

## *Invitation to Bid*

<b>Project Information:</b>	Invitation to Bid:
<b>Project #:</b> Fed Proj St Proj <b>Architect Project #:</b> Arch Proj <b>Project Title:</b> Job Description for App for Payment <b>Project Location:</b> Project Number Change Order Testing Project Street Address Project City, VT 05872  <b>County:</b>	<b>Bid Title:</b> <b>Bids Due:</b> <b>Date:</b> <b>Time:</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: red; font-weight: bold;">Please Note: All contract documents are created using Microsoft Word and may be edited to include your company logo or the addition of any missing verbiage. The information is NOT designed to print on actual AIA documents.</p> </div>

<b>From:</b>	<b>To:</b>
<b>Contact:</b> Nancy Hoffman <b>Company:</b> Sunburst Software Solutions, Inc. 2378 Dane Hill Road West Charleston, VT 05872  <b>Phone:</b> (802) 895-4929 <b>Fax:</b> (208) 978-4451 <b>Email:</b> sales@cap.com	<b>Contact:</b> Sam Subcontractor <b>Company:</b> Sam Subcontractor PO Box 111 West Charleston, VT 05872 <b>Phone:</b> 800-for-help <b>Fax:</b> <b>Email:</b>

Dear Sam:

Your company is being invited to submit a bid for Subcontracting Services for a potential Project. Sunburst Software Solutions, Inc. wishes to retain the Subcontracting Services of a Qualified, Licensed, Bondable and Insured Contractor for the above referenced Project. The contractor will be selected based on qualifications, experience and fee. If selected, you will be required to execute a Subcontract Agreement with Sunburst Software Solutions, Inc. that will specify your compensation, schedule, insurance requirements and other items and conditions associated with the project.

A written proposal with the following level of breakdown should be submitted:

- Unit Costs, Material Costs and Labor Costs – include overtime rates
- CSI Category – for your trades if multiple categories are provided
- Permits and Fees
- Total Project Costs
- Add/Alternate Costs – Separately

Construction Documents may be requested by the above project name at Subcontractor's Expense on:

- Date:
- Location:

Project Details are as follows: