

# SAMPLE INVITATION TO BID

Sealed proposals will be received by \_\_\_\_\_  
 (Owner's legal title)  
 at the office of \_\_\_\_\_  
 (Name and address of Owner's authorized representative)  
 until \_\_\_\_\_ CST \_\_\_\_\_ for  
 (Hours) (Month), (Day), (Year)  
 (Description of the work to be inserted here):

at which time and place they will be publicly opened and read.

A cashier's check or bid bond payable to \_\_\_\_\_  
 (Owner's legal title)  
 in an amount not less than five (5) percent of the amount of the bid, but in no event more than \$10,000, must accompany the bidder's proposals **in the amount of \$100,000 or More**. Performance and Payment Bonds and evidence of insurance required in the bid documents will be required at the signing of the Contract.

Drawings and specifications may be examined at the office of \_\_\_\_\_  
 \_\_\_\_\_  
 (Owner's representative and address)

and \_\_\_\_\_  
(appropriate plan rooms; i.e., F. W. Dodge, Builders Exchange, Construction Market Data, etc.).

Bid Documents may be obtained from the Architect (Engineer) upon deposit of \$\_\_\_\_\_ per set, which will be refunded in full on the first \_\_\_\_\_ sets issued to each general contract bidder submitting a bonafide bid, upon return of documents in good condition within ten days of bid date. Other sets for general contractors, and sets for subcontractors and dealers, may be obtained with the same deposit, which will be refunded as above, less cost of printing, reproduction, handling, and distribution.

Bids must be submitted on proposal forms furnished by the Architect (Engineer) or copies thereof. All bidders bidding in amounts exceeding that established by the State Licensing Board for General Contractors must be licensed under the provisions of Title 34, Chapter 8, Code of Alabama, 1975, and must show evidence of license before bidding or bid will not be received or considered by the Architect (Engineer); the bidder shall show such evidence by clearly displaying his or her current license number on the outside of the sealed envelope in which the proposal is delivered. The Owner reserves the right to reject any or all proposals and to waive technical errors if, in the Owner's judgement, the best interests of the Owner will thereby be promoted.

\_\_\_\_\_  
(Awarding Authority/Owner)

\_\_\_\_\_  
(Local Awarding Authority/Local Owner)

\_\_\_\_\_  
(Architect/Engineer)