



NEW YORK STATE BRIDGE AUTHORITY  
MID-HUDSON BRIDGE PLAZA  
HIGHLAND, NEW YORK  
(845) 691-7245

DATE: April 24, 20XX

INVITATION TO TENDER

Gentlemen:

The New York State Bridge Authority invites your proposal for the Newburgh-Beacon Bridge "XXXX Project" including all labor, materials and equipment necessary to complete the work as described herein.

One set of the enclosed Contractor's Proposal, Agreement, Specifications and Plans, marked "BIDDERS COPY" is to be kept by the bidder.

One set of the Contractor's Proposal and Agreement, marked "PROPOSAL COPY", is to be submitted as follows:

Your proposal and Non-collusive Certification, must be completed, signed and submitted on the Proposal forms included in the "PROPOSAL COPY", placed in a sealed envelope marked "Newburgh-Beacon Bridge XXXX Project, BA-200X-RE-XXX-CM", and mailed to the New York State Bridge Authority, P. O. Box 1010, Highland, New York 12528, or delivered to the New York State Bridge Authority executive office at the Mid-Hudson Bridge Plaza, Highland, New York. A mandatory pre-bid meeting will be held on May 24, 20XX at 10 a.m. at the Newburgh-Beacon Bridge Administration Building located adjacent to the Newburgh-Beacon Bridge tollbooths. Proposals will be received until 2:00 P.M., Local Time, June 24, 20XX. The Authority will award the work or reject all bids within 45 days after this date.

Copies of the Contract Documents may be obtained at the Executive Offices of the New York State Bridge Authority, Mid-Hudson Bridge Plaza, Highland, New York, upon payment of \$50.00 per contract set, non-refundable. Checks shall be made payable to the order of the "New York State Bridge Authority".

**BID PACKAGE SUBMITTAL**

- Proposal and Non-collusive Certification completed and signed.
- A certified check or bank cashier's check drawn to the order of the "New York State Bridge Authority", in the amount of \$XX,000.00 must accompany the proposal as security to validate the bid.

The security deposited by the three lowest bidders will be returned within three days after the contract is executed and delivered. The checks of other than the three lowest bidders will be returned within ten days after the date of receipt of bids, however:

- A bid bond may be included with the security check for the release (return) of said security check immediately following the Bid Opening. This bid bond is not a substitute for the above required security check. Bid bonds shall exclusively identify the New York State Bridge Authority.

**During the preparation of your proposal, the following provisions of the proposal shall be carefully examined, namely:**

**Article 19 - Participation of Certified Minority-Owned and Women-Owned Businesses.**

**Section B - General Requirements; Subsection 1 - Insurance.**

**Upon execution of the contract, a faithful performance bond, in a form satisfactory to the Authority, in the sum of 100 percent of the contract price, will be required as specified in Section B - General Requirements; Subsection 2 - Bonds.**

**A labor and material bond, in a form satisfactory to the Authority, in the sum of 100 percent of the contract price will also be required as specified in Section B - General Requirements; Subsection 2 - Bonds.**

**SAMPLE**

**George C. Sinnott  
Executive Director**

**William Moreau, PE  
Chief Engineer**