

SAMPLE BID RECOMMENDATION LETTER

ENGINEER LETTERHEAD

Date: []

Mr./Ms. _____
Director of Design & Construction
HRSD
P.O. Box 5911
Virginia Beach, Virginia 23471-0911

RE: [Project title as on plans and specifications]

Dear Mr./Ms. _____:

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 the low bid and the Engineer's estimate exceeds ten percent (10%), provide an explanation for the variance. The Engineer shall confer with the apparent low bidder to better understand the factors contributing to the discrepancy and shall summarize the findings of that discussion within this letter.]

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.]