DATE: [DATE]

**Memorandum**

TO: Lester Spitler, Chief Procurement Officer

FROM: Steve Townsen, P.E., City Engineer

SUBJECT: **Project**

**Bid No. 12345678**

Attached are the bid summary and bid error reports for the above referenced project.

The apparent low bid of $\*, was received from [CONTRACTOR NAME]. This bid is [integer]% [above / below] the Engineer's Estimate of $[dollar amt.]

Based on the corrected results of the bids and findings of Purchasing staff, it is my recommendation that [CONTRACTOR NAME] be declared the lowest responsible and responsive bidder and that their bid be accepted.

ST:[preparer’s initials]

Attachments

c: [Name], Contract Manager w/attachments

[Name], Project Manager w/attachments

[Name], Engineer of Record w/attachments

Todd Liles, Construction Manager