

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified Bidders to submit bids for Project as described in this Document and in accordance with the Instructions to Bidders.
1. Regulatory Requirements: **<Insert reference to applicable laws and regulations>** is to govern submittal, opening, and award of bids.
- B. Project Identification: CCSD – Transportation Renovation
1. Project Location: 1379 Tuskegee Airmen Drive, Walterboro, SC 29488.
- C. Owner: Colleton County School District:
1. Main Office: 500 Forest Circle, Walterboro, SC 29488.
 2. Office of Buildings and Grounds: 246 Beach Road, Walterboro, SC 29488.
 - a. Owner's Representative: Mr. Eric Hamilton, Director of Buildings and Grounds; ehamilton@colleton.k12.sc.us.
- D. Architect Identification: The Contract Documents were prepared for Project by LS3P ASSOCIATES LTD., 205-1/2 King Street, Charleston, SC 29401; (843)577-4444.
1. Architect's Representative: Mrs. Kameron K. Quick, AIA; kameronquick@ls3p.com.
- A. Project Description: Project includes renovation of three spaces at Colleton County Middle School into the District Transportation Office, a Robotics Lab, and a Consumer Education Lab.
- B. Project cost range is anticipated to be under **<N/A>**.
- C. Construction Contract: Bids will be received for the following Work:
1. General contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Bid Submittal, Printed: Owner will receive sealed Lump Sum bids until the Bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders and delivered as follows:
1. Bid Date: **<May 7, 2024>**.
 2. Bid Time: **[2:00 p.m.]**, local time.
 3. Location: **<Colleton County School District Office>**, **<500 Forest Circle>**, **<Walterboro, SC 29488**
 4. Bids will be thereafter publicly opened and read aloud.

- B. Bid Submittal, Electronic: Owner will receive electronically submitted bids until the Bid time and date via web-based bidding management software. Owner will consider bids prepared in compliance with the Instructions to Bidders and delivered as follows:
1. Bid Date: <May 7, 2024>.
 2. Bid Time: Not later than [2:00 p.m.], local time.
 3. Web-Based Bidding Management Software: <[Procurement - Colleton County School District](#)>.
 4. Bids will be thereafter opened and read aloud via public webcast and teleconference as indicated in the Instructions to Bidders.

1.3 BID SECURITY

- A. Submit bid security with each Bid in the stipulated form and in the amount identified in the Instructions to Bidders.

1.4 PREBID MEETING

- A. Prebid Meeting: See Document 002513 "Prebid Meetings."
- B. Prebid Meeting, In Person: A Prebid meeting for all Bidders will be held at <1379 Tuskegee Airmen Drive, Walterboro, SC 29488> on <April 23, 2024> at [10:00 a.m.], local time. Prospective prime Bidders are [requested] to attend.
- C. Prebid Meeting, Web Based: A Prebid meeting for all Bidders will be held on <N/A> at [N/A] <N/A>, local time. Prospective prime Bidders are [requested] [required] to attend. Register for Prebid meeting at URL in "Web-Based Bidding Management Software" Subparagraph in "Bid Submittal and Opening" Article.
- D. Bidders' Questions: Architect will provide responses at Prebid conference to Bidders' questions received up to two business days prior to conference. Submit requests for clarification and interpretation using method indicated in Instructions to Bidders.
- E. Site Walkthrough Meeting: A site walkthrough meeting for all Bidders will be held at Project location on <April 23, 2024> at [10:00 a.m.], local time. Prospective prime Bidders are [requested] to attend. Register for site walkthrough meeting as follows: <In-Person Site Visit>.

1.5 BIDDING DOCUMENTS

- A. Bidding Documents, Printed: Obtain after <April 15, 2024> by contacting <LS3P>. [Documents will be provided to prime Bidders only.] Only complete sets of documents will be issued.
1. Deposit: [0.00] <0.00> [N/A].
 2. Shipping: Additional shipping charges of <N/A> will apply.
- B. Bidding Documents, Electronic: Obtain access after <April 15, 2024> by contacting <LS3P>. Online access will be provided to [prime Bidders only] [all registered Bidders and sub-bidders and suppliers].

1.6 TIME OF COMPLETION

- A. By submitting a Bid, Bidder represents that Bidder will begin the Work on receipt of the Notice to Proceed and will complete the Work within the Contract Time indicated in the Bidding Documents.

