



# Davis Bacon Labor Relations

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Fill in the, "Bid Compilation Form" and submit it with your "Intent to Award Letter" and the applicable "Section 3, Woman, and Minority Owned Business Certification" to:

Salt Lake City Housing and Neighborhood  
Development  
Attention: Jake Williams  
[Jacob.williams@slcgov.com](mailto:Jacob.williams@slcgov.com)

*\*Note: The intent to award letter should be copied and printed on the Agency letterhead with all pertinent information added and the signature of the project manager.*

Intent To  
Award  
Boilerplate &  
Bid  
Compilation  
Form

# Davis Bacon Labor Relations *Intent To Award Boilerplate*



**[The following should be submitted on Agency Letterhead]**

Date \_\_\_\_\_

[Contractor's Name] \_\_\_\_\_

[Contractor's Street Address] \_\_\_\_\_

Contractor's City, State, Zip Code] \_\_\_\_\_

**Re: Notice of Intent to Award Job No.** \_\_\_\_\_

**[Sub-Grantee's Name] \_\_\_\_\_ Project**

**[Project Address] \_\_\_\_\_, Salt Lake City**

Mr. [Owner's Name] \_\_\_\_\_

Following the analysis and tabulation of bids, your firm has been determined to be the apparent low bidder for the above referenced job.

In accordance with this determination you must within 10 days of receipt of this notification, provide the project manager with the following:

1. Execute all agreement copies in the proper spaces.
2. A. Furnish the required Performance and Payment Bonds in the amount of **[\$[Contract Amount]** payable to **[Sub-grantee's Name] \_\_\_\_\_**.  
B. Your Bonding Company must provide documentation showing that the Bonding Company meets the requirement of the contract.
3. A. Furnish the required insurance naming your company and **[Sub-Grantee] \_\_\_\_\_** as insured.  
B. Your Insurance Company must provide documentation showing that the Insurance Provider meets the requirements of the contract.
4. Furnish a Certificate of Workmen's Compensation obtained from the Utah State Insurance Fund.
5. Provide a copy of your Contractor's License to act as a contractor in the State of Utah.

6. Deliver all copies to the Project Manager.
7. Clearance of the Federal Debarment list by Salt Lake City Housing and Neighborhood Development

The determination of your firm as the apparent low bidder should in no way be misconstrued to obligate [Sub-Grantee's Name]\_\_\_\_\_to accept your bid or to reject any other firm's bid. Formal acceptance of your bid is contingent upon the acceptability of the above conditions and approval by [Sub-Grantee's Name]\_\_\_\_\_.

Sincerely,

[Sub-grantee Representative's Name]\_\_\_\_\_  
Project Manager

CC: [jacob.williams@slcgov.com](mailto:jacob.williams@slcgov.com)

Davis Bacon Labor Relations  
*Bid Compilation Form*



Sub-Grantee: \_\_\_\_\_ Date of Bidding: \_\_\_\_\_

Property Address: \_\_\_\_\_

Bids Received From

Contractor	Bid	Contractor	Bid
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

(I) (WE) have received bids from the above contractor(s) to perform the work described in the "Description of Work". My preference for performing this work is:

\_\_\_\_\_  
*Contractor Company Name*

\_\_\_\_\_  
*Contractor Owner's Name*

I have received the owner's contractor preference bid and certify to the best of my knowledge and belief that the bid so proposed will accomplish the work described in the "Description of Work" and that the cost of the work is reasonable and not in excess of costs generally prevailing in the locality for comparable work.

\_\_\_\_\_  
Agency Project Manager