**Special Forms for Street Graveling, Grading, and Bituminous Surfacing Done by Day Labor** (Forms 31 and 32)

**32. 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) , at the council chambers in the city hall of such city for the sale of the following described materials to the city:

Kind of Material Estimated Quantities Needed

(Bids will also be received at the same time and place for the hiring by the city of the following equipment, including necessary operators:)

Kind of Equipment[[1]](#endnote-1) Estimated Time Needed by Municipality

Materials will be purchased (and equipment hired) according to specifications on file in the office of the city clerk. Estimates of amounts are based on anticipated needs for all grading (graveling, bituminous surfacing) of streets and alleys within the city to be done during the period (month) (day) , (year) to (month) (day) , (year) . Material is to be delivered (and equipment furnished) as needed by the city and ordered by the council.

All bids shall be made on the basis of a unit price and shall be accompanied by a cash deposit, certified check, cashier’s check or bidder’s bond payable to the clerk for not less than \_\_\_\_\_\_\_percent of the amount bid, based on the estimated total quantity or time multiplied by the unit price.[[2]](#endnote-2) Bids shall be directed to the city clerk, securely sealed and endorsed on the outside wrapper with a brief statement of the material or equipment on which the bid is submitted.

Bids will be publicly opened at \_\_\_\_\_\_\_\_\_ a.m. (p.m.) (month) (day) , (year) in the council chambers of the city hall by \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_,[[3]](#endnote-3) 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.

The city council reserves the right to reject all bids. Copies of the specifications will be furnished on request to any prospective bidder upon a deposit of $\_\_\_\_\_\_\_\_\_\_\_\_ to guarantee their safe return.[[4]](#endnote-4)

 City Clerk

**END OF FORM**

1. As in the previous form, any language pertaining to hiring of equipment should be omitted if the city uses its own equipment. [↑](#endnote-ref-1)
2. This may be omitted if the council decides a deposit is not necessary. The amount is within the council's discretion as is the type of deposit. [↑](#endnote-ref-2)
3. See Form 9, note 5. [↑](#endnote-ref-3)
4. If there are no separate specifications and the type of material is clearly indicated in the advertisement, this paragraph may be omitted and earlier reference to specifications on file in the office of the city clerk may also be deleted. If there are specifications which can be furnished bidders without asking for their return, this paragraph should be modified by omitting the language after the word “bidder.” [↑](#endnote-ref-4)