1.7 LIQUIDATED DAMAGES

- A. Work is subject to liquidated damages.

1.8 BIDDER'S QUALIFICATIONS

- A. Prequalification: Bidders must have been prequalified by Owner prior to submission of bids.
- B. Qualifications: Owner's Bidder qualifications are available at <N/A>.
- C. Licenses: Bidders must be properly licensed under the laws governing their respective trades.
- D. Insurance and Bonds: A Performance Bond, separate Labor and Material Payment Bond, and insurance in a form acceptable to Owner will be required of the successful Bidder.
- E. Contractor's Qualification Statement: A completed AIA Document A305, "Contractor's Qualification Statement," with all exhibits [**is required to be submitted with the Bid**].

1.9 NOTIFICATION

- A. This Advertisement for Bids document is issued by <**E.Hamilton, Director of Buildings & Grounds, ehamilton@colleton.k12.sc.us or L.Grant, Administrative Specialist, lgrant@colleton.k12.sc.us**>.

END OF DOCUMENT 001113

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DOCUMENT 001116 - INVITATION TO BID

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Selected Bidders are invited to submit Bids for Project as described in this Document in accordance with the Instructions to Bidders.
- B. Project Identification: CCSD – Transportation Renovation; 1201-225015.
 - 1. Project Location: 1379 Tuskegee Airmen Drive, Walterboro, SC 29488.
- C. Owner: Colleton County School District:
 - 1. Main Office: 500 Forest Circle, Walterboro, SC 29488.
 - 2. Office of Buildings and Grounds: 246 Beach Road, Walterboro, SC 29488.
 - a. Owner's Representative: Mr. Eric Hamilton, Director of Building and Grounds; ehamilton@colleton.k12.sc.us.
 - 3. Architect: LS3P ASSOCIATES LTD., 205-1/2 King Street, Charleston, SC 29401; (843) 577-4444.
 - 4. Architect's Representative: Mrs. Kameron K. Quick, AIA, kameronquick@ls3p.com.
- D. Project Description: Scope of work involves a renovation of three spaces at Colleton County Middle School into the District Transportation Office, a Robotics Lab, and a Consumer Education Lab.
- E. Construction Contract: Bids will be received for the following Work: General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Bid Submittal, printed: Owner will receive sealed Bids until the bid time and date at the location indicated below. Owner will consider Bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: <May 7, 2024>.
 - 2. Bid Time: [2:00 p.m.], local time.
 - 3. Location: <Colleton County School District Office>, <500 Forest Circe>, <Walterboro, SC 29488>.
 - 4. Bids will be thereafter [opened in the presence of the Bidders and read aloud].
- B. Bid Submittal, Electronic: Owner will receive electronically submitted Bids until the bid time and date via web-based bidding management software. Owner will consider Bids prepared in compliance with the Instructions to Bidders and delivered as follows:
 - 1. Bid Date: <May 7, 2024>.
 - 2. Bid Time: Not later than [2:00 p.m.], local time.

3. Web-Based Bidding Management Software:
<<https://www.colleton.k12.sc.us/departments/procurement>>.
4. Bids will be thereafter opened and [N/A].

1.3 BID SECURITY

- A. Submit bid security with each Bid in the stipulated form and in the amount identified in the Instructions to Bidders.

1.4 WAGE REQUIREMENTS

- A. Refer to Section 011000 "Summary" for Davis-Bacon Act for wage requirements.

1.5 PREBID MEETINGS

- A. Prebid Meeting: See Document 002513 "Prebid Meetings."
- B. Prebid Meeting, In Person: A Prebid meeting for all Bidders will be held at <1379 Tuskegee Airmen Drive, Walterboro, SC 29488> on <April 23, 2024> at [10:00 a.m.], local time. Prospective prime Bidders are [requested] to attend.
- C. Prebid Meeting, Web Based: A Prebid meeting for all Bidders will be held on <N/A> at [10:00 a.m.], local time. Prospective prime Bidders are [requested] [required] to attend. Register for Prebid meeting as follows: <N/A>.
- D. Bidders' Questions: Architect will provide responses at Prebid conference to Bidders' questions received up to two business days prior to conference. Submit requests for clarification and interpretation using method indicated in Instructions to Bidders.
- E. Site Walkthrough Meeting: A site walkthrough meeting for all Bidders will be held at Project location on <April 23, 2024> at [10:00 a.m.], local time. Prospective prime Bidders are [requested] to attend. Register for Site Walkthrough Meeting as follows: N/A

1.6 BIDDING DOCUMENTS

- A. Bidding Documents, printed: Obtain after <April 15, 2024> by contacting <LS3P>. [Documents will be provided to all requestors.] Only complete sets of documents will be issued.
 1. Deposit: [N/A].
 2. Shipping: Additional shipping charges of <N/A> will apply.
- B. Bidding Documents, Electronic: Obtain access after <April 15, 2024> by contacting <Department of Buildings & Grounds or LS3P>. Online access will be provided to [all registered Bidders and Sub-Bidders and suppliers].

