

DATE

Contract No. xxxx

Mr./Mrs. Contractor Full Name Here

Contractor Title

Company Name

Address 1

Address 2

Dear Mr. XXX:

Subject: NOTICE OF INTENT TO AWARD – ENTER PROJECT NAME HERE,
CONTRACT #

On Enter BIDS DUE DATE, the Shasta Regional Transportation Agency (SRTA) received [Enter total # of Bids received] for the above-referenced project. SRTA staff has determined that [Enter Lowest Responsible & Responsive Bidder Name Here] submitted the lowest responsive, responsible bid. Therefore, pursuant to SRTA policy, staff intends to recommend award of the contract to [Enter Lowest Responsible & Responsive Bidder Name Here].

This Notice of Intent to Award is not binding on SRTA; it is merely notice that [Enter Lowest Responsible & Responsive Bidder Name Here] has been identified as the lowest responsive, responsible bidder. No formal determination of the other bidders has been made at this time.

If you have any questions regarding the award of this contract, please call the Contracts Officer, CA Name, at (xxx) xxx-xxxx.

Sincerely,

Xxxxx

Cc: [Enter PM Name here]