

Contract Award Memo for Lump Sum Construction Projects

Instructions: Complete ALL required fields (in Section I and II) and submit form electronically with your request for a Purchase Order / Standard Contract. Remember to include all necessary attachments noted in Section III. The information from this form will then be used to create the Notice to Proceed/Contract documents.

Note: Use the [Document Library](#) to ensure use of the most current version of this form (listed under the “Procurement” dropdown). Questions or recommendations regarding this form should be sent to Purchasing Services (usp@umn.edu).

I. Project Information

1. **Project Name:** [Insert Project Name]
2. **Project Number:** [Insert Project Number]
3. **Project Manager / Requester:** [Insert Project Manager / Requester Name and E-mail]
4. **Project Coordinator / Assistant:** [Insert Project Coordinator / Assistant Name and E-mail]
5. **A & E who prepared Project Manual / Drawing:** [Company Name]
[Contact Name]
[Contact E-mail]

II. Award Information

1. **Awarded Firm:** [Insert Awarded Firm's Name]
2. **Contract Values:**
 - a. Base Price: \$[Insert dollar amount]
 - b. Total Value of Adds: \$[Insert dollar amount]
 - c. Total Value of Deducts: ~~-\$~~[Insert dollar amount]
 - d. Total Value of Contract: \$[Insert dollar amount]
 - e. Is Project funded by any General Obligation Bonds (State Bonds and/or HEAPR)?
3. **Contract Dates:**
 - a. Proposal/Bid Due Date: Click here to enter a date
 - b. Construction Start Date: Click here to enter a date
 - c. Construction Substantial Completion Date: Click here to enter a date

III. Attachments

1. **The following must be included with this request:**
 - a. Awarded Firm's Proposal/Bid
 - b. [Price Comparison for Purchases of Construction Services](#) (Required ONLY if procurement was NOT managed by Purchasing Services)

[Insert Name]

Name of Person Submitting This Form

[Insert Date]

Date