

Bid Cover Letter

To: All Bidders **Date:** _____
From: _____
Re Project: _____
Cc: _____
File

Dear Bidder,

Thank you for your interest in our project. Please find enclosed the Bid Package for the project.

The following Documents are included:

- Scope of Work
- Project Diagrams
- Material Selection List
- Bid Form
- General Guidelines for Contractors

The purpose of these documents is to fully describe the project in complete detail in order to ensure that all bidders have an equal opportunity to provide their best bid, and to make it easiest for us to select the best bidder.

Please review all of the documents completely in order to fully understand the project requirements and forward any questions to the contact indicated on the Scope of Work Form.

Thank you,