*Invitation to Bid*

*DATE*

*PROJECT CAPTION*

*DISPLACEE NAME AND ADDRESS*

RE: Parcel

Dear :

The Department of Transportation and Development is requesting a bid for moving services for performing the work described on the attached Bid Proposal Form.

Your bid must be submitted on the form, and must contain the total moving cost, itemized to include the hours and hourly rates for labor and equipment, insurance, and any other special charges required for the move. It should include costs for packing, disconnecting, disassembling, loading, transporting up to 50 miles, unloading, unpacking and reconnecting (excluding the cost of materials or alterations).

 \_\_\_\_\_\_ Turn Key Bid

 \_\_\_\_\_\_\_ Do not include any items in your bid which you must subcontract.

All the personal property listed on the attached inventory shall be considered in your move, but this list is not necessarily all-inclusive. Should you be contracted to perform the move, all work shall be performed in accordance with all laws, ordinances, codes or regulations that may govern or affect the performance of the work.

The completed and signed bid application form should be returned to the following address as soon as possible:

 *Agent's Address.*

The Department will pay a reasonable amount for the cost of the estimate, but should you be awarded the move, the cost of the estimate shall be deducted from the move payment.

NOTE: Do not submit the estimate or any amounts to the parties concerned.

 Sincerely,

 Right of Way Agent

Attachments: Inventory List

 Bid Proposal Form

cc: file

