INVITATION TO BID

(For Projects estimated to be $200,000 or less)

TO:  
(Enter Company's Name)  
(Enter Street Address)  
(Enter City, State & Zip Code)

As a commercial contractor, you are invited to submit a bid to the Department of Management Services hereinafter referred to as Owner for the construction of:

(Project Number)

(Project Name and Location as shown in FACT)

FOR (Client Agency's Name)

ESTIMATED CONSTRUCTION ESTIMATE:  (AE Probable Cost Estimate)

Please read all instructions below

STATE OF FLORIDA PREQUALIFICATION: Each bidder whose field is governed by Chapter 399, 455, 489, and 633 of the Florida Statutes for licensure or certification should submit pre-qualification data of their eligibility to submit proposals five (5) calendar days prior to the bid opening date. Please call Christene Prather at (850) 413-9588 for information on requirements for pre-qualification with the Department of Management Services.

PUBLIC ENTITY CRIME INFORMATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

DISCRIMINATION; DENIAL OR REVOCATION FOR THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC ENTITIES: Under section 287.134(2), entities or affiliates who have been placed on the State of Florida’s discriminatory vendor list may not submit a bid or proposal on this contract.

COOPERATION WITH THE INSPECTOR GENERAL: Pursuant to section 20.055(5), Florida Statutes, the bidder who is awarded the contract and its subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND: If the construction contract award amount exceeds $100,000.00, a Performance Bond and a Labor and Material Payment Bond will required and will be issued with the award of contract.

BID BOND: If the Base Bid or the Base Bid plus the sum of any alternates exceed $100,000, the bidder shall enclose a certified check, cashier's check, treasurer's check, bank draft or Bid Bond in the amount of not less than five percent (5%) of the Bid, payable to the Owner as a guarantee for the purpose set out in Instructions to Bidders. (Failure to submit a bid bond will result in disqualification)

PROPOSAL: Bids must be submitted in full in accordance with the requirements of the Drawings, Specifications, Bidding Conditions and Contractual Conditions, which may be examined and obtained from the:

ARCHITECT-ENGINEER: [Insert name & complete mailing address]  TELEPHONE: (Insert area code & phone number)

DEPOSIT: $________ per set of Drawings and Specifications is required with a limit of two (2) sets per General Contractor or Prime Bidder and one set per mechanical subcontractor and/or electrical subcontractor. The deposit shall only be returned to those General Contractors, or Prime Bidders, mechanical subcontractors and/or electrical subcontractors, who, after having examined the Drawings and Specifications may submit a bid and return the Drawings and Specifications in good condition within fifteen (15) days of the date of receipt of bids. Full sets of drawings and specifications may be purchased by payment of the printing and handling cost at the rate of $________ per set.
PRE-BID MEETING: (If meeting is mandatory insert MANDATORY here or delete this)

Date and Time: (Insert date and time with a.m. or p.m.)

Place: (Insert complete address including Suite of where pre-bid meeting to be held)

SEALED BIDS WILL BE RECEIVED, PUBLICLY OPENED AND READ ALOUD ON:

Date and Time: (Insert date and time with a.m. or p.m.)

Place: (Insert complete address including suite of where Bids will be opened & read aloud)

CONTRACT AWARD: The official Notice of Award Recommendation will be posted at the site where the bids were opened within 72 hours (business days) of bid opening. In the event that the Bid Tabulation and Notice of Award Recommendation cannot be posted within this time frame, then all bidders will be notified by e-mail or fax when the award is posted. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. If no protest is filed, the contract will be awarded to the qualified, responsive low bidder in accordance with Chapter 60D-5 by the Owner.

DISABILITY ACCESS: Pursuant to the provisions of the Americans with Disabilities Act according to 286.26 F.S., any person requiring special accommodations to participate in this meeting/bid opening is asked to advise the agency at least 48 hours before the meeting by contacting (Insert Project Manager Name), (Insert Phone Number). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

Very truly yours,

(Enter Name),