SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 DOCUMENT INCLUDES

A. Invitation

B. Bid Documents and Contract Documents
   1. Availability
   2. Examination
   3. Inquiries/Addenda
   4. Product/Assembly/System Substitutions

C. Site Assessment
   1. Site Examination
   2. Prebid Conference

D. Qualifications

E. Bid Submission
   1. Submission Procedure

F. Bid Enclosures/Requirements
   1. Security Deposit
   2. Insurance
   3. Fees for Changes in the Work
   4. Bid Form Signature
   5. Additional Bid Information

1.02 RELATED DOCUMENTS

A. Document 01 10 00 - Summary.

B. Document 00 31 00 - Available Project Information.

C. Document 00 41 00 - Bid Form.

D. Document 00 43 27 - Separate Prices Break-Out Form.
E. Document 00 73 00 - Supplementary Conditions:
   2. Tax exempt procedures.
   3. Bond types and values.

INVITATION

2.01 BID SUBMISSION

A. Bids signed, executed, and dated will be received electronically by the office of the Architect before 4:00 p.m. local standard time on the 13th day of July, 2020. Please email PDF files or a link to download PDF files to Christina Baird at cbaird@passero.com.

B. Hard copies of the documents should be delivered to the office of the Architect within 48 hours of the electronic bid submission.

C. Offers will be opened privately immediately after the time for receipt of bids.

2.02 INTENT

A. The intent of this Bid request is to obtain an offer to perform work to complete a Theater, Radio Station, and Offices located at 300 Town Center Road, Painted Post, New York, 14870 for a Stipulated Sum contract, in accordance with Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

A. Work of this proposed Contract comprises building construction, including general construction Work.

2.04 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.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.
3.02 CONTRACT DOCUMENTS IDENTIFICATION
   A. Contract Documents are identified as Project Number 20162309.0004, as prepared by Architect, and with contents as identified in the Table of Contents.

3.03 AVAILABILITY
   A. Bid documents may be obtained at www.passero.com/bids.
   B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION
   A. Bid Documents may be viewed at the office of the Architect.
   B. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
   C. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA
   A. All questions should be in the form of an RFI. Direct questions to Steve Trobe, email: strobe@passero.com.
   B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
   C. Verbal answers are not binding on any party.
   D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

SITE ASSESSMENT

4.01 SITE EXAMINATION
   A. Examine the project site before submitting a bid.
   B. The bidder is required to contact Owner at the following address and phone number in order to arrange a date and time to visit the project site: Jeff Harmon, 800-927-9083 ext. 260.
4.02 PREBID CONFERENCE

A. A bidders conference call has been scheduled for 2:00 p.m. on the 4th day of June. A GoTo Meeting video link and phone number will be sent to each bidder.

B. All general contract and subcontract bidders are invited.

C. Representatives of Architect will be in attendance.

D. Summarized minutes of this meeting will be circulated to attendees. These minutes will form part of Contract Documents.

E. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position and previous experience, license to perform work in the State.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

B. Refer to General Conditions.

BID SUBMISSION

6.01 SUBMISSION PROCEDURE

A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

B. Submit two copies of the executed offer on the Bid Forms provided, signed with the required security in a closed opaque envelope, clearly identified with bidder’s name, project name and Owner’s name on the outside.

6.02 BID INELIGIBILITY

A. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.

B. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.
C. Bids are by invitation, only from selected bidders. Bids from unsolicited bidders may be returned.

**BID ENCLOSURES/REQUIREMENTS**

7.01 INSURANCE

A. Provide an executed “Undertaking of Insurance” on the form provided stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.02 BID FORM REQUIREMENTS

A. Complete all requested information in the Bid Form and Appendices.

7.03 FEES FOR CHANGES IN THE WORK

A. Include the fees for overhead and profit on own Work and Work by subcontractors, identified in Document 00 73 00 - Supplementary Conditions.

7.04 BID FORM SIGNATURE

A. The Bid Form shall be signed by the bidder, as follows:

1. Corporation: Signature of a duly authorized signing officer(s) 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, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.

7.05 ADDITIONAL BID INFORMATION

A. Submit the following Supplements concurrent with bid submission:

1. Document 00 43 27 - Separate Prices Break-Out Form: Include a listing of separate prices as specifically requested in the Contract Documents.

2. Document 00 43 73 identifies the Bid Amount segmented into portions as requested.

**OFFER ACCEPTANCE/REJECTION**

8.01 DURATION OF OFFER

A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.
8.02 ACCEPTANCE OF OFFER

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

B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written Bid Acceptance.

END OF SECTION