



NOTICE OF AWARD (SAMPLE)

DATED:

TO:

PROJECT: **PROJECT NAME**

You have been awarded a contract for **PROJECT NAME.**

Within ten (10) days of the date of this Notice of Award, you must deliver to the City the enclosed contract documents, fully executed, signed and witnessed, and a Certificate of Insurance as follows:

2 originals	Contract
1 original	Performance Bond
1 original	Labor and Material Bond
1 original	Certificate of Insurance certifying compliance with all insurance requirements as specified in the General Conditions
1 copy	Alabama General Contractors License
1 copy	Orange Beach Business License
1 copy	

Please contact Bill Fetner in the Finance Department at (251) 981-6783 for more information regarding the Business License.

Within ten (10) days after receipt of the above documents, the City will return to you one (1) fully signed original of the Contract.

You will be notified of the time and place for a preconstruction conference; your proposed work schedule must be delivered to the City at that time.

Failure to deliver the aforementioned contract documents and insurance certificate within the time specified will entitle the City to consider your bid abandoned, to annul this Notice of Award, and to declare your Bid Bond forfeited.

CITY OF ORANGE BEACH

By: _____
Renee Eberly, City Clerk/Procurement Officer