

70019.00 Instructions to Bidders

- B. Representatives of the ARCHITECT will be in attendance.
- C. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

## **QUALIFICATIONS**

### **4.01 EVIDENCE OF QUALIFICATIONS**

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position and previous experience and, license to perform work in the State.
- B. Bidders are required to submit all information requested in Supplement to the Bid Form, section 00 4101. - AIA A305.

### **4.02 SUBCONTRACTORS/SUPPLIERS/OTHERS**

- A. OWNER reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

## **SUBMISSION PROCEDURE**

### **5.01 BIDDERS SHALL BE SOLELY RESPONSIBLE FOR THE DELIVERY OF THEIR BIDS IN THE MANNER AND TIME PRESCRIBED.**

### **5.02 SUBMIT TWO COPIES OF THE EXECUTED OFFER ON THE BID FORMS PROVIDED, SIGNED AND SEALED WITH THE REQUIRED SECURITY IN A CLOSED OPAQUE ENVELOPE, CLEARLY IDENTIFIED WITH BIDDER'S NAME, PROJECT NAME AND OWNER'S NAME ON THE OUTSIDE.**

### **5.03 IMPROPERLY COMPLETED INFORMATION, IRREGULARITIES IN BID BOND, MAY BE CAUSE NOT TO ACCEPT THE BID.**

### **5.04 AN ABSTRACT SUMMARY OF SUBMITTED BIDS WILL BE MADE AVAILABLE TO ALL BIDDERS FOLLOWING BID OPENING.**

### **5.05 BID INELIGIBILITY**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the OWNER, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of OWNER, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of OWNER, be waived.

## **BID ENCLOSURES/REQUIREMENTS**

### **6.01 SECURITY DEPOSIT**

- A. Bids shall be accompanied by a security deposit as follows:
  - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
- B. Endorse the Bid Bond in the name of the OWNER as obligee, signed and sealed by the principal and surety.
- C. The security deposit will be returned after delivery to the OWNER of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. After a bid has been accepted, all securities will be returned to the respective bidders and other requested enclosures.
- F. If no contract is awarded, all security deposits will be returned.