

Date

Mr.
Company
Address
City, State Zip

Re: Project Name
Project No.

Dear :

The University has finalized its review of Bid Proposals received on Bid Date, for the reference project and has determined that company name, of City & State, is the lowest responsible bidder for this Work.

Based on the above, this letter shall serve as an official "**Letter of Intent**" to execute a Construction Contract with Company Name, for the above referenced project, *subject to approval of the Board of Trustees of The University of Alabama System.*

UAB expects to execute the Construction Contract to facilitate a construction start as soon as possible. Please proceed with securing bonds, acquiring insurance coverage as specified in Articles 37 & 38 of the General Conditions and the Modified General Conditions, and preparing Shop Drawings and Information Documents. Architectural/Engineer Firm, the project architect/engineer, will be transmitting five (5) copies of the Construction Contract and Disclosure Statement Form to you for execution. Should the University be unable to execute the contract for reasons beyond our control, Company Name, will be compensated for any costs incurred in procuring or developing these items (excluding costs for bid preparation).

The University intends to accept your base bid proposal in the amount of \$Amount and Alternates # totaling \$Amount. The total Construction Contract Award will be in the amount of \$Amount.

Mr.
Date
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Before the start of construction, UAB Facilities will schedule a Pre-Construction Conference with your company and the Architect/Engineer. Please be advised that no new construction activities may be initiated at the site without this meeting and the subsequent issuance of an official "Notice to Proceed" to Company Name.

On behalf of the University of Alabama at Birmingham, we look forward to working with your company on this project.

Sincerely,

Brooks H. Baker III
Associate Vice President for Facilities

BHB/

xc: *Building Administrator*
Project Manager
Architect
Facilities Administration
Central File

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