|  |  |
| --- | --- |
| **DAS Construction Services Memorandum** | |
| **Date:** | Insert |
| **To:** | **Jenna Padula, DAS/CS Agency Legal Director** |
| **From:** | **Insert Name, DAS/CS Project Manager** |
| **Project Number:** | Insert |
| **Project Title:** | Insert |
| **Subject:** | **Set-Aside Waiver Request** |
| **cc:** | ADPM Name, ADPM for the Project  R. Cutler, Manager of Policy & Procurement, DAS/CS OLAPP  A. Kulas, Paralegal Specialist, DAS/CS OLAPP  A. Bingham, CHRO  File |

**INSTRUCTIONS TO PROJECT MANAGER:** Choose one of the paragraphs below if you will be rebidding your project and would like to request a waiver of the Set-Aside requirements (delete the unused paragraph). If these paragraphs do not apply, contact OLAPP for assistance in writing the paragraph. **DELETE ALL OF THE RED TEXT AND DELETE THE UNUSED PARAGRAPH.**

**PARAGRAPH 1: CHOOSE THIS PARAGRAPH IF *ALL* OF THE FOLLOWING APPLY:** (1) your project is less than $1,000,000, (2) your project was already bid on CTsource, *and* (3) you did not receive *any* bids:

I am writing to you to request a Set-Aside Waiver for the referenced project rebid. The initial bid for the project included the Set Aside requirement. The Department of Administrative Services / Construction Services (DAS/CS) was unsuccessful in attracting any bidders for the initial bid. As a rebid, Agency Name and DAS/CS would like to open the bid to the widest potential pool of bidders. Therefore, a request to waive the Set-Aside requirement for the rebid is being requested. Thank you in advance for your attention to this matter. Please let me know of your decision so I can inform Agency Name as the bid process moves forward.

**or**

**PARAGRAPH 2: CHOOSE THIS PARAGRAPH IF *ALL* OF THE FOLLOWING APPLY:** (1) your project is less than $1,000,000, (2) your project was already bid on CTsource, *and* (3) you did not receive bids from *any* “responsible and qualified” bidders:

I am writing to you to request a Set-Aside Waiver for the referenced project rebid. The initial bid for the project included the Set Aside requirement. The Department of Administrative Services / Construction Services (DAS/CS) was unsuccessful in attracting any responsible and/or qualified bidders for the initial bid. As a rebid, Agency Name and DAS/CS would like to open the bid to the widest potential pool of bidders. Therefore, a request to waive the Set-Aside requirement for the rebid is being requested. Thank you in advance for your attention to this matter. Please let me know of your decision so I can inform Agency Name as the bid process moves forward.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Rejection:** |  |  |  |
|  | **Approval:** |
|  | | *Jenna Padula, DAS/CS Agency Legal Director* |  | *Date* |