

UAB FACILITIES DIVISION

CONTRACT AWARD REVIEW AND RECOMMENDATION – LOI CHECKLIST

To: Brooks H. Baker III Date: _____

Re: PROJECT: _____

PROJECT #: _____

The following actions have been taken to verify that Contract Award may now be implemented for this project:

- | | <u>Date</u> |
|--|-------------|
| 1. Bid Opening..... | _____ |
| a. Contract Award period expires in ___ days on..... | _____ |
| 2. Receipt of Certified Bid Tab..... | _____ |
| a. Project Architect/Engineer's Recommendation..... | _____ |
| 3. UAB Building Administrator's Approval..... | _____ |
| 4. Notification to Birmingham Construction Industry Authority..... | _____ |

The attached Certified Bid Tabulation and Funding for the above referenced project have been reviewed with, the Project Architect/Engineer, UAB Project Manager, and the appropriate UAB Building Administrator. Also, the Base Bid, Alternates, Time of Completion, and Qualifications of the Contractor have been reviewed, and the lowest responsible bidder was _____

It is now recommended that the Base Bid of \$ _____
 Alternate No.'s _____, totaling \$ _____, and
 information prices totaling \$ _____, be accepted for a total Contract Award of
 \$ _____

Remarks: _____

Attachments: *

- | | |
|--|--------------------------|
| Bid Tab | <input type="checkbox"/> |
| Arch. Rec. | <input type="checkbox"/> |
| User Approval | <input type="checkbox"/> |
| PF&S Reports | |
| Pre-Bid | <input type="checkbox"/> |
| Contract Award | <input type="checkbox"/> |
| Notification to BCIA | <input type="checkbox"/> |
| Bid Proposals, Bid Bonds & Envelopes for all Bidders | <input type="checkbox"/> |
| Certification of Proof of Advertisement | <input type="checkbox"/> |

Reviewed by _____
Project Manager Date

Recommended by _____
Director – Project Management Serv. or
Architecture & Engineering Date

Approved by _____
Executive Director – Facilities Administration Date

*** In order to issue a LOI, all attachments must be attached to this form.**