**INVITATION TO BID**

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

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

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| A Pre-Bid Conference will be held: | **At location on date, at time local time (Time Zone).** |

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

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| Bids due date will be provided by Contract Administration Group | **To: Penny L. DiPiazza, Bidding and Contract Officer**  **William R. Snodgrass Tennessee Tower, 22nd Floor**  **312 Rosa L. Parks Avenue**  **Nashville, Tennessee 37243-1102**  **Phone: (615) 741-6111** |

Drop off or courier service Bids shall be submitted to the Central Procurement Office after 8:00 a.m. and before 2:00 p.m. (Local Time (Central Time) Wednesday, Month Day, Year. ***Note: Please allow extra time as all persons choosing to drop off bids must sign-in to the 3rd floor security desk before visiting the Central Procurement Office.***

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| Bids due date will be provided by Contract Administration Group | **To: Central Procurement Office**  **William R. Snodgrass Tennessee Tower, 3rd Floor**  **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:

|  |  |
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| 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 may be examined at the Designer's office and at the following Plan Rooms:

|  |  |
| --- | --- |
| Provide list without addresses |  |

Bid documents may be obtained electronically or in hard copy via the Designer, in accordance with the Instructions to Bidders. Electronic bid documents do NOT require a plan deposit, but hard copies of bid documents will require the Designer’s receipt of a certified or cashier’s check made payable to the State of Tennessee in the amount of **$ XXX.XX**

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 in the Bid Form. Additionally, the 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.