

**UAB FACILITIES
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR PREPARING
LETTERS OF INTENT (LOI)**

PURPOSE:

To establish the procedures for preparing a Letter of Intent (LOI) for delivery to a contractor.

REQUIREMENTS:

- Certified Bid Tab (see SOI BD-1).
- Architect's letter of recommendation of the lowest, responsive, and responsible bidder for the work.
- Building Administrator or User letter of approval of the lowest, responsive, and responsible bidder, base bid, and any alternates.
- PFSR approved by the AVP for Financial Affairs.
- Certificate of Notification from Birmingham Construction Industry Authority (BCIA) which states that the lowest bidder has complied with the 120 hour (five day bid notice).
- Certification of Proof of Advertisement from newspaper publishers.
- Bid proposals, bid bonds and envelopes from all bidders.

PROCEDURES:

1.0 Pink Folder

The Project Manager shall package all of the required documentation listed above into a pink folder immediately after bid opening. The Project Manager should verify all appropriate documents are included in the pink folder and review for accuracy. The **LOI Checklist (+LOICKLST.pdf)** shall serve as a coversheet for the required documents. The LOI checklist must be completed and signed by the Project Manager and Director of the Department before the pink folder is routed for review and approval.

At any point in the establishment of the pink folder, if any of the required documentation is neither obtainable nor applicable, please signify by separate note.

2.0 Letter of Intent (LOI)

The LOI is prepared by the administrative assistant and placed in the pink folder along with the LOI checklist and the required documents. The **LOI (+LOIFMT.pdf)** shall be the standard form letter established by the Department of Project Management Services.

3.0 Execution

The pink folder is then transmitted to the Director of Facilities Administration for review and approval, and is then forwarded to the Associate Vice President for Facilities for signature of the LOI. The LOI, along with the pink folder, is then returned to the appropriate department for distribution.

Upon distribution of the LOI, the pink folder shall be returned to the appropriate Project Manager for processing the Notice to Proceed (NTP). (See SOI CA-2)

(END OF PROCEDURE)