**Sample Letter/Email Requesting Alternate Bids**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

District Planning and Engineering Administrator

Ohio Department of Transportation

Street

City

 Re: County – Route – Section

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We request that alternate bids be incorporated into the subject plan for the following item(s):

1.

2.

This item(s) will be used at the following locations:

1.

2.

We further request that the alternate bids describe the following brand and model of equipment:

1.

2.

We make this request because…

At such time as bids have been taken, please contact (phone \_\_\_\_\_\_\_\_\_\_\_\_\_; email \_\_\_\_\_\_\_\_\_\_\_\_\_) to advise us of the comparative prices. We understand that our decision concerning acceptance or rejection of the alternates must be made quickly and reported by telephone/email. We also understand that our letter confirming this decision and agreeing to pay any extra costs must be in your hands within 10 calendar days following opening of bids.

 Signed