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| **Section Cover Page** |
| **Section 00 11 17**  **2015-03-12 Letter of Invitation to Bid** |

Use this Section to prepare the letter of invitation to bid for a small project. This letter must be prepared for, and issued to, a minimum of three bidders.

This Master Specification Section contains:

.1 This Cover Page

.2 Master Letter

**PREPARATION OF LETTER OF INVITATION TO BID**

Edit letter to include all bidding requirements that are variable. (Section 00 21 14 contains the bidding requirements that are constant.) Always include in the letter the bid closing time and date, and name and telephone no. of contact for inquiries. Include any other variable bidding requirements or special instructions that may be applicable or necessary, e.g. reference to:

* List of Subcontractors and Cost Breakdown, if required, to be submitted with Bid Form,
* Bid Security, if required,
* Pre-Bid meeting, if applicable,
* etc.

Note:  Without exception, this letter will be prepared and issued by Infrastructure staff.

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| **Change Log** |
| **Section 00 11 17**  **2015-03-12 Letter of Invitation to Bid** |

**Changes made in this Section Update (2015-03-12):**

**General Changes**

1. Insertion of issuance of letter to a minimum of three bidders
2. References to “Alberta Infrastructure” changed to “Infrastructure”
3. Updated footers and Headers

**[LETTERHEAD]**

[                         , 20\_\_ ] File No: [               ]

[Name and address of Contractor]

[                                              ]

[                                              ]

[                        ]

Attention: [                                          ]

Dear [Sir][Madam]:

Re: **[LOCATION AND PROJECT NAME]**

You are invited to submit a bid for the work of the above‑noted project in accordance with the enclosed Bid Documents.

Please submit your bid by completing the appropriate portion of the enclosed Bid and Contract Form and submitting it to the address indicated thereon before [2:01:00 p.m.] [ ] p.m. on [ , 20\_\_]. Bids will be opened at that time and you are invited to be present at the opening.

A pre-bid meeting will be held at [ ] at [ ] on [                                , 20\_\_]. You are expected to attend.]

Please direct any inquiries to [ ] at [ ].

Yours truly,

[Name                                   ]

[Title                                    ]

Encl.