Instructions

1. Provide the project-specific information in the highlighted text below and other text revisions as required.
2. Maintain the customary 2:00 p.m. deadline for IFB responses.
3. Determine the bid opening venue in cooperation with BGS where the public will have access. BGS routinely conducts bid openings at the Cross Office Building in Augusta, but also may grant permission to contracting entities to do this task at their venue.
4. Do not show an address for the bid opening location in this ad. The address for an in-person bid opening, or the access information for a virtual bid opening, will be found in the *Notice to Contractors* document.
5. Provide a very brief project description in this advertisement, or none if the project title and other readily available resources suffice.
6. Remove the highlighted color on the text when editing is complete.
7. Copy and paste the edited ad text in another Word document.
8. Arrange with BGS to post this ad, on the date first published in the newspaper, plus a detailed *Notice to Contractors* document about the project, on your website, the BGS website, or both websites.
9. Post the names of prequalified contractors on the website, if that applies to the project. Later, post the bid results on the website.

Notice to Contractors

Invitation for Bids

The insert the name of the Owner- state agency, college or school administrative unit is conducting a competitive bid process for the insert the title of the project at insert the name of the facility in insert the name of the municipality, Maine. Bids will be opened and read aloud by the insert “Bureau of General Services” or other appropriate entity at 2:00 p.m. insert date of bid opening.

Insert a brief project description or delete this section.

The detailed *Notice to Contractors* is on the insert Owner’s name or Bureau of General Services website: insert Owner’s website or <https://www.maine.gov/dafs/bgs/business-opportunities> .