**10. Advertisement for Bids**

\_\_\_\_\_\_\_\_\_, Minnesota

(month) (day) , (year)

TO WHOM IT MAY CONCERN:

The city council of the city of \_\_\_\_\_\_\_\_\_ will receive bids at the office of the city clerk until \_\_\_\_\_\_\_\_\_ a.m. (p.m.) (month) (day) , (year) , for the making of Improvement No. \_\_\_\_\_\_\_\_\_, the following described local improvement under Minnesota Statutes, Chapter 429:

The improvement of \_\_\_\_\_\_\_\_\_ Street between the \_\_\_\_\_\_\_\_\_ line of \_\_\_\_\_\_\_\_\_ Street and the \_\_\_\_\_\_\_\_\_ line of \_\_\_\_\_\_\_\_\_ Street by \_\_\_\_\_\_\_\_\_ according to the plans and specifications on file in the office of the city clerk.

All bids shall be made on the proposal forms of the city and shall be accompanied by a cash deposit, cashier’s check, bid bond or certified check payable to the order of the city clerk for not less than \_\_\_\_\_ percent of the amount bid.

Bids shall be directed to the city clerk, securely sealed and endorsed upon the outside wrapper with a brief statement or summary as to the work for which the bid is made.

The city council reserves the right to reject all bids.

Copies of the plans and specifications will be furnished on request to any prospective bidder upon a deposit of $\_\_\_\_\_ to guarantee their safe return.

Bids will be publicly opened at \_\_\_\_\_\_\_\_\_ a.m. (p.m.) (month) (day) , (year) in the council chambers of the city hall by \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_,[[1]](#endnote-2) will then be tabulated, and bids and the responsibility of the bidders will be considered by the council at \_\_\_\_\_ a.m. (p.m.) on (month) (day) , (year) , in the council chambers of the city hall.[[2]](#endnote-3)

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

City Clerk

Published in \_\_\_\_\_ on (month) (day) , (year) .

**END OF FORM**

1. See Form 9, note 5. [↑](#endnote-ref-2)
2. If the bids will be opened at the meeting, this paragraph would say

   “Bids will be opened and bids and the responsibility of the bidders will be considered by the city council at \_\_\_\_ a.m. (p.m.) in the council chambers of the city hall on (month) , (year) .” [↑](#endnote-ref-3)