

NOTICE OF CONDITIONAL AWARD

DATE: _____

TO: _____

RE: PROJECT NAME: _____

You are hereby notified that your **BID dated** _____ for the above-captioned project has been conditionally awarded to your company by the City Manager, subject to the expiration of deadlines as set forth in Administrative Directive No. 2.01 entitled 'Bid Action Protest'. The contract price is _____ **Dollars** (\$ _____).

A copy of the proposed Agreement accompanies this Notice of Award. Within ten days of receiving this Notice of Award you must deliver to the OWNER **the signed Agreement with** the following items (conditions precedent):

1. **Contract Security (Bonds)** as specified in the Information for Bidders and General Conditions.
2. **Certificate(s) of Insurance**, listing the City of Keene as an additional insured, with an endorsement.
3. **Completed W-9 form** (Request for Taxpayer Identification Number and Certification)

Note: please do not date Agreement or Bonds. The Contract execution date is when City Manager signs the Agreement.

Failure to comply with these conditions within the time specified will entitle **OWNER** to consider your **BID** abandoned, annul this Notice of Award, and declare your Bid Security forfeited.

Within ten days after receipt of acceptable performance BOND, payment BOND, and Agreement signed by the party to whom the Agreement was awarded, the **OWNER** will return one fully signed counterpart of the Agreement by email (original upon request).

City Of Keene
(OWNER)

By

Yves P. Gakunde
(AUTHORIZED SIGNATURE)

Purchasing & Contract Services Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By _____

The _____ day of _____, 20 _____

By _____

Title _____

(Return Copy to Purchasing Office)

SAMPLE DOCUMENT