

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.]