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 street address

insert city, state, zip code

Re: *insert title of project*

Dear insert addressee name,

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

 Base Bid $ insert numerical dollar amount.00

 insert Alternate Bid number and name, if applicable $ insert numerical dollar amount.00

 insert Alternate Bid number and name, if applicable $ insert numerical dollar amount.00

 [insert only those Alternate bids accepted; delete any unnecessary lines]

 Total contract amount $ insert numerical dollar amount.00

Please provide one set of the contract bonds, if applicable, and insurance certificates in their entirety to insert name of contracting entity, within ten calendar days of the receipt of this letter, for further processing. The date of the Payment and Performance Bonds shall match the date of this letter.

Upon receipt of bonds, if applicable, and insurance certificates, we will circulate those items with the contract for signatures. Unless otherwise arranged, the contract will be distributed via DocuSign for electronic signatures. The fully executed copy of the contract, therefore, will be available electronically to all parties as soon as 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 withdraw this intent to award.

As is true of every State of Maine project, funding for this project is subject to legislative appropriation. Funds for this project are budgeted under the following appropriation:

insert appropriation number or numbers, or designated bond fund.

Thank you for your interest in this project.

Sincerely,

insert name of contract administrator

insert title of contract administrator,

name of agency

enclosures

cc: insert name of project manager, Bureau of Real Estate Management

 insert name of Architect or Engineer