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| **Section Cover Page** | **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
| **Section 00 11 17**  **2022-10-31 Letter of Invitation to Bid** | | |

Use this Section to prepare the letter of invitation to bid for a small project. This letter must be prepared for, and issued to, a minimum of three bidders. The contents of the letter may be copied into an email instead of preparing a letter, then emailing it.

This Master Specification Section contains:

.1 This Cover Page

.2 Master Letter

**PREPARATION OF LETTER OF INVITATION TO BID**

Edit letter to include all bidding requirements that are variable. (Section 00 21 14 contains the bidding requirements that are constant.) Always include in the letter the bid closing time and date, name and telephone no. of contact for inquiries, and email address for submission of bids. Include any other variable bidding requirements or special instructions that may be applicable or necessary, e.g. reference to:

1. List of Subcontractors and Cost Breakdown, if required, to be submitted with Bid Form,
2. Bid Security, if required,
3. Pre-Bid meeting, if applicable,
4. etc.

Note:  Without exception, this letter will be prepared and issued by Infrastructure staff.

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| **Change Log** | **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
| **Section 00 11 17**  **2022-10-31 Letter of Invitation to Bid** | | |

**Changes made in this Section Update (2022-10-31):**

1. Section Cover Page: added instructions for email
2. Added Alberta logo to all headers
3. Letter Template:
   1. Added Plan# and WBS No.;
   2. Updated Salutation to Name;
   3. Updated to include submission email address.
   4. Updated close time to read 2:00:00 p.m. Alberta time
   5. Updated that Bids will not be publicly opened.
   6. Pre-bid meeting attendance changed to optional.

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**[LETTERHEAD]**

[                         , 20\_\_ ] Plan #: [               ]

Project ID/WBS No: [ ]

[Name and address of Contractor]

[                                              ]

[                                              ]

[                        ]

Attention: [                                          ]

Dear [Name]:

Re: **[LOCATION AND PROJECT NAME]**

You are invited to submit a bid for the work of the above‑noted project in accordance with the enclosed Bid Documents.

Please submit your bid by completing the appropriate portion of the enclosed Bid and Contract Form and submitting it to the email address indicated thereon before [2:00:00 p.m.] [ ] p.m. Alberta time on [ , 20\_\_]. Bids will not be publicly opened.

A pre-bid meeting will be held at [ ] at [ ] on [                                , 20\_\_]. Your attendance is optional.]

Please direct any inquiries to [ ] at [ ].

Yours truly,

[Name                                   ]

[Title                                    ]

Encl.