

DOCUMENT 00 11 16 {00105}

INVITATION TO BID

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This document includes statements to invite potential Bidders to submit Bids on a project and to inform Bidders of key criteria to submitting their Bid.

This document can be edited to create newspaper advertisements or can be typed on office stationery as a private invitation letter. Ensure accurate representation of information and coordinate with Instructions to Bidders, Bidding Documents, and Contract Documents.

This document includes the term "Bid [Sum] [Price]". "Contract Sum" is used in AIA documents. "Contract Price" is used in EJCDC documents. Select appropriate term.

Contact the CSRF Support Center at supportcenter@csrf.org to submit comments or suggestions for improvements to this specification. Visit the SPECTEXT web site at www.spectext.com for current product announcements.

Project: [_____]

Owner: (full corporate name and address)

[_____]

Architect/Engineer: (name and address)

[_____]

Date: [_____]

(Name of Bidders to whom this letter is addressed)

[_____]

[_____]

Your firm is invited to submit an Bid [under seal] to the [Owner] [_____] for construction of a [facility] [building] [_____] located at [the above address] [_____]. The Owner will receive Bids until [_____] [AM] [PM] local [standard] [daylight] [prevailing] time on the [_____] day of [_____], 20[_____], for the following project:

Briefly describe building, structure or project size and material composition. The following example describes to potential Bidders, the scope of the contract:

Two level parking concrete substructure, one street level exterior accessed public plaza, six story cast-in-place concrete superstructure with glazed wall cladding, one steel framed metal clad penthouse, 85,000 sq ft (7 900 sq m) gross area above grade, 40 parking stalls below grade.

Description:[_____]

Delete the following requirement when Owner requests Bidders to indicate time for completion. Coordinate requirement with Bid Form.

The Owner requires the Project to be completed in [_____] calendar days from date of award of contract.

Where Bidders are required to be prequalified prior to submitting Bids, edit one of the following paragraphs. Attach qualification forms to Invitation to Bid or explain where Bidders should obtain forms.

[General Contract] Bidders are required to prequalify to the approval of the [Architect/Engineer] [Owner] [_____] , [no later than [15] [_____] days prior to submission of Bids] on or before [_____] [AM] [PM] on the [_____] day of [[_____] 20[_____]]. Utilize [AIA Document A305 - Contractor's Qualification Statement.] [_____].

***** [OR] *****

[General Contract] Bidders are required to prequalify to the requirements described in Document [00 21 13 {00200}.] [00 21 14 {00201}.] [00 21 15 {00202}.]