

COMPANY LETTER HEAD

University of Florida

Planning, Design & Construction

245 Gale Lemerand Dr., PO Box 115050

Gainesville FL, 32611

Attn: ***PDC Project Manager Name***

Subject: ***UF-Project Number, UF Project Name – Bid Package Number, Description***

PDC Project Manager Name,

Please consider this letter the recommendation of ***(insert CM/DB)*** to award ***(Trade Sub Contractor Name)*** a subcontract in the amount of ***(\$ amount written out) \$Dollar Value*** for the complete ***(insert trade scope of work i.e. concrete, roofing etc.)*** scope, per plans, specs, addendum (if applicable), and approved VE (if applicable) for the above referenced project. This subcontractor has submitted the lowest responsive bid and has agreed to perform the full ***(Insert Trade)*** scope of work for the project.

The GMP budget for this bid package is ***(insert \$ value)***. ***(Insert CM/DB)*** publicly advertised the project and prequalified ***(written number) (#)*** subcontractors to bid on the ***(Insert Trade)*** package. We received ***(written number) (#)*** bids for this bid package. The bid award value for this scope of work ***does/does not*** include a subcontractor bond. We have attached the bid award analysis and bid tabulation along with a copy of each bid proposal for the above referenced bid package.

Please do not hesitate to call me if you have any questions or concerns about this recommendation of award.

Sincerely,