DESIGN PROFESSIONAL

EVALUATION OF BIDS

(Enter Date)

Attn: (Project Manager Name)

Design & Construction

The University of Iowa

Iowa City, IA 52242-1922

(email pm@uiowa.edu)

RE: (Enter Project Name), (Enter Project Number)

Dear (Project Manager Name):

(Design Professional Firm Name) has reviewed the bids received for the above referenced project, which were publicly opened and read on (insert day and date).

There were number in words and (digits) bids received with / without irregularities. (provide brief description of irregularity when applicable). The bids ranged from $ (insert amount of lowest bid) to $ (amount of highest bid), a range of (enter %). (If a wide range in bid amounts or other bid results when requested by the Owner, provide detailed explanation here. – pg. 56)

The apparent low bidder is (contractor firm name). The low bid is (% and $) above / below the construction estimate. The variance between the low bid and the construction estimate is due to (insert details received from discussion with bidder explaining variance when 5% or more).

(Design Professional Firm Name) along with the University of Iowa (Design Project Manager name) and (Construction Project Manager name) have interviewed (contractor representative name with contractor firm name) confirming they have accounted for the entirety of scope within their bid and that the schedule is attainable (including - detail the special scope items, schedule information, etc. discussed). The Contractor has cited the following condition(s) for their bid being below / above the construction estimate (list reasons here)

Sincerely,

(Firm Name Here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed by)

(Title)

Attachment (when applicable)