1.7 TIME OF COMPLETION

- A. By submitting a Bid, Bidder represents that Bidder will begin the Work on receipt of the Notice to Proceed and will complete the Work within the Contract Time indicated in the Bidding Documents.

1.8 LIQUIDATED DAMAGES

- A. Work is subject to liquidated damages.

1.9 BIDDER'S QUALIFICATIONS

- A. Prequalification: Invited Bidders must have been prequalified by Owner prior to submission of Bids.
- B. Licenses: Bidders must be properly licensed under the laws governing their respective trades.
- C. Insurance and Bonds: A Performance Bond, separate Labor and Material Payment Bond, and insurance in a form acceptable to Owner will be required of the successful Bidder.
- D. Contractor's Qualification Statement: A completed AIA Document A305, "Contractor's Qualification Statement," with all exhibits **[is required to be submitted with the bid]** N/A.

END OF DOCUMENT 001116

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DOCUMENT 002513 - PREBID MEETINGS

1.1 PREBID MEETING

- A. Architect will conduct a Prebid meeting as indicated below:
1. Meeting Date: <April 23, 2024>.
 2. Meeting Time: [10:00 a.m.], local time.
 3. Location, In-Person Meeting: Colleton County Middle School, 1379 Tuskegee Airmen Drive, Walterboro, SC 29488
 4. Information provided during Prebid Meeting does not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
- B. Attendance:
1. Prime Bidders: Attendance at Prebid Meeting is [**recommended**].
 2. Subcontractors: Attendance at Prebid Meeting is recommended.
 3. Notice: Bids will only be accepted from prime bidders represented on Prebid Meeting sign-in sheet.
- C. Bidder Questions: Submit written questions to be addressed at Prebid Meeting minimum of two business days prior to meeting.
1. Submit requests for clarification or interpretation using form bound in Project Manual.
 2. Submit requests for substitution/prior approval using form bound in Project Manual.
- D. Agenda: Prebid Meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
1. Procurement and Contracting Requirements:
 - a. Advertisement for Bids.
 - b. Instructions to Bidders.
 - c. Bidder qualifications.
 - d. Bonding.
 - e. Insurance.
 - f. Bid security.
 - g. Bid Form and attachments.
 - h. Bid submittal requirements.
 - i. Bid Submittal Checklist.
 - j. Notice of Award.
 2. Communication during Bidding Period:
 - a. Obtaining documents.
 - b. Access to Project web-based bidding management software site.
 - c. Bidder's Requests for Information.
 - d. Bidder's Substitution Request/Prior Approval Request.
 - e. Addenda.

3. Contracting Requirements:
 - a. Agreement.
 - b. The General Conditions.
 - c. The Supplementary Conditions.
 - d. Other Owner requirements.

4. Construction Documents:
 - a. Scope of Work.
 - b. Temporary facilities.
 - c. Use of site.
 - d. Work restrictions.
 - e. Alternates, allowances, and unit prices.
 - f. Substitutions following award.

5. Separate Contracts:
 - a. Work by Owner.
 - b. Work of other Contracts.

6. Schedule:
 - a. Project schedule.
 - b. Contract Time.
 - c. Liquidated damages.
 - d. Other Bidder questions.

7. Site/facility visit or walkthrough.
8. Post-meeting addendum.

E. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes to attendees and others known by issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.

1. Sign-in Sheet: Minutes will include list of meeting attendees.
2. List of Plan holders: Minutes will include list of plan holders.

