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INSTRUCTIONS TO BIDDERS

1.1 SUMMARY

- A. Document Includes:
 - 1. Bid Submission.
 - 2. Contract Time.
 - 3. Definitions.
 - 4. Contract Documents Identification.
 - 5. Availability of Documents.
 - 6. Examination of Documents.
 - 7. Inquiries and Addenda.
 - 8. Product Substitutions.
 - 9. Site Examination.
 - 10. Prebid Conference.
 - 11. Submission Procedure.
 - 12. Bid Ineligibility.
 - 13. Bid Form Signature.
 - 14. Additional Bid Information.
 - 15. Selection and Award of Alternates.
 - 16. Bid Opening.
 - 17. Duration of Offer.
 - 18. Acceptance of Offer.

1.2 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received by the Architect located at 126 W. Bruce St., Harrisonburg, VA until 2:00 PM EST on the 20th day of July, 2023 or emailed to kevin.bowman@lddbline.com
- B. Amendments to submitted Bids will be permitted when received in writing prior to bid closing and when endorsed by the same party or parties who signed and sealed the Bid.
- C. Bidders may withdraw their Bid by written request at any time before bid closing.

1.3 CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.
- B. The Owner requires the work of this contract be completed as quickly as possible. Consideration will be given to time of completion when reviewing submitted Bids.

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1.4 DEFINITIONS

- A. Bidding Documents: Contract Documents supplemented with Invitation to Bid, Instructions to Bidders, Basic Requirements, Bid Form and Appendices, and bid securities, identified.
- B. Contract Documents: Defined in AIA Document A101-2007, Article 1, AIA Document A201-2007 Article 1, including issued Addenda.
- C. Bid: Executed Bid Form and required attachments submitted in accordance with these Instructions to Bidders.
- D. Bid Sum: Monetary sum identified by the Bidder in the Bid Form.

1.5 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Project number 01-22-101 as prepared by Architect.

1.6 AVAILABILITY OF DOCUMENTS

- A. Bidding Documents may be obtained as stated in Invitation to Bid.
- B. Partial sets of Bidding Documents will not be issued.
- C. Bidding Documents are made available only for the purpose of obtaining offers for this Project. Their use does not grant a license for other purposes.

1.7 EXAMINATION OF DOCUMENTS

- A. Upon receipt of Bidding Documents verify documents are complete. Notify Architect/Engineer if documents are incomplete.
- B. Immediately notify Architect/Engineer upon finding discrepancies or omissions in Bidding Documents.

1.8 INQUIRIES AND ADDENDA

- A. Direct questions in writing to Kevin Bowman, at the office of the Architect/Engineer: email kevin.bowman@lddbline.com
- B. Verbal answers are not binding on any party.
- C. Submit questions by July 13, 2023. Replies will be made by Addenda.
- D. Addenda may be issued during bidding period. Addenda will be sent to known Bidders. Addenda become part of the Contract Documents. Include resultant costs in the Bid Sum Price.

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1.9 PRODUCT SUBSTITUTIONS

- A. Where Bidding Documents stipulate specific name products, substitution requests will be considered by Architect up to 7 days before receipt of Bids. Approved substitutions will be identified by Addenda. Bidders shall include in their Bid, changes required in the Work to accommodate such approved substitutions.

1.10 SITE EXAMINATION

- A. Examine Project site before submitting a Bid.

1.11 PREBID CONFERENCE

- A. No Pre-Bid conference is scheduled

1.12 SECURITY DEPOSIT

- A. Bids shall be accompanied by security deposit as follows:
 - 1. Bid Bond in the amount of a sum no less than 5 percent of the Bid Sum on standard surety company form.

1.13 PERFORMANCE ASSURANCE

- A. Include the cost of performance assurance bonds in the Bid Sum and identify the cost when requested by the Owner

1.14 WAGES

- A. Prevailing Wages: Davis-Bacon Wages Required

1.15 SUBMISSION PROCEDURE

- A. Submit one (1) copy of executed offer on Bid Forms provided, signed and sealed in a closed opaque envelope, clearly identified with Bidder's name, Project name, and Owner's name on the outside. Email submission does not require envelope.

1.16 BID INELIGIBILITY

- A. Bids that contain irregularities of any kind may be declared unacceptable at Owner's discretion.

1.17 BID FORM SIGNATURE

- A. Sign Bid Form, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.

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3. Corporation: Signature of a duly authorized signing officers in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the Bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, submit a copy of the by-law resolution of their board of directors authorizing them to do so, with the Bid Form in the bid envelope.
4. Joint Venture: Signature of each party of the joint venture under their respective seals in a manner appropriate to such party as described above, similar to requirements for Partnerships.

1.18 ADDITIONAL BID INFORMATION

- A. Complete and submit the following Bid Form Appendices with Bid.
 1. Appendix A - List of Subcontractors: Include names of major Subcontractors and portions of the Work each Subcontractor will perform.

1.19 BID OPENING

- A. Bids will be opened privately.

1.20 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 30 days after bid closing date.

1.21 ACCEPTANCE OF OFFER

- A. The Owner reserves the right to accept or reject any or all offers.

END OF DOCUMENT