State of Idaho

Department of Administration

**Division of Purchasing**

**BRAD LITTLE** 304 N 8th Street, Rm 403 (83702)

Governor P. O. Box 83720

**BRYAN MOONEY** Boise, ID 83720-0075

Director Telephone (208) 327-7465

**STEVE BAILEY** Fax: 208-327-7320

Administrator <http://purchasing.idaho.gov>

Date

Vendor Contact VIA FACSIMILE or EMAIL TRANSMISSION

Vendor FAX or EMAIL: Fax Number or Email Address

Vendor Address ORIGINAL MAILED

City, State Zip Code

Dear Mr. or Ms. Contact Last Name:

RE: ITB or RFP Number, Title of ITB or RFP, for the Agency

Closed Month Day, Year

Your bid for the above referenced Bid/Proposal has been received and considered.

The bid/proposal tabulation is as follows: Provide a table of Vendor scores/pricing

**Or**

A copy of the bid/proposal tabulation is attached for your records.

This correspondence is Notice of Intent to Award to the following low cost or high point responsive responsible bidder/proposer:

**Name of Successful Vendor**

This serves as notice under Idaho Code §67-9232(3) that you were not the lowest responsible bidder and the State intends to award a contract to Name of Successful Vendor.

We appreciate your interest in supplying the needs of the State of Idaho. The Division of Purchasing contact for this bid is Buyer at 208-332-#### or Buyer First.Last@adm.idaho.gov.

Sincerely,

Buyer

Division of Purchasing

cc: File

Agency Contact