

**CONTRACTOR BID SOLICITATION LETTER**

Re: CONTRACT # \_\_\_\_\_  
 COUNTY \_\_\_\_\_  
 Project Title \_\_\_\_\_

Dear MBE/WBE:

We are the low bidder on Contract # \_\_\_\_\_ which involves \_\_\_\_\_ in the \_\_\_\_\_ of New York. We are currently soliciting bid quotations or proposals from NY State certified M/WBE firms for any tasks of the work contained in this contract. The specialty items contained include the following:

ITEM(S)	DESCRIPTION	QUANTITY	PROJECTED START DATE

The Work Plan and specifications are currently available at our office for your review. If you are interested in participation on this project, please complete and submit a copy of the MBE/WBE Contractor Participation Bid/Proposal form no later than thirty (30) days from the (due date) \_\_\_\_\_.

If you need additional information and assistance, or need to review the Work Plan and specifications, please contact (authorized representative) of our office at (telephone).

In the event that you cannot bid on this contract please complete the attached Minority/Women's Contractor Unavailability Certification Form (See Attachment # 8).

Thank you for your interest as we look forward to a successful project.

Sincerely,