

## INVITATION TO BID LETTER

\_\_\_\_\_  
\_\_\_\_\_. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Re: Bid Proposal for \_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_ will be accepting bid proposals for the above referenced  
"\_\_\_\_\_." Bids must be received by no later than  
\_\_\_\_\_ at \_\_\_\_\_.  
Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

The purpose of this project is to \_\_\_\_\_. Key components of this project include:

\_\_\_\_\_

If you are interested in submitting a bid, it should be delivered to the name and address listed below in a sealed envelope labeled as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
Bid Submission Attn: \_\_\_\_\_

Bids must be prepared and submitted using the bid forms provided and must be typed or printed and then signed in ink.

All bids received by the deadline date and time shall be reviewed by \_\_\_\_\_. All bids must include all requested work items, conform to the Project Standards/Specifications and be responsive, accurate, and cost reasonable. \_\_\_\_\_ will select the contractor to perform all construction work required and the contract will be executed between \_\_\_\_\_ and the winning contractor.

You are reminded to bid only on those items designated on the work write up form. In the event the owner should request additional work or deletion of any work from the write-up, or should you

feel additional work is required, list those items with costs on a separate piece of paper or letterhead stationery. All additional items will be considered separately from the base bid and consideration of any changes will be negotiated with the owner after the bid opening.

\_\_\_\_\_ has the right to reject any and all bids at their sole discretion. Should you have any questions or concerns about any of the items on the work write-up, please contact \_\_\_\_\_ for clarification prior to bidding. You are reminded that your bid should be inclusive of all taxes, fees and permits.

Upon selection of the winning contractor, \_\_\_\_\_ will send a Bid Award Notice to the selected contractor. The Bid Award Notice will advise the selected contractor of the date, time and location of the pre-construction conference that must take place before any work can begin. Upon satisfactory completion of the pre-construction conference, \_\_\_\_\_ will issue a "Notice to Proceed," which must be executed by the selected contractor as well.

Thank you for your consideration of this Invitation to Bid.

Sincerely,

\_\_\_\_\_  
(Project Owner Contact Signature)

\_\_\_\_\_