***Bid Release Recommendation - To be submitted on the Construction Manager's letterhead***

Date

University of Michigan

Architecture, Engineering and Construction

326 E. Hoover Avenue, Mail Stop E

Ann Arbor, Michigan 48109-1002

Attention: Name of U-M Project Manager

Reference: Project Name:

 Design Release:

 U-M Project #:

 CM Project #:

Subject: Bid Package Number – Bid Package Name

This is our recommendation to bid the Design Release, Bid Package Number – Bid Package Name for the U-M Project Name. The work will be reflected on the documents dated and prepared by A-E Name.

Please note the following items for your review:

* Attachment A – Scope of Work Description
* Attachment B – Bidders List
* Attachment C – CCCS Report
* Attachment D – Bid Package Schedule
* Attachment E – Trade Contract/Trade Terms & Conditions (first BRR only)

The CD Estimate for Bid Package Name is $.

Please provide your authorization to proceed with bidding by signing in the spaces provided below. Should you have any questions, or require further information, please do not hesitate to contact me.

Sincerely,

Name

Title

**Authorization to Proceed:**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| U-M Project Manager Date | U-M Project Director Date | U-M Executive Director Date |

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

 U-M Terms and Conditions Manager Date

 (required for first BRR Only)