

SAMPLE FORMAT

ADVERTISEMENT FOR BIDS

Separate sealed bids for _____ for
_____ will be received
by _____ at the office of _____
_____ until _____ o'clock (a.m. – p.m.)
(EST or CST) _____, _____, and then at said office publicly opened and
read aloud.

The information for bidders, form of bid, form of contract, plans, specifications or
work write-up, and forms of bid bond (if applicable), performance and payment bond and
other contract documents may be examined at the following location:

A scheduled walk through will be conducted at the unit located at _____
_____ at _____ o'clock (a.m. – p.m.) (EST or CST).

Copies may be obtained at the office of _____ located at
_____, upon payment of \$ _____ for each
set (if applicable). Any unsuccessful bidder, upon returning such set promptly and in
good condition, will be refunded his payment, and any non-bidder upon so returning such
set will be refunded \$ _____.

The owner or agency reserves the right to waive any informalities or to reject any
or all bids.

Each bidder must deposit with his bid, security in the amount form and subject to
the conditions provided in the General Information for Bidders.

Attention of bidders is particularly called to the requirements as to conditions of
employment to be observed and minimum wage rates to be paid under the contract,
Section 3, Segregated Facilities, Section 109 and Executive Order 11246 and Title VI.
Minority and Women-Owned Business enterprises are encouraged to bid.

No bidder may withdraw his bid within _____ days after the actual date of the
opening thereof.

(Date)