(Award letter for projects between $500,000 and $2,000,000)

Month Date, Year

Mr. Will Johnson

Associate Vice President-Finance and Capital Planning

UNC-General Administration

P.O. Box 2688

Chapel Hill, NC 27515-2688

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

Funds Assigned General Fund

Code Item to Project Y/N

4XXXX 3XX $ Amount Type of funding

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

Dear Mr. Johnson:

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:

**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 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 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)

Mr. Will Johnson

Date

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**Reserve for Planned Expenses**

Reserve for Future Phases $

Construction Contingency (3% new/5% renovation) $

Total Project Funds Assigned $ (sum from above plus reserve and

contingency at left) This amt should equal total assigned 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