



## Sample Invitation To Bid

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee  
Municipal Technical Advisory Service  
1610 University Avenue  
Knoxville, TN 37921-6741  
865-974-0411 phone  
865-974-0423 fax  
[www.mtas.tennessee.edu](https://www.mtas.tennessee.edu)

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**Reference Number:** MTAS-1717

### INVITATION TO BID

Sealed bids will be received at the office of the (mayor, city manager, city administrator, purchasing agent, city recorder or city clerk, etc.), City Hall; River, Tenn.; 116 Creek Street; until 10 a.m. Friday; May 24, 2013, at which time they will be opened for the following:

One (1) Police Automobile

Specifications are available and on file at the office of the (mayor, city manager, city administrator, purchasing agent, city recorder or city clerk, etc.), City Hall, River, Tenn.

The (governing body) reserves the right to reject any and all bids and to waive formalities.

John Doe  
Purchasing agent

*NOTE: The purpose of this exhibit is to display the information normally required for advertising in a newspaper. Specifications don't have to be advertised, but a location where they may be found does. You should get a publisher's affidavit from the newspaper and keep it on file.*

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*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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Municipal Technical Advisory Service  
INSTITUTE for PUBLIC SERVICE