**Ad for Sealed Equipment 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**

*This form may be used to solicit bids for supplies, materials, or equipment. Equipment is the most common use since it often will exceed the bidding threshold.*

The Council of the City of \_\_\_\_\_ will receive bids at the office of the City Clerk until \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_\_for the purchase of the following:

*Insert the time, date, and year. Describe the supplies, materials, or equipment for which you are soliciting sealed bids.*

The specifications are on file in the City Clerk’s office. A copy of the specifications will be furnished to any prospective bidder upon a deposit of $\_\_\_\_\_ to guarantee their safe return. Bids must be made on the basis of cash payment for the property. All bids must be accompanied by a cash deposit, bid bond, certified bank letter of credit, or certified check made payable to the city for at least \_\_\_\_\_ percent of the bid amount. Bids must be directed to the City Clerk and must be securely sealed with a statement on the outside wrapper describing the item for which the bid is being submitted. Bids will be opened and considered by the City Council at \_\_\_\_\_:00 \_\_\_\_\_.M. in the council chambers on \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_. The City Council reserves the right to reject all bids.

*Insert the time the bids will be opened, including “a.m., or “p.m.”, then the day, date, month, and year.*

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