (list and total i	\$ Amount f more than one)	Name of Source	Type of funding	

Dear Mr. Kaid:

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

General Contract (Single-prime or repeat format for Contractor Name City, State	or each trade if multi-p	<u>rime)</u>			
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 phases, expanding this section as needed)					
Total Project Cost	\$(sum this section)	\$(same sum at left)			
<b>Identified Anticipated Cost</b>					
Construction Contingency (3% new/5% renovation)	\$				
Construction Testing	\$				
Special Inspections	\$				
Commissioning	\$				

(list any known additional needed)	l items/delete any of the ex	amples not applicable, adjusting this section as		
w	\$ (sum section) //amt at left)	\$ (sum above		
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<b>Reserve for Planned Exp</b>	enses			
Furnishings and Equipmen	nt	\$		
Reserves		\$		
Prior OSBM approval req	uired for release)			
Reserve for Future Phases		\$(sum section)		
Total Project Authorizatio	n		\$(sum from above plus reserve at left) This amt should equal total authorized budgets from code/item(s) 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: List as appropriate to your institution Project manager Budget representative HUB Coordinator

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