**NOTE:** This form is for use in "Public Notices," $10,000 to $249,000 to be published on the City’s Bid Opportunities Page; and for projects of $250,000 and above, to be placed on the City’s Bid Opportunities Page AND in the public notices section of a citywide **newspaper.** One-time insertion of ad is sufficient to meet requirements. Cost of ad is not reimbursable under grant. This completed form, typed onto Grantee/Corporation’s letterhead, is also to be used for mailed or emailed notices to Minority and Woman Owned Business Enterprise (MBE/WBE) contractors. An example of a published notice of invitation to bid follows. For actual publication of the public notice of invitation to bid, use the format following the example.

**Example**

**INVITATION TO BID**

OPQ COMMUNITY CENTER will accept sealed bids for a construction contract to renovate bathrooms, upgrade heating systems and install new concrete ramp at 456 - 78th Avenue, San Francisco. Bid documents, in electronic form, are available in an electronic folder at this link:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct inquires to Teresa Designer at (415) 559-2345 or TDesigner@\_\_\_\_\_.org. Bids are to be emailed to [TDesigner@\_\_\_\_\_.org](mailto:TDesigner@_____.org) at or before 2:00 P.M. on May 12, 2099. A mandatory walk through will be held at the site on May 3, 2099 from 2:00 to 3:00 p.m. Bidder's attention is directed to requirements relating to HUD, Federal and State Labor Standards, and federal Affirmative Action/Equal Employment Opportunity requirements. Rights are reserved to reject any or all bids.

(Actual Format to Be Used)

**NOTICE IS HEREBY GIVEN THAT**

will accept sealed bids for a construction contract to furnish all labor, materials and related costs to (Scope of Work):

at San Francisco. Inquiries regarding this Invitation to Bid should be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at (phone)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email:\_\_\_\_\_\_\_\_\_\_\_\_

Bids are to be emailed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Bids are due at or before\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(P.M.) on , 20\_\_

A mandatory walk through will be held at the site on

Bidder's attention is called to requirements relating to HUD, Federal and State Labor Standards, and federal Affirmative Action/Equal Employment Opportunity requirements. Rights are reserved to reject any or all bids.

To see all of the materials in the bid manual see the electronic, shared folder here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: (Put link to shared folder here).