

**RECOMMENDATION TO AWARD**

TO: **FACILITIES BUSINESS OFFICE (FBO)**  
*(eMail completed form and attachments to fbo@hawaii.edu)*

FROM: \_\_\_\_\_  
*Director of Requesting Department (Print Name and Sign)*

SUBJECT: **RECOMMENDATION FOR CONTRACT**  **AWARD**  **CANCELLATION**

PROJECT NAME:

PROJECT NUMBER: \_\_\_\_\_

E-BUILDER PROJECT NUMBER: \_\_\_\_\_

CONTRACTOR/CONSULTANT NAME: \_\_\_\_\_

Contract shall be for the following Amount(s):

Basic Bid Amount: \$ \_\_\_\_\_

Additive Bid: \$ \_\_\_\_\_

Allowance: \$ \_\_\_\_\_

Total Contract Amount: \$ \_\_\_\_\_  
(Basic Bid + Additive + Allowance)

Contingency Amount: \$ \_\_\_\_\_

Total Encumbrance Amount: \$ \_\_\_\_\_  
(Total Contract Amount + Contingency)

Unit Price : \$ \_\_\_\_\_

Unit Price : \$ \_\_\_\_\_

**Fiscal Administrator Information**

The following documents are attached:

- KFS Requisition Doc No. \_\_\_\_\_
- CIP Encumbrance and Payment Form
- Allotment Advice

**Fiscal Administrator Name and FO Code:**

**Fiscal Administrator Signature:**

**Date:**