

*PLEASE PRINT ON SPONSOR LETTERHEAD*  
*CERTIFICATION LETTER*  
*REQUESTING CONCURRENCE IN AWARD OF THE CONTRACT*

**DATE**

Ms. Jessie Jones, P.E.  
Chief Engineer – Preconstruction  
Arkansas Department of Transportation  
P. O. Box 2261  
Little Rock, AR 72203

Re: **Job #**  
**Job Name**  
**County**

Dear Ms. Jones:

The following documents are submitted concerning the referenced project:

1. One set of bid tabulations.
2. A check for the ARDOT administration fee (1% of the low bid, not to exceed 1% of the Federal-aid funding plus required match).
3. Justification of award (if low bid amount is greater than 10% over the estimate).

I certify that the referenced project was advertised and bids were received in accordance with the regulations governing Federal-aid projects and all other applicable state and federal regulations, and that this process has been reviewed and approved by the *(Sponsor Name)*'s Attorney. Additionally, I certify that the bid is being awarded to the lowest responsive and qualified bidder and that there has not been, nor will there be, any negotiations with the contractor or other bidders regarding the amount bid.

Your concurrence in the award of this contract to **(INSERT CONTRACTOR NAME)** for **(INSERT LOW BID AMOUNT)** is requested.

Sincerely,

\_\_\_\_\_  
*Sponsor's CEO*

\_\_\_\_\_  
*Sponsor's Attorney*

Enclosures