**SAMPLE BID RECOMMENDATION LETTER**

ENGINEER LETTERHEAD

Date: [ ]

Mr. \_\_\_\_\_\_\_\_

Chief of Design & Construction

HRSD

P.O. Box 5911

Virginia Beach, Virginia 23471-0911

 RE: [Project title as on plans and specifications]

Dear Mr. \_\_\_\_\_:

We have evaluated the bids received on [ date ] for the [ Project Title ] which consists of [ brief description ].

[ # of bids ] were received as shown below.

 [ Full name of each bidder-listed lowest to highest ] [ Amount of bid ]

 Engineer’s Estimate [ Amount of estimate ]

\*[ Use asterisk to note any discrepancies or corrections ]

*[If the difference between low bid and engineer’s estimate is greater than 10%, explain why.]*

The low bid was submitted by [ name of low bidder ] in the amount of [ amount of bid ]. Our evaluation of the experience, reputation, and financial condition of [ name of low bidder ] indicates that they are capable of completing the work required. Therefore, we recommend the award of a contract for construction of the [ Project Title ] to [ name of low bidder] in the amount of [ amount of bid ].

Very truly yours,

[Name], P.E.

[Title]

[If bids are being rejected or further explanation of the evaluation is needed, provide a draft recommendation letter to the HRSD Project Manager for review and comment.]