

APPENDIX 3 – SAMPLE ADVERTISEMENT

The Anytown Housing Authority (AHA) invites sealed bids from contractors for the snow removal at Anytown Manor, located at 56 Anytown Lane, Anytown, USA, 56789.

Bids are subject to State law.

Bids will be received until 2:00 p.m. on MM/DD/YY and publicly opened, forthwith, at Anytown Housing Authority, Property Management Division, 727 Robin Place, Anytown, USA 56789. General bids shall be accompanied by a bid deposit that is not less than five percent (5%) of the greatest possible bid amount (considering all alternatives) and made payable to the Anytown Housing Authority.

A bid package will be available for pickup from _____ at 727 Robin Place after 2:00 p.m., MM/DD/YY. The cost of plans and specifications is \$25.00. Company checks are required.