

## **INSTRUCTIONS TO BIDDERS**

To be considered, Bids shall be made in accordance with these Instructions to Bidders.

**PRINTED BID DOCUMENTS:** Invited general contractors are provided printed documents. Others may purchase individual sets of printed documents. No separate sheets will be made available. Unsuccessful bidders are requested to return the documents in good condition within ten (10) days after the opening of the bids.

**CONDITIONS AFFECTING THE WORK:** Bidders shall carefully examine the Documents and the construction site and take such other steps as may be necessary to ascertain the nature of the work and obtain firsthand knowledge of existing general and local conditions which can affect the work or the cost thereof. Failure to take such steps shall not relieve bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The failure to examine any form, instrument or document shall in no way relieve the bidder from any obligation in respect of the bid. Copies of standard references in the Documents are available at the Architect's Office. The Owner assumes no responsibility for any misunderstanding or representations concerning conditions made by any of his agents, representatives or employees prior to the execution of the contract, unless included in the contract documents.

**PRE-BID CONFERENCE:** A mandatory pre-bid conference will be held at Violette Architecture/Interior Design, 2711C Fort Campbell Boulevard, Hopkinsville, KY 42240, at 11:00 a.m., local time, on 23 May 2008.

**PREPARATION OF BIDS:** Bids shall be made on the unaltered Form of Proposal provided at the pre-bid conference. Fill in each blank space on the Form; failure to do so will be cause for rejection.

**LAWS AND FEDERAL REGULATIONS:** The bidder's attention is directed to the fact that applicable State laws, local ordinances, and the rules and regulations of authorities having jurisdiction over construction of the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though herein written out in full.

**BID SECURITY:** Bid security is not required.

**BID SUBMITTAL:** Bids shall be submitted sealed in the envelope provided.

**RECEIPT OF BIDS:** Bids will be received and opened at the time and place as identified in the Invitation to Bid.

**DELIVERY WITHDRAWAL AND MODIFICATION:** Once submitted, the bid may be withdrawn before the scheduled opening time only upon receipt of a request signed by an authorized representative of the Bidder. If a bid is withdrawn, it may not be resubmitted. Modifications to the bid may be made as "add" or "deduct" only and must be signed by the person signing the bid and received prior to the time set for opening. After the time set for opening no bid may be withdrawn or modified for a period of thirty (30) days.

**AWARD OF CONTRACT:** The Contract will be awarded based on the lowest evaluated Bid as determined to be in the Owner's best interest. The successful Bidder shall be prepared to execute the Contract within ten (10) days after presentation.

**ADDITIONAL DOCUMENTS:** The Owner shall provide the General Contractor with a total of ten (10) sets without charge for use in construction of the project. Additional sets, if requested by the Contractor, shall be purchased from the Architect for the sum of one hundred fifty dollars (\$150.00) per set.

## **END OF INSTRUCTIONS TO BIDDERS**