

(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
4XXXX	3XX	\$ Amount	Name of Source	Type of funding
<i>(list and total if more than one)</i>				

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 each trade if multi-prime)**

Contractor Name  
City, State

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)

**Identified Anticipated Cost**

Construction Contingency (3% new/5% renovation)	\$
Construction Testing	\$
Special Inspections	\$
Commissioning	\$



