Date

Address

RE: project info

SUBJECT: REVIEW OF SUBCONTRACT BID

Subcontract title / Contractor Name

This is to advise you that we have reviewed your request dated \_\_\_\_\_\_\_ regarding the subject subcontractor bid.

We are rejecting your recommendation to not award to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following reasons:

1. Reason
2. Reason

Therefore, we are advising you to award to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ unless there is additional information relating to this award.

For additional information, please contact me at 754-321-XXXX.

Sincerely,

Cc: Derrick Ragland, Executive Director

Project File