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INSTRUCTIONS TO BIDDERS

* + - 1. Project Name and Location:

			\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

			\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_
			2. Bidding Documents: This document contains instructions to bidders for the project named above. This bidding document is not part of the Contract Documents, unless specifically referenced in the Owner/Contractor Agreement.
			3. Bid Documents: To obtain bidding documents contact:

			Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			City, State, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
			Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			4. Deposit for Documents: A deposit is not required. ((or))
			5. Deposit for Documents: A deposit is required to obtain copies of bidding documents. Deposits will be returned in full if the bidding documents are returned complete and in usable conditions within 7 calendar days after bid due date. Contact the person named above for the amount of deposit and cost and source for additional copies.
			6. Submission of Bids: Submit Bid Form before the time and date below. Late submissions will not be considered. Submit bids in sealed and labeled envelopes with the project name and bidder's name on the outside of the envelope. Mark the envelope: 'Bid Enclosed - Do Not Open'.

			Submit Bid To:
			Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			City, State, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_ \_\_\_\_\_

			Date and Time of Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			7. Bid Opening: Bids will be opened in public. Bidders may be present. Bids may not be withdrawn for 30 calendar days after receipt of bids. Announcements of bid results will be made within 14 days after receipt of bids. ((or))
			8. Bid Opening: Bids will be opened in private. Bidders may not be present. Bids may not be withdrawn for 30 calendar days after receipt of bids. Announcements of bid results will be made within 14 days after receipt of bids.
			9. Bid Security: A bid security is not required. ((or))
			10. Bid Security: A bid security is required in the amount of 5 percent of the bid amount. Bid security must be in the form of an AIA A310 bid bond, certified check, or cashier's check made payable to the Owner. Bid security will be forfeited if a bidder who has been awarded the contract fails to execute the Owner/ Contractor Agreement within 10 days of notification by Owner. Bid security for unsuccessful bidders will be returned no later than 30 days after the contract is first awarded.
			11. Bonds: A Performance and Payment Bond is not required. ((or))
			12. Bonds: A Performance and Payment Bond is required. Each bidder shall submit evidence of bondability for the entire value of the work. Bonds must be executed by a surety company licensed to do business at the location of the project. Bond form shall be AIA Document A312.
			13. Modifications: Oral, fax or email modifications to bids will not be considered.
			14. Acceptance of Bids: The Owner reserves the right to reject or accept any or all bids or to enter into negotiations with any bidder. The Owner reserves the right to waive any alleged breach of technicality.
			15. Modifications: The Owner reserves the right to modify the Contract Documents and rebid the project, if necessary, to meet Owner's budgetary requirements.
			16. Questions: During the bidding period, submit questions to the person named below. Questions will be answered in writing and copies distributed to bidders of record.

			Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			City, State, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_ \_\_\_\_\_\_
			Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			17. Site Visit: A site visit is required. Contact the person named above to arrange to visit the site.

END OF DOCUMENT