

INVITATION TO BID

_____, 201_

To all interested parties:

You are invited to bid on the _____ project for LONG ISLAND UNIVERSITY, located at its LIU _____ Campus, in [Brooklyn or Brookville], New York.

Attached is the bid package for the above captioned location.

If you have any questions or problems, please contact Margaret Natalie, Director of Procurement and Sourcing at (516) 299-4225 or email Margaret.Natalie@liu.edu.

Bid proposal forms and packages are to be returned to the attention of the Director of Procurement and Sourcing at Long Island University, Mary Lai Building, 700 Northern Boulevard, Brookville, New York 15548, no later than 2:30 P.M. on Friday, _____, 201_.

Very truly yours,

Margaret Natalie
Director of Procurement and Sourcing

Enclosures:

Instruction to Bidders
Scope of Work
Specifications / Drawings
Standard Terms and Conditions
Bid Proposal Form
Sample Construction Services Contract
Statement of Non-Collusion
Proposed Equivalent/Substitution Form
Statement of Bidder Qualifications
Reference Form
Contract Closeout
Campus-specific Protocols