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| **Nathan Wald**Administrator Capital Assets Management | Oklahoma Office of Management and Enterprise Services logo. | **John Suter**State Chief Operating OfficerOMES Executive Director |

[Date]

[Recipient Name]

[Using Agency]

[Recipient Address]

[Recipient City, State ZIP Code]

**RE: CAP [CAP Project Number] Bid Results**

 **[Project Name]**

 **[Address]**

 **[City, State ZIP Code]**

Dear [Recipient Name],

The bid window has closed for the referenced project. We have compiled the attached bid tabulation sheet and the submitted bid forms. I will be serving as the Construction and Properties Project Manager for this project, and I look forward to working with you.

Please review the enclosures and notify me of your selection or rejection with seven business days. Upon selection, I will award the contract and finalize the contract documents. I will be in frequent communication with you, but please do not hesitate to contact me with any questions or concerns at [email] or [phone number].

Sincerely,

**[Typed name or signature]**

Enclosures: Bid tabulation

 Bid forms

CC: CAM Administrator

 CAP Director of Construction

CAP Contract Coordinator