Instructions

* Copy the text below onto the letterhead of the contracting entity.
* Provide the project information in the highlighted text below and other text revisions as required.
* Remove the highlighted color on the text when editing is complete.

insert date

insert addressee name

insert addressee title

insert company name

insert street address

insert city, state, zip code

Re: *insert title of project*

BGS project number: nnnn

Dear insert addressee name,

You are hereby notified that insert name of contracting entity intends to award a contract to your company for the above-referenced project, subject to successful completion of the directives in this letter, in the amount enumerated here:

 Base Bid $ insert whole dollar amount.00

 insert accepted Alternate Bid number and name $ insert whole dollar amount.00

 insert accepted Alternate Bid number and name $ insert whole dollar amount.00

 [show only the accepted Alternate bids; delete any unnecessary lines in this section]

 Total contract amount $ insert whole dollar amount.00

Please provide the following items, within ten calendar days of the receipt of this letter, to insert contract administrator’s name, title, and mailing address or email address for further processing:

 Certificate(s) of Insurance;

 Payment and Performance Bonds (contract bond date shall match the date of this letter);

 Subcontractor and Supplier List;

 Schedule of Values;

 Project Schedule.

Approval of the contract is subject to successful submission and validation of the items listed above. If the Subcontractor and Supplier List is not yet finalized, it should at a minimum show all categories and all known entities. If the Project Schedule needs further refinement, it should at a minimum indicate the critical path and start and end dates. Bond forms, Subcontractor and Supplier List, and Continuation Sheet for the Schedule of Values are available on the BGS website (https://www.maine.gov/dafs/bgs/forms).

After the items noted above are validated by the Owner, the contract will be circulated for signatures. Unless otherwise arranged, the contract will be distributed via DocuSign for electronic signatures. All parties will receive a fully executed copy of the contract when all of the necessary signatures have been obtained.

If you choose to proceed with material procurement, planning and scheduling of work in order to advance the project, please be alerted that any financial commitments made prior to the contract document being fully executed are made at your own risk and discretion. In the event a contract is not executed within the stipulated time the State of Maine may elect to extend the deadline, or withdraw this intent to award.

Typically, funding for State of Maine projects such as this project is subject to legislative consent or appropriation, or other factors affecting availability of funds. The budgeted funds for this project are designated as follows:

insert appropriation number or numbers, or designated bond fund.

Please contact us immediately with any questions or concerns you may have. Thank you for your interest in working with us on this project.

Sincerely,

insert name of contract administrator, or person with authority to make the award

insert title of contract administrator/authority,

name of contracting entity

cc: insert name of project manager, Bureau of General Services

 insert name of Architect or Engineer, name of firm