

# Contractor Bid Assessment Report

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Title]

Subject: Contractor Bid Assessment for [Project Name]

## Introduction

This report assesses the bids received from various contractors for the [Project Name] project.

## Summary of Bids

Contractor Name	Bid Amount	Proposed Timeline	Qualifications
[Contractor 1]	[Bid Amount]	[Timeline]	[Qualifications]
[Contractor 2]	[Bid Amount]	[Timeline]	[Qualifications]

## Evaluation Criteria

The bids were evaluated based on the following criteria:

- Cost
- Experience and qualifications
- Proposed timeline
- References and past performance

## Recommendations

Based on the assessment, it is recommended to proceed with [Recommended Contractor Name] due to their [reasons].

## Conclusion

Please feel free to reach out should you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]