**INVITATION TO BID**

|  |  |
| --- | --- |
| **PROJECT:**Provide full title and number |  |
|  |
| **DESIGNER:**Provide firm name, address, phone, and contact |  |
|  |
| **BRIEF PROJECT DESCRIPTION:** |
| Provide description in 25 words or less |  |

Bids are invited for a General Contract for the Work of the above project.

|  |  |  |
| --- | --- | --- |
| A Pre-Bid Conference will be held: | **At location on date, at time local time (Time Zone).** All parties considering attending the Pre-Bid Conference will be responsible for ensuring that they do not have a fever, and that they have not come into contact with or otherwise been around someone exhibiting symptoms of the COVID-19 virus.  All individuals allowed into the facility will be asked to exercise six-foot social distancing guidelines. |  |

Bids sent by mail or express mail should be directed to the attention listed below, and must be received before 2:00 p.m. (Local Time, Central Time) Wednesday, Month Day, Year

|  |  |
| --- | --- |
| Bids due date will be provided by Contract Administration Group | **To: Penny L. DiPiazza, Bidding and Contract Officer****William R. Snodgrass Tennessee Tower****Suite 2400, 312 Rosa L. Parks Avenue****Nashville, Tennessee 37243-1102****Phone: (615) 741-6111** |

Drop off or courier service Bids shall be submitted to the third-floor security desk after 8:00 a.m. and before 2:00 p.m. (Local Time (Central Time) Wednesday, Month Day, Year

|  |  |
| --- | --- |
| Bids due date will be provided by Contract Administration Group | **To: 3rd Floor Security Desk at the 7th Avenue Entrance****William R. Snodgrass Tennessee Tower****Nashville, Tennessee 37243-1102****Attn: Penny L. DiPiazza, Bidding and Contract Officer****Phone: (615) 741-6111** |

Bids will be publicly opened by the Owner on behalf of the State of Tennessee via Webex at:

|  |  |
| --- | --- |
| Meeting number and password will be provided by Contract Administration Group | **Meeting number (access code): XXX XXX XXX;** **Meeting password: XXxXxxXXxxx;** **Join by phone: 415-655-0003.** |
|  | **At: «Bid\_Time» (Local Time (Central Time)), «Bid\_Day», «Bid\_Date».** |

Bidding documents will be obtained electronically from the Owner in accordance with the Instructions to Bidders. Due to the plans being dispersed electronically, a plan deposit is not necessary.

Bidders submitting bids equal to or greater than $25,000 in value are required to be licensed in accordance with state law. A statement of public contract crime status and minority business status is required on the Bid form. Additionally, Drug Free Workplace Affidavit and a five percent (5%) Bid Security is required. Non-Discrimination policy applies to this project.

The Owner reserves the right to waive informalities and to reject bids.