**INSTRUCTIONS**

1. Retype the material following these instructions onto your letterhead.

INVITATION TO BID TO INTERESTED CONTRACTORS AND SUBCONTRACTORS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ invites you to submit bids for work described in this bid package, which contains the following documents:

1. *Instructions to Bidders (MOH – 6)*

2. *Bid Form* with schedule of bid prices *(MOH – 7)*

3. *List of Subcontractors (MOH – 8)*

4*. Contractor’s Requirements* - *Minimum Insurance and Bonding Requirements (MOH – 9)*

5. Construction Documents

* + - *Owner-Contractor Agreement with General Conditions (sample)*
    - *Instructions for Preparing Owner Contractor Agreement (MOH - 11)*
    - *Specifications and/or Drawings for Construction*
    - *Supplementary General Conditions-Local & Federal Requirements*
    - *Federal Labor Standards Provisions HUD 4010*
    - *Federal Wage Determination ($2,000 and above)*
    - *Federal AA/EEO Provisions*
    - *Provisions State Labor Standards*
    - *State Prevailing Wages ($1,000 and above)*
    - *Notice of California Labor Code 854*
    - *HUD Section 3 for CDBG awards of $100,000 >, contact Office of Economic and Workforce Development -OEWD*
    - *SF First Source Hiring requirements for construction contracts in excess of $350,000*
    - *SBE (Federal)/LBE (Local) Hiring Requirements for construction contracts at or above $600,000*

Inquiries regarding this bid package should be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A non-refundable deposit of $\_\_\_\_\_\_\_\_\_\_\_\_ is required for a paper copy of the bid package.

**All bidders (general and subcontractors) are required to be registered with the State of California Department of Industrial Relations for Public Works projects.**