

Bid Advertisement Instructions

General: The Bid Advertisement is designed to attract qualified bidders and to help prospective bidders decide whether to obtain the Proposal and Plans. It is a legal notice required by law. Approximately 6 weeks prior to the bid opening prepare and send an electronic version of the draft Bid Ad, using the template, to the Bureau. Keep the **Description** succinct. (For example; grading, base, bituminous concrete paving, and electrical for runway 13/31). List the principal bid items under the **Major Items** heading. Don't list every item, but list items that will attract qualified bidders. Use abbreviations when they won't confuse the reader.

The Bureau will have the legal Bid Ad published in the municipality's legal paper. In addition, the Bureau will have a combined Bid Ad of all projects published in the Western Builder.

Procedure:

1. Fill in the fields as appropriate.
2. Send an electronic version of Bid Ad to the Bureau.
3. Staple together and insert (do not attach) a pink copy of the Bureau's approved legal Bid Ad inside the cover of the Proposal.