

## INSTRUCTIONS TO BIDDERS

Notice is hereby given that sealed Proposals for the furnishing of all necessary equipment, materials and labor for the Replacement of the HVAC at the Riverwalk Recreation Center, in Carlsbad, New Mexico, will be received by Mitchell & Cruse Architecture, LLC, 102 N Canyon, Carlsbad, New Mexico until 2:00 p.m. on July 18, 2023 at which time the Bids will be opened and read aloud.

All bidders shall include with their Bids, a Bid Bond in the sum of not less than 10% of the maximum Bid, payable to the City of Carlsbad, as forfeit in case the Contractor fails to provide Surety Bond and execute contract within ten days after "Notice of Award". The successful Bidder will be required to furnish a Performance and Payment Surety Bond in the amount of 100% of his total contract.

Should Bidder find discrepancies in, or omissions from, the Drawings or Documents, or should be in doubt as to their meaning, he should at once notify the Architect in writing who will send written instructions to all Bidders. Neither the Owner nor the Architect will be responsible for any oral instructions.

Before submitting a proposal, Bidder should carefully examine the Drawings and Specifications, visit the site of work, and fully inform himself to all existing conditions and limitations, and the amount of this Proposal shall cover costs of all items included in this contract.

All proposals shall be submitted on the form as issued by the Architect, and same shall be filled out in its entirety. Changes or alternate proposals written on the proposal will automatically cause the Bid to be rejected.

No Bidder may withdraw his bid for **60 days** after the actual date of the opening thereof. The Owner intends to award this Project to the lowest responsible Bidder. The Owner reserves the right to reject an and all bids to waive technical irregularities, and to award the contract to the Bidder whose bid it deems to be in the best interest of the Owner.

Proposals shall be sealed in an opaque envelope and delivered on or before the time stipulated above. Proposals received after the time of opening will be returned unopened.

Complete plans and specifications may be viewed and/or obtained at the office of Mitchell and Cruse Architecture, LLC, 102 N. Canyon St., Carlsbad, NM 88220; telephone: (575) 689-8400, upon payment of two-hundred dollars (\$200.00) per set, which sum shall be refunded if and when said plans and specifications are returned in good condition within ten days after the date of the opening of Bids, provided a Bid is submitted. Deposit will be forfeited by the Contractor obtaining plans, but not submitting a bonafide Bid, unless plans are returned within five (5) days. General Contractors may obtain a maximum of three (3) sets of plans and specifications upon payment of deposit.