**INVITATION TO BID – LEGAL NOTICE REQUEST**

**PLEASE PROVIDE REQUEST IN THE FOLLOWING FORMAT**

**SAMPLE LANGUAGE**

|  |  |
| --- | --- |
| TITLE OF WORK | Owner’s Representative Services for Frisco Bay Marina Master Plan Coordination and Construction |
| DATE / TIME THAT RFP NEEDS TO BE SUBMITTED | 3:00 p.m., January 4, 2019 |
| DATE / TIME THAT BIDS WILL BE OPENED | 3:00 p.m., January 4, 2019 |
| LOCATION THAT BIDS WILL BE OPENED | Frisco Town Hall office located at  1 Main Street, Frisco, CO 80443 |
| CONTACT NAME / TITLE / EMAIL | Tom Hogeman, General Manager/Frisco Bay Marina at [tomh@townoffrisco.com](mailto:tomh@townoffrisco.com) |
| DESIRED PUBLICATION DATE (FRIDAYS ONLY – MUST BE SUBMITTED NO LESS THAN EIGHT (8) DAYS PRIOR TO PUBLICATION | Submit to Town Clerk: Thursday, November 29, 2018 *(8 days prior to Friday publication)*  Publish in SC Journal: Friday, December 7, 2018 *(15-45 days prior to bid deadline)*  Bid Deadline: Friday, January 4, 2019 |

*\*The Summit County Journal is only published on Fridays with a submittal deadline of eight days prior (the preceding Thursday). The Journal also publishes a copy of the legal notices in the Friday Summit Daily News. The Journal is the publication of notice because it is the only publication in Summit County with a subscription service. Publishing as a legal notice also significantly decreases publication costs to the Town.*

*\*\*Frisco Town Code § 9-4. Publication Requirements. When competitive bids are required as set forth in Section 9-3 of this Chapter, an "invitation to bid" shall be published in a local newspaper of general circulation at least fifteen (15) days but not more than forty-five (45) days from the bid deadline. The invitation to bid shall include an adequate description of the services, supplies and/or equipment to be purchased. Bids shall be opened publicly at the time and place designated in the invitation for bids. The amount of each bid and such other relevant information as may be specified by Town policy, together with the name of each bidder, shall be entered on a record and open for public inspection. The Town shall not be obligated to select the lowest bidder, but shall select based on the criteria established in this Chapter and in the invitation to bid.*

PLEASE PROVIDE COMPLETE INFORMATION:

|  |  |
| --- | --- |
| TITLE OF WORK |  |
| DATE / TIME THAT RFP NEEDS TO BE SUBMITTED |  |
| DATE / TIME THAT BIDS WILL BE OPENED |  |
| LOCATION THAT BIDS WILL BE OPENED |  |
| CONTACT NAME / TITLE / EMAIL |  |
| DESIRED PUBLICATION DATE (FRIDAYS ONLY – MUST BE SUBMITTED NO LESS THAN EIGHT (8) DAYS PRIOR TO PUBLICATION |  |

SIGNATURE

DATE