**Sample Letter/Email Stating Local Decision on Alternate Bids**

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

District Planning and Engineering Administrator

Ohio Department of Transportation

Street

City

 Re: County – Route – Section

 Project \_\_\_\_\_\_\_\_

 Alternate Bids

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

We have been advised, by a telephone call/email from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your office, of the bid price received for the alternate items on this project.

This letter/email confirms our recent (telephone) conversation concerning disposition of those alternate bids.

We request that the award be based upon the alternate (Brand Name) bids for reference items \_\_\_\_-A, \_\_\_\_-A….\_\_\_\_-A. We understand that this will increase our financial obligation to the project by $\_\_\_\_\_\_\_ and agree to pay this when invoiced.

**OR**

We request that the award be based upon the generic bids for reference items \_\_\_\_, \_\_\_\_ …. and \_\_\_\_. This decision will not increase our project financial obligation.

 Signed