**insert project name**

To: *insert name of project manager/contract administrator*

 Bureau of General Services *or* other agency

 77 State House Station *or* other address

 Augusta, Maine 04333-0077 *or* other city

The undersigned, or *Bidder*, having carefully examined the form of contract and bid solicitation dated *insert date of solicitation*, prepared by *insert name of Consultant or Project Manager* for *insert project name*, as well as the premises and conditions relating to the work, proposes to furnish all labor, equipment and materials necessary for and reasonably incidental to the construction and completion of this project for the **Base Bid** amount of:

 $ .00

Alternate Bids insert *are included* or *are not included* on this project.

The Bidder further proposes the following Alternate Bid amounts. Any dollar amount line below that is left blank by the Bidder shall be taken as a bid of **$0.00**.

*1 insert title of Alternate as shown in specification, or delete* $ .00

*2 insert title of Alternate as shown in specification, or delete* $ .00

The Bidder acknowledges receipt of the following addenda to the specifications and drawings:

Addendum No. Dated:

Addendum No. Dated:

1. The Bidder agrees, if the Owner offers to award the contract, to provide any and all bonds and certificates of insurance, as well as Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers if required by the Owner, and to sign the designated Construction Contract within six calendar days after the date of notification of such acceptance, except if the sixth day falls on a State of Maine government holiday or other closure day, or a Saturday, or a Sunday, in which case the aforementioned documents must be received before 12:00 noon on the first available business day following the holiday, other closure day, Saturday, or Sunday.

This bid is hereby submitted by:

|  |  |
| --- | --- |
| Signature: |   |
| Printed name and title: |   |
| Company name: |   |
| Phone number: |   |
| Email address: |   |