

CONTRACTOR BID SOLICITATION LETTER

(SHOULD BE SENT A MINIMUM OF 20 BUSINESS DAYS PRIOR TO BID DATE)

Dear MBE/WBE:

Re:

We plan to submit a bid for OCDWEP Contract # _____ which involves (_____) for the (_____) in the (_____), New York. We are currently soliciting bid quotations or proposals from qualified MBE/WBE firms for any portions of the work contained in this contract. Specialty items contained in this Contract that may be subcontracted to M/WBE firms include the following:

ITEM	DESCRIPTION	QUALITY	PROJECTED START DATE

Workplans and specifications are currently available at our office for your review. If you are interested in participation on this project, please complete and submit a copy of the MBE/WBE Contractor Participation Bid/Proposal Form E (Attachment 8 – NYSDEC Handbook of Procedures – OAA/WBE #26) by no later than five (5) business days in advance of the receipt of bids.

If you need additional information and assistance, or need to review the workplans and specifications, please contact (_____) of our office at (_____).

In the event that you cannot bid on this contract, please complete the attached Minority/Women Contractor Unavailability Certification Form F (Attachment 9 NYSDEC Handbook of Procedures – OAA/MBE #27) and return within five (5) days in advance of the receipt of bids.

Thank you for your interest as we look forward to a successful project.

Sincerely,

Attachment