(Award letter template for projects between $500,000 and $4,000,000 – EDIT FOR USE)

Month Date, Year

Ms. Katherine C. Lynn

Vice President for Finance and Capital Planning

UNC System Office

223 S. West Street, Suite 1700

Raleigh, NC 27603

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

 Funds Assigned Source of Funds General Fund

Code Item to Project 4XXXX 3XX $ Amount Type of funding Y/N

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

Dear Ms. Lynn:

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: (Please explain any exceptional events including rebids, negotiations to bring the project into budget, unresponsive bids rejected, etc., and modify the previous sentence as appropriate.)

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

Contractor Name

City, State

 Base Bid $

 Alternate (list alternates and amounts,

 identify accepted/rejected alts) $

Negotiations (list items and amounts) $ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Construction Contract $(sum above items)

**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 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)

Ms. Katherine C. Lynn

Date

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**Reserve for Planned Expenses**

Reserve for Future Phases $

Total Project Funds Assigned $ (sum from above plus reserve at left) This amount should equal total assigned in Interscope 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

 UNC HUB Certification

cc: List as appropriate to your institution

 Project manager

 Budget representative

 HUB Coordinator

 Miriam Tripp, UNC System Office

 Gordon Rutherford, UNC System Office

 Jeanine Rose, UNC System Office