

APPENDIX 4 – SAMPLE IFB COVER SHEET

IFB Number: _____

Date of Issuance: _____

Sealed bids will be accepted at the Anytown Housing Authority (AHA), Property Management Division, until the date and time noted below. Bids will be publicly opened and recorded immediately thereafter in the Conference Room, 727 Robin Place, Anytown, USA, 56789.

SNOW REMOVAL AT ANYTOWN MANOR

Pre-Bid Meeting will be held: _____ (date) _____ (time)

Bid Opening: _____ (date) _____ (time)

Property Management Division
727 Robin Place
Anytown, USA 56789

Point of Contact: Mary Jane, (987) 654-3210

Table of Contents:

- A. Bid/Price Form
- B. Specifications/Scope of Work
- C. Instructions to Bidders
- D. Required Certifications
- E. General Contract
- F. Other Attachments