**Ad for Sealed Construction Project Bid, LMC Model Form**

*Helpful background information on this model may be found in the Information Memo* [*Competitive Bidding Requirements in Cities.*](https://www.lmc.org/resources/competitive-bidding-requirements-in-cities/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, as well as language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**NOTICE TO BIDDERS**

**REPAIR OF WELL NO. 4 PROJECT NO. 290**

*This model uses a well repair project to illustrate the required elements for a notice to bidders on a construction project. Please customize for your own construction project*.

Sealed bids will be received and publicly opened by the City of \_\_\_\_\_, \_\_\_\_\_ County, Minnesota, at the office of the \_\_\_\_\_[*Public Works Director*], 11 Main Street, \_\_\_\_\_ Minnesota 5\_\_\_\_\_ (Telephone \_\_\_\_\_) on \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_:00 \_\_\_\_\_.M. for the furnishing of work and materials for the repair of Well No. 4.

*Change the position to whom bids are directed based on your staffing. List your full address, with zip code, for mailing. Include the day, date, month, year, and time the bids are due.*

Plans and specifications may be examined at the office of the\_\_\_\_\_ [*Public Works Director*] and copies may be obtained for the contractor’s individual use by applying to the \_\_\_\_\_ [*Public Works Director.*]

Bids must be made on the basis of cash payment for work and accompanied by a cash deposit, certified check on a responsible bank in the State of Minnesota, or a bidder’s bond made payable without conditions to the City of \_\_\_\_\_, MN, in an amount of not less than 5% of the total amount of the bid.

The successful bidder must be a “responsible contractor.” The term “responsible contractor” means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project, and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor.

*Effective Jan. 1, 2015, the solicitation document for any public construction project meeting the definition in Minnesota Statutes, section 16C.285, subdivision 1 and estimated to exceed $50,000 must include a “responsible contractor” clause with specific provisions. The amount of any tax increment financing must be excluded in determining whether a construction contract exceeds $50,000.*

The City Council reserves the right to reject any and all bids and to waive any bids received without explanation. No bid may be withdrawn for a period of thirty (30) days.

By the order of the City Council of the City of \_\_\_\_\_, Minnesota.

Published in \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

*Insert the name of the newspaper or other publication, the date, and year.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk