

Asphalt Pavement Association of Indiana, Inc.

Indiana

**Award Documentation**

**Sample #1:**

**Bituminous Overlay Project**

*(Insert Street Commissioner or applicable party)* **of the** *(insert applicable department: Legal Department, Street Department, or Engineering Division)* **is requesting to award the base bid to** *(insert contractors name)***, as the lowest and responsible bidder for the** *(insert project name)* **Project. There were** *(insert # of bids received)* **for this project and the bids were opened on** *(insert bid date and time)***.**

**The results were as follows:**

*(Insert Bidder #1 and Bid Amount)*

*(Insert Bidder #2 and Bid Amount)*

*(Insert Bidder #3 and Bid Amount)*

**The low bid from** *(insert low bidder)* **has been reviewed by the** *(insert applicable departments: Legal Department, Street Department, and/or Engineering Division)* **and was found to be acceptable and in order.**

*(Board Member motions to accept)*

*(Board Member seconds the motion)*

**Motion carries, and the contract is awarded to** *(insert low bidder name)***.**