

**FORM C**

**CONTRACTOR BID SOLICITATION LETTER**

(SHOULD BE SENT A MINIMUM OF 20 BUSINESS DAYS PRIOR TO THE BID DATE)

Dear MBE/WBE:  Re:

We are the apparent low bidder on Contract #  which involves (  
) for the ()  
in () ,New York. We are currently soliciting bid quotations or proposals  
from qualified MBE/WBE firms for any portions of the work contained in this contract. The Specialty item contained in  
this Contract includes the following:

ITEM	DESCRIPTION	QUALITY	PROJECTED START DATE
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Workplans 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 by no later than five (5) days from due date.

If you need additional information and assistance or need to review the workplans and specifications, please contact  of our office at .

In the event that you cannot bid on this contract, please complete the attached Minority/Women Contractor Unavailability Form (Form F).

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

Sincerely,

or Print and Sign