

## **SAMPLE Invitation for Sealed Bid Advertisement**

**[Administrator]** is soliciting bids for contract construction work within the **[Service Area]** counties. The work will be covered under the **[Name of Program(s)]** grant **[Contract Number]** awarded by the Texas Department of Housing and Community Affairs (TDHCA).

Bid documents, are on file for review at the following location: **[Administrator Name and Address and/or Consultant Name and Address]**. Photocopies of bid documents may be obtained from **[Administrator]** between the time of **[8am]** and **[5pm]**, on the dates of **[insert dates]**.

All bids must be sealed and must be delivered by the bidder to **[Administrator Name and Address]** on or before **[Time Deadline]** on **[Date]**, where bids will be publicly opened and read aloud. The bidder must ensure employees/applicants for employment are not discriminated against because of race, color, religion, sex or national origin.

**[Administrator]** reserves the right to reject any and/or to waive any informality in the bidding. Bids received late or incomplete will not be considered. Bids may be held by **[Administrator]** for a period not to exceed thirty (30) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to awarding the contract.

## **SAMPLE Advertisement**

**(Subrecipient Name)** is accepting Sealed Bids for the Weatherization Assistance Program. Please contact **(Administrator's Name)** at **(Telephone Number)** to request an application and the Sealed Bid General Instructions. **(Subrecipient Name)** encourages M/WBE, and Labor Surplus Area Firms to apply. All applications must be received by **(Subrecipient Name)** by **(Date and Time)**. Bids received late or incomplete will not be considered.

# SAMPLE

## Local Invitation for Bid

To: Qualified Contractors  
From:  
Date:  
Re: Invitation for Bid

**[Organization]** is soliciting an invitation for Bids from qualified contractor(s) for the **[program(s) name]** Program funded by the Texas Department of Housing and Community Affairs (TDHCA).

- Proposal packets will be available for all qualified contractors in the pool.
- Interested and eligible contractors will assess the individual's residence and provide a bid for the scope of work needed for that particular site. Contact [name] to arrange home assessments.
- Bid proposals will be accepted at the office located at [address] no later than 14 days following the notice to bid.
- The decision to award the contract(s) will be based on Labor and Material Costs, the ability to perform successfully under the terms and conditions of the proposed procurement.
- Only complete proposal packages will be considered.
- Both successful and unsuccessful bidders will be notified in writing of results no later than thirty days following the bid closing.
- Successful bidders can/will be awarded one or more project(s).

A contractor's conference will be held at the office located at **[insert address]** on **[date and time]**.

Attendance is strongly encouraged.

Sealed proposals must be received by **[insert time]** on **[date]**, and will be read aloud. Only proposals received by this date and time will be considered. Bids received late or incomplete will not be considered. Proposals will be opened in the presence of witnesses in the office located at **[address]**. For further information, contact [name and contact].

We reserve the right to reject any and all proposals.