Date

Address

RE: project info

SUBJECT: AWARD OF SUBCONTRACT BID

 Subcontract title / Contractor Name

This is to advise you that your award of a subcontract to \_\_\_\_\_\_\_\_\_\_\_\_\_ is invalid under the terms of your contract.

We notified you on \_\_\_\_\_\_\_\_\_\_\_\_\_ of our rejection of your recommendation to not award to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following reasons:

1. Reason
2. Reason

Therefore, we are advising you that payments for the work of the awarded subcontract to \_\_\_\_\_\_\_\_\_\_\_\_ in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall not exceed the amount of the low bidder for this work. The amount of the low bid is \_\_\_\_\_\_\_\_.

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

Sincerely,

Cc: Derrick Ragland, Executive Director

 Project File