Date

Principle, Title  
Company Name  
Address  
City, State, Zip

Contract Number  
Project Title  
Federal Aid Number

Dear:

This letter is to advise you that the contract for the above referenced project has been awarded to your firm on (Month/Day/Year) at your bid price of $(total award amount).

As a part of entering this contract, the contractor agrees to take all necessary and responsible steps in accordance with 49 CFR Part 26 to ensure that Federal Small Business Enterprises (FSBE) have an opportunity to participate in the performance of this contract. The award of this contract was made with the understanding that the contractor will develop a FSBE inclusion plan and follow that plan throughout the contract.

Prior to submitting the signed contract for execution, (Awarded Contractor’s Company Name) will provide the following items:

1. A list of all firms who submitted a bid or quote in an attempt to participate in this contract whether they were successful or not. Include the following information:

* Correct business name and mailing address.

Send this information to (Local Agency name and address). Failure to provide this information prior to execution will result in forfeiture of the bidder’s proposal security.

The contract will be forwarded to you under separate cover. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return these documents within 20 calendar days after the date of award.

Sincerely,

Local Agency

cc: Region Local Programs Engineer