

INVITATION TO BID

Owner: XYZ Homeowner's Association, Inc

123 Golf Club Blvd.

ANYTOWN, FL 32832

123-456-7890 office

123-456-7891 fax

Engineer: CDE Professional Engineering Consultants, Inc.
345-678-1234

August 11, 20__

General Contractor:

Your firm is invited to submit an offer under seal to the Manager for the construction of a new dock and seawall delivered to the association office located at the above address before 5:00 PM local time on the 14th day of September, 20__, for the following project:

Description: Removal of end pickets and installation of seawall, marina and wood docks.

Engineering plans may be obtained from the office of the Engineer free of charge for one set. Please review the enclosed specifications and contact the manager for a tour of the property and review of the job.

The specifications and product data are enclosed and outline the materials and scope of work. Please call the office to schedule a walk thru.

Please provide:

A copy of your License
Certificates of Insurance
References

The Owner reserves the right to accept or reject any or all offers.

Your offer will be required to be submitted under a condition of irrevocably for a period of 90 days after submission.

The Owner reserves the right to accept or reject any or all offers.

Sincerely,

John Doe, Manager
On behalf of the Board of Directors
XYZ Homeowner's Association, Inc

QUESTIONS FOR THE CONTRACTORS

Please submit your responses by: September 14, 2007

Please be prepared to answer any additional questions at an interview.

We appreciate your cooperation.

Name: _____

Name of Company: _____

How many years in business: _____

- How are you going to perform the staging of this project and is this included?
- What is the warranty on the work?
- What is the timeframe to complete the work?
- Are you the Qualifying Agent?
- Are you licensed, bonded and insured?
- What is the cost and procedure for change orders?
- What are the payment terms?
- What other cost items should we consider?
- What is the # of crew members per supervisor?
- How many crew members are temporary crews (subcontracted)?
- Who carries Workman's Compensation for these workers?
- Does the supervisor speak English?
- How often is the supervisor on the job?
- What are your Cleanup Procedures (provide dumpster, daily cleanup, storage for materials and equipment)?
- What are remedies for nonperforming work?
- Are your workers certified to meet all OSHA standards?
- Are your workers tested to be Drug Free?
- Working Hours are from: Monday-Friday 8am-5pm
- Who is responsible for pulling the permits and will that be included in the contract?

*I acknowledge that all answers to these questions are truthful and that this document will be attached as an addendum to the contract. _____, President