

SECTION 00100j

TO BIDDERS

1. INSTRUCTIONS TO BIDDERS, AIA Document A701 dated 2020, is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein. A complete copy may be purchased from the American Institute of Architects, 1735 New York Avenue, NW, Washington, DC 20006, or from your local AIA Chapter Office.

2. **MEMO TO BIDDERS**
 - a. During the bid process, the Invited Contractors shall be diligent in reviewing the Drawings and Project Manual to look for issues, including but not limited to design discrepancies, oversights, errors, missing details, etc. and utilize the RFI process with the Architect to correct and respond before the Bid is submitted. Any such issues not brought up in the RFI process during bid, shall not become a change order during construction.

 - b. The Owner requests that Invited Contractors include a **Bid Summary Sheet** as the cover sheet on the Bid Documents when submitted, to provide cost-saving recommendations to the Owner. Examples of recommendations are a change in construction method, or a change in equipment, or a change in finish detail, etc., which will provide substantial cost savings to the Owner on the project. The Memo shall list the recommendations and the associated price deducted from the base bid should the Owner elect to proceed with a recommendation. The **Bid Summary Sheet** is also the avenue by which the Invited Contractor shall provide any other information contractor believes the Owner should know or consider regarding the project.

END OF SECTION