DRAFT

X Bureau of Highway Design

X Room 200

X Tel. (603) 271-2171

( ) Fax (603) 271-7025

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ESTIMATE REQUEST]

 current date

X

X

X

X

X

Dear X:

The State requests the assistance of your Company in the {installation|relocation|retirement} of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the above noted state project. This project consists of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, New Hampshire. Enclosed are two (2) sets of Preliminary Plans showing the layout of the proposed installations.

It is requested that you prepare a detailed estimate showing the quantities and costs of labor, equipment, materials and overhead expenses {including the cost of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}for the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit your estimate to this office along with the extra plan sheets if you have any changes to the source of power or routes for the underground service. Include the State of New Hampshire vendor number with the estimate.

This project is currently scheduled to {advertise for bids on/have design completed by} \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_; therefore, a letter of reply is requested by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_, so our design process can continue on schedule. **If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of this office at 271-\_\_\_\_\_.**

 Sincerely,

 {Lennart D. Suther|Steven J. Swana}, P.E.

##  Utilities Engineer

{LDS|SJS}/\_\_\_\_/\_\_\_\_

# Enclosures

cc: <Project Manager>, Finance and Contracts – Sue Dean-Jones, Construction, {Consultant Design,|Final Design,|Bridge Design}

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