



Fax

To: **Company** **Contact** **Fax #**

From: _____ **Phone:** _____ **Fax:** _____

Date: _____, 2006 **# of Pages:** _____

Reference: Project Number: _____
 Project Name: _____
 Location: _____
 Type of Work: _____
 Completion Date: _____
 Estimate: _____
 Project Manager: _____
 Architect/Engineer: _____

Subject: Invitation to Bid

You are invited to submit a bid on the above-referenced project. The following is a summary of the scope of work:

The **mandatory** pre-bid meeting is scheduled for _____, 2006 at _____ .m. Meet at _____ . At this meeting plans/specs from _____ and the DFCM bid form will be distributed and an attendance sheet circulated. Bids will be accepted only from contractors whose names appear on this attendance sheet.

Bids are to be mailed or delivered to Joanna Fisher at DFCM, 4110 State Office Building, Salt Lake City, Utah 84114 or faxed to her at 801-537-9188 by 2:00 p.m. on _____, 2006. A bid tabulation sheet will be faxed to contractors submitting bids.