

[1. *Date*]

[2. *Contractor*]

ATTN: [3. *Contractor Contact*]

[4. *Contractor's Street Address*]

[5. *City, ST Zip*]

RE: NOTICE OF INTENT TO AWARD (Document 00455)

[6. *Project Name*]

GFS No. [7. *x-xxx-xx-x*] (File No. [8. *xxxx-x*])

Dear [9. *Contractor Contact*]:

You are hereby notified that your Bid dated [10. *month/day/year*] for the above Contract has been considered. You are the apparent Low Bidder and, subject to the approval of City Council, it is the intent of the City of Houston, on your satisfactory compliance with requirements listed in the attached Document 00450 - Post-Bid Procedures, and below, to award a construction contract for:

[11. *Project description of the Work plus alternates or phases of Work*]

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The Contract Price of the Agreement is [12. *amount in words*]

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Dollars (\$[13. *amount in figures*]).

One copy of the proposed Agreement accompanies this Notice. Comply with the following conditions by [14. *month/day/year*]. **FAILURE OF BIDDER TO MEET SUCH CONDITIONS ON OR BEFORE SUCH DATE MAY RESULT IN APPLICATION OF PROVISIONS OF DOCUMENT 00450 - POST-BID PROCEDURES, PARAGRAPH 5.0.**

1. Deliver to the City of Houston, Department of Public Works and Engineering, [15. *address*], Houston, Texas 77002 two (2) executed copies (original signatures, not reproduced) of the Agreement, each document listed in Document 00450, and those items listed in Paragraph 2 below.

[16. *Date*]

[17. *Contractor*]

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2. Requirements other than those listed in Document 00450:

[18. *List submittals not specified in Document 00450.*]

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After complying with these conditions, and promptly after City Council has considered and approved this action, the City will return two fully executed counterparts of the Agreement with the Contract Documents attached.

Failure to comply with the stated conditions within the time specified will entitle the City to consider your bid in default, to void this Notice of Intent to Award, and to declare your Security Deposit forfeited.

Sincerely,

Senior Assistant Director  
Department of Public Works and Engineering

[19. *AD:typ*]

c: Jon C. Vanden Bosch, P.E.  
Herbert Lum, P.E.  
Showri Nandagiri, P.E.  
Michael Ho, P.E.  
File No. [20. *xxxx-x*]

**INSTRUCTIONS**

**PURPOSE:** The Notice of Intent to Award informs the Contractor that he is the apparent Low Bidder, and, subject to the approval of City Council and his satisfactory completion of Contract submittals, the City will award the Contract for the project.

**APPLICATION:** The Contractor is officially notified that he is the apparent Low Bidder.

**RESPONSE:** The Contractor has a specified number of days to sign the Agreement, secure bonds and insurance, and prepare all required Contract submittals.

**INSTRUCTIONS:** This Notice of Intent to Award is prepared by the City Project Manager and forwarded to the Contractor for his response.

Word Processor replaces italics text and brackets with corresponding information. This document is to be printed on City letterhead. The following instructions correspond to the numbers provided on the form.

1. Insert date of the first Monday following the Bid Date.
2. Insert the name of the Contractor performing the Work.
3. Insert the name of the Contractor's named representative.
4. Insert the Contractor's street address.
5. Insert the Contractor's city, state, and zip code.
6. Insert the project name as stated in the Contract Documents.
7. Insert the GFS number for the project.
8. Insert the file number for the project.
9. Insert the name of the Contractor's named representative.
10. Insert the Bid Date for the project.
11. Insert the project description for the Work, alternates, or phases of Work, if any.
12. Insert Contract Amount in words.
13. Insert Contract Amount in figures.
14. Insert the date by which Contractor must comply with provisions of Document 00450 - Post-bid Procedures, Paragraph 5.0, normally 10 days from date of notice.
15. Insert appropriate address, i.e., 611 Walker / 901 Bagby, 10th Floor / 1100 Louisiana
16. See Instruction No. 1.
17. See Instruction No. 2.
18. Insert requirements other than those listed in Document 00450 - Post-bid Procedures, Paragraph 5.0, or insert NONE.
19. Insert the appropriate Assistant Director's initials and typist's initials.
20. Insert the file number for the project.