

NOTICE OF INTENT TO AWARD

To

Contractor

Address

Address

Gentlemen:

Pursuant to the Contract Documents for Contract No: 2023-01 – Southampton Township Equipment Building, under which your Bid was submitted, you are hereby notified that the OWNER represented by the undersigned intends to award a Contract to you for the aforesaid work in accordance with your Bid.

Enclosed herewith are two (2) copies of each of the Performance Bond and Payment Bond. Please return one (1) copy each of the executed Performance Bond and Payment Bond. Also forward a Certificate of Insurance as required by the General Conditions. You are required by the Instructions to Bidders to submit these items to the OWNER within ten (10) days of receipt of this Notice. Please make these submissions to Southampton Township, 200 Airport Rd, Shippensburg, PA 17257.

When these requirements have been completed, the OWNER will execute one (1) copy of the Agreement and forward it to you.

Dated this _____ day of _____ 20 ____.

SOUTHAMPTON TOWNSHIP

(Owner)

By _____

Name _____

Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged
this _____ day of _____ 2023.

By _____

Name _____

Title _____

Date _____

Provide Copy to Engineer

(Use Certified Mail, Return Receipt Requested)

00890-1