

# INSTRUCTIONS TO BIDDERS

## 1.0 GENERAL

1.01.1 Sealed proposal will be accepted for furnishing the material and performing the labor for the execution and construction of the MAPLE MANOR GENERATOR REPLACEMENT PROJECT

1.02 There will be a **Mandatory**, Pre-Bid project walk-through meeting on **Friday, August 11<sup>th</sup>** at **10:00 a.m.** Meet in front lobby.

1.03 Proposals may be emailed or delivered at the time, place and date below.

Attention ..... Mr. Ritchie Levine Rlevine@jdrm.com  
Place..... JRDM Engineering  
5604 N Main Street  
Suite 200  
Sylvania, OH 43560  
Date ..... August 25<sup>th</sup>, 2023  
Time..... 12:00 p.m.

Any proposal received after the above date and time will be returned to the bidder unopened.

1.04 One (1) copy of the Drawings, Specifications and Proposal Bid Forms will be issued to each Prime Contractor selected.

Additional Drawings and Specifications will be issued to bidders, if requested.

1.05 All proposals received after the above date and time will be returned to the bidder unopened.

Proposals shall be completely filled out, including dates, amounts and other miscellaneous items. Bids shall be based on the Drawings and Specifications with no reservations. All proposals shall be binding for a period of not less than thirty (30) days from the bidding date. No bids shall contain any memorandum or written notes qualifying same.

Should the Contractor desire to submit an alternate proposal or make any statement or explanation, same shall be made on a separate sheet of paper, which shall be fastened to the proposal form.

1.06 This project is tax exempt.

- 1.07 Any addendum issued during the time of bidding shall be covered in the proposal and in closing the Contract shall become a part thereof.
- 1.08 The following listed terms used throughout the Contract Documents refer to and designate the following:
- a. "Owner" ..... \_\_\_\_\_
  - b. "Contractor" ..... Applies to all Contractors having a direct Contract with the Owner or to this Contractor's Subcontractors.
  - c. "Work"..... Labor or materials, or both.
- 1.09 The Owner reserves the right to reject any or all bids, to waive minor informalities in any bid, and to accept the bid which is in the best interest of the Owner.

## 2.0 ACQUAINTANCE WITH CONDITIONS

- 2.01 Bidders upon this work are cautioned to read the Specifications from beginning to end in order that they thoroughly acquaint themselves with the character of the work shown on the Drawings. Complete sets of Drawings are furnished with all Prime Contractors so that they can and will make themselves aware of the intent of all work to be performed, whether under their specific direction or not.
- 2.02 Bidders should, before submitting a Proposal, visit the premises and ascertain the existing conditions of the site. The fact that a Proposal is submitted will be construed by the Owner to mean that the Bidder making such a Proposal has done so and agrees to carry out all work in full accordance with the provisions of the Drawings and Specifications. A **mandatory** Contractor's walk through will be held at **Maple Manor 15270 Plaza South Drive Taylor, MI 48180**

## 3.0 LABOR AND MATERIAL

- 3.01 All Bidders shall familiarize themselves with the existing conditions in the material and labor markets and the fact that a Proposal is submitted will be construed by the Owner to indicate that the Bidder agrees to carry out all work in full accordance with the Drawings, Specifications and other Contract Documents, notwithstanding existing conditions.

## 4.0 INTERPRETATION OF THE CONTRACT DOCUMENTS

- 4.01 If any person contemplating submitting a Proposal for the proposed Contract is in doubt as to the true meaning of any part of the Drawings, Specifications or other proposed Contract Documents, the Contractor may submit to the Engineers a request for an interpretation thereof.
- 4.02 Each person submitting a request will be responsible for its prompt delivery.

- 4.03 Any interpretation of the proposed documents will be made by Addendum, duly issued to all proposed Prime Contractors of record. A copy of such Addendum will be mailed, faxed or delivered to each Prime Contractor receiving a set of documents. It shall be the responsibility of these Contractors to advise their Subcontractors and/or Suppliers to such Addenda.
- 4.04 The Owner and the Engineers will not be responsible for any other explanations or interpretations of the proposed documents.
- 4.05 It is the intention of the Engineers that all documents furnished for this work are in agreement with each other. However, should conflicts occur between Drawings and/or Specifications for any trade or between Drawings and/or Specifications for two or more trades, such discrepancies shall be called to the attention of the Engineers for interpretation. In the event the Engineers render no interpretation for such conflicts between Drawings and/or Specifications, Specifications will take precedence. If no question is raised prior to the submission of Proposals, the foregoing order of precedence shall not necessarily hold, but precedence shall be determined by the Engineers at the time of erection.
- 4.06 Where the work of a Contractor or Subcontractor requires them to perform operations described to be done normally by another, i.e. electrical wiring connections by other than the Electrical Contractor, etc. the procedures and standards of performance to be followed shall be those described for the prime contractor who might normally do such work.

## 5.0 SUBSTITUTIONS

- 5.0 Proposal will be based upon articles and materials called for in the Specifications, but substitutions may be listed on the Substitution Sheet furnished.

## 6.0 PROPOSALS

- 6.01 Proposals will be made on forms supplied by the Engineers without modifications or alterations of the form.
- 6.02 All blank spaces shall be filled in before submittal.
- 6.03 Forms shall be signed by each partner of a partnership or co-partnership, or by an authorized officer of a corporation.
- 6.04 Each Proposal shall contain the prices and amounts written in ink and expressed in words as well as in figures.
- 6.05 Proposal shall be enclosed together in opaque sealed envelope with Contractor's name and project name on outside of the envelope, or emailed to [Rlevine@jdrm.com](mailto:Rlevine@jdrm.com)
- 6.06 Each Bidder is responsible for the prompt delivery of his Proposal at the place of and before the time set for the receiving of said Proposals.

6.07 Addenda issued during the time of bidding shall be covered in the proposal and in closing the contract they will become a part thereof.

7.0 DATE OF COMPLETION

7.01 It is intended that the Owner shall make use of the renovated system by, TBD

8.0 QUALIFICATIONS

8.01 Any Bidder whose Proposal is under consideration shall, upon request, promptly furnish satisfactory evidence of the bidder's financial resources, experience and the organization and equipment available for the performance of the contract.

\*\*\* END OF SECTION \*\*\*