

<AUTHOR>

<Author Mailing Address>

<City, State, Zip>

<Author Phone / Fax>

Letter of Intent to Award

Date:

To: Subcontractor

Attention: _____ (*via email, mail, fax, etc.*)

SUBJECT: Letter of Intent to Award a Subcontract for (*Scope of Subcontracted Services*)
For the <Project> at <Location>
Subcontract Number: _____

Gentlemen:

This letter shall serve to substantiate an intent to enter into a Firm Lump Sum Contract with (***Enter Legal Name of Subcontractor as it appears on its license.***) <Subcontractor> in accordance with <Author>'s Request for Proposal dated <Date>, including Addenda ____, ____, & ____, and <Subcontractor>'s Proposal dated ____/____/____ and ensuing documented agreements resulting from post-bid negotiations after ____/____/____.

<Subcontractor> (Subcontractor) agrees to perform all subcontracted work in accordance with the specifications and drawings referenced in the above documents. (General Contractor) agrees to compensate Subcontractor the "All-Inclusive" Firm Lump Sum Price of _____ Dollars and No Cents, (\$ _____ .00), including all applicable sales and use taxes, for complete performance of the work as specified.

The work will be completed in accordance with the following schedule:

1. Subcontractor shall submit all specified data for Approval to General Contractor within _____ () calendar days after receipt of written Instructions to Proceed.
2. Subcontractor shall submit all "Certified" data within _____ () calendar days After Return of Approved Data.
3. Subcontractor shall deliver materials and equipment to the jobsite and begin work within _____ () calendar days after receipt of written Instructions to Proceed.
4. Subcontractor shall complete all on-site work and deliver a complete and fully operational Facility to General Contractor within _____ () calendar days after start of on-site

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<Author> / <Subcontractor>
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work.

This letter serves as a notice to Subcontractor of General Contractor's intent to enter into a lump sum contract with Subcontractor, but does not release the Subcontractor to begin any pre-mobilization activities that will result in a cost to the General Contractor. In the event that a written contract cannot be issued, for any reason, General Contractor will not be obligated to reimburse Subcontractor for any related costs incurred by Subcontractor.

If you have any questions, contact _____ at (____) ____-____. Please indicate your acceptance of this Letter of Intent by signing both copies and returning one copy to:

<Author>
<Author Mailing Address>
<City, State, Zip>

Respectfully,

Title
<Author>

ACCEPTED:

<Subcontractor>

BY

TITLE

DATE

cc: Subcontract File