**INVITATION TO BID LETTER FORM**

Complete the fillable letter template on pages 2 and 3.

BID CLOSING DATE

TIME

sealed envelope. Bids must be prepared and submitted using the bid forms provided and must be

If you are at all interested in submitting a bid, please deliver said bid to this name and address, in a

The key project tasks and components include:

signed and authorized in ink.

All bids received by the abovementioned deadline shall be reviewed by

You are reminded to only bid on the items designated in the work write up form. All additional items

and tasks will be considered separately from the base bid, should the owner request additional work

or delete any tasks from the original scope of work.

Bids received after the bid closing date and time listed above will not be accepted.

To Whom It May Concern,

will be accepting bid proposals for the project listed above.

The purpose of this project is to:

SUBMIT BID TO

BID NO.

ACCEPTING BIDS FOR

**INVITATION TO BID**

BID OPENING DATE

TIME

If selected, you will receive a Bid Award Notice, which will advise the contractor of the date, time,

Sincerely,

Thank you for your time and consideration of this Invitation to Bid.

Notice to Proceed will be issued by:

and location of the project kick-off that must take place before work can start. After the kick-off, a

require clarification prior to bidding, please contact:

has the right to reject any and all bids at their discretion. If you have any questions or concerns or

reliability, suitability, or availability with respect to the website or the

strictly at your own risk.

website. Any reliance you place on such information is therefore

information, articles, templates, or related graphics contained on the

any kind, express or implied, about the completeness, accuracy,

up to date and correct, we make no representations or warranties of

website are for reference only. While we strive to keep the information

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