1.2 SITE WALKTHROUGH

- A. Site walkthrough will be conducted by members of Project team **[following the Prebid Meeting [April 23, 2024 at 10:00 a.m. indicated in Advertisement for Bids].**

END OF DOCUMENT 002513

DOCUMENT 003119 - EXISTING CONDITION INFORMATION

1.1 EXISTING CONDITION INFORMATION

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of the Bidders' own investigations. They are made available for Bidders' convenience and information. This Document and its attachments are not part of the Contract Documents.
- B. Existing Drawings that include information on existing conditions, including previous construction at Project site are available for viewing **[at the office of Architect] [at the office of Construction Manager] [at the office of Owner]**.
- C. Existing **[specifications] [and] [submittals]** that include information on existing conditions, including previous construction at Project site are available for viewing **[at the office of Architect] [at the office of Construction Manager] [at the office of Owner]**.
- D. Survey information that includes information on existing conditions, prepared by **<Insert survey firm name>**, dated **<Insert date of survey>**, is available for viewing **[on Project web-based bidding management software site] [as part of Drawings]**. N/A
- E. Photographic report of existing conditions that includes photographic documentation on existing conditions, prepared by **<Insert photography firm name>**, dated **<Insert date of report>**, is available **[on Project web-based bidding management software site] [as appended to this Project Manual]**. N/A
- F. **<Insert additional information items>** are available for viewing **[on Project web-based bidding management software site] [at the office of Architect] [at the office of Construction Manager] [at the office of Owner] [as appended to this Project Manual]**. N/A
- G. Related Requirements:
1. Document 002113 "Instructions to Bidders" for the Bidder's responsibilities for examination of Project site and existing conditions.
 2. Document 003126 "Existing Hazardous Material Information" for hazardous materials reports that are made available to Bidders.
 3. Document 002513 "Prebid Meetings" for site walkthrough.

END OF DOCUMENT 003119

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DRAFT AIA® Document A701™ - 2018

Instructions to Bidders

for the following Project:

(Name, location, and detailed description)

«CCSD – Transportation Renovation; 1201-225015 »
«1379 Tuskegee Airmen Drive »
«Walterboro, SC 29488 »

THE OWNER:

(Name, legal status, address, and other information)

«Colleton County School District »
«500 Forest Circle»
«Walterboro, SC 29488 »

THE ARCHITECT:

(Name, legal status, address, and other information)

«LS3P ASSOCIATES LTD »
«205-1/2 King Street »
«Charleston, SC 29401 »
« »

TABLE OF ARTICLES

- 1 DEFINITIONS
- 2 BIDDER'S REPRESENTATIONS
- 3 BIDDING DOCUMENTS
- 4 BIDDING PROCEDURES
- 5 CONSIDERATION OF BIDS
- 6 POST-BID INFORMATION
- 7 PERFORMANCE BOND AND PAYMENT BOND
- 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™-2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

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§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

§ 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)

« »

§ 3.1.2 Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.

§ 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

§ 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

§ 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

§ 3.2 Modification or Interpretation of Bidding Documents

§ 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids. *(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)*

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§ 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

§ 3.3.2 Substitution Process

§ 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

§ 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

§ 3.3.2.3 If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

§ 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

§ 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)

« »

§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

§ 4.1 Preparation of Bids

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

§ 4.2 Bid Security

§ 4.2.1 Each Bid shall be accompanied by the following bid security:

(Insert the form and amount of bid security.)

« »

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

§ 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning « » days after the opening of Bids, withdraw its Bid and request the return of its bid security.

§ 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)

« »

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

§ 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.3 After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:
(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)

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§ 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

§ 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

§ 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

§ 6.1 Contractor's Qualification Statement

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

§ 6.2 Owner's Financial Capability

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

§ 6.3 Submittals

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed, except with the written consent of the Owner and Architect.

§ 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.
(If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)

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§ 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

§ 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

- 1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.
(Insert the complete AIA Document number, including year, and Document title.)

« »

- 2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds, unless otherwise stated below.

(Insert the complete AIA Document number, including year, and Document title.)

« »

- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction, unless otherwise stated below.

(Insert the complete AIA Document number, including year, and Document title.)

« »

- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013.)

« »

- .5 Drawings

Number	Title	Date
See LS3P Transportation Reno.		

- .6 Specifications

Section	Title	Date	Pages
See LS3P Transportation Reno.			

- .7 Addenda:

Number	Date	Pages

- .8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

- [« »] AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:

(Insert the date of the E204-2017.)

« »

- [« »] The Sustainability Plan:

Title	Date	Pages

- [« »] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

- .9 Other documents listed below:

(List here any additional documents that are intended to form part of the Proposed Contract Documents.)



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