

(Note: The following format shall be used. Replace sample wording shown in italics with project specific information.)

**NOTICE OF
INVITATION FOR BIDS**

Sealed bids are invited for the construction of *(project title)* at *(location)*. The project is generally described as *(a xx sf, xx story, steel frame, masonry wall school)*.

Sealed bids will be received at the Albemarle County Purchasing Office, Room 248, Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia. The deadline for submitting bids is 2:00 P.M., as determined by the Purchasing Agent, on *(month, day, year)*. The bids will be opened publicly and read aloud immediately following the receipt of bids.

The estimated construction cost range for this project is *(less than \$30K) (\$30-\$100K) (\$100K-\$500K) (\$500K-\$1M) (\$1M-\$3M) (\$3M-\$5M) (\$5M-\$10M) (greater than \$10M)*. A Bid Bond *(is) (is not)* required.

Bids to be considered shall be received in a sealed envelope marked as follows: County of Albemarle, Purchasing Office, Room 248, Albemarle County Office Building, 401 McIntire Road, Charlottesville, VA 22902 / Contract: *(Project Title)* / RFQ No. *(obtain from Purchasing)*

Procedures for submitting a bid, claiming an error, withdrawal of bids, and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and §2.2-4330A(i), Code of Virginia. The Owner reserves the right to reject any or all bids.

[A pre-bid conference will be held at (location) at (time), on (date). Attendance will be (mandatory) (optional) for those submitting a bid.] or [A pre-bid conference will not be held.]

The contract shall be awarded on a lump sum basis as follows: the Total Base Bid Amount plus such successive Additive Bid Items as the Owner in its discretion decides to award.

Contractor registration in accordance with Title 54.1, Chapter 11, of the Code of Virginia, is required. See the Instructions to Bidders for additional qualification requirements.

The Invitation for Bids for the above project, including the drawings and the specifications containing the information necessary for bidding, may be obtained from the office of *(Name and Address)*, Telephone _____.

[A deposit of \$_____ for each set of the Invitation for Bids documents will be required as a guarantee of the safe return of the documents within ten days after the bid opening. A non-refundable shipping charge of \$_____ per set is required for all sets requiring overnight or second day shipment.] or [A non-refundable deposit of \$_____ for each set of the Invitation for Bids documents will be required before delivery.] Checks should be made payable to the "County of Albemarle".

Copies of the Invitation for Bids documents, including the plans and the specifications, will also be available for inspection at the following locations:

County of Albemarle	<i>F.W. Dodge Company</i>	<i>F.W. Dodge Company</i>
Purchasing–Room 248	<i>Suite 304</i>	<i>Bldg. A, Suite 102</i>
401 McIntire Road	<i>5540 Falmouth Street</i>	<i>2840 Electric Road</i>
Charlottesville	<i>Richmond</i>	<i>Roanoke</i>

The County of Albemarle does not discriminate on the basis of race, religion, color, sex, national origin, age or disability, or against faith-based organizations as defined under the Virginia Public Procurement Act on the basis of such organization's religious or charitable character.