

**SECTION 002113
INSTRUCTIONS TO BIDDERS**

SUMMARY

1.01 DOCUMENT INCLUDES

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1.02 RELATED DOCUMENTS

- A. Document 004336 - Proposed Subcontractors Form.
- B. Document 004322 - Unit Prices Form.
- C. Document 004323 - Alternates Form.
- D. Document 004373 - Proposed Schedule of Values Form.
- E. Document 007200 - General Conditions.
- F. Document 007300 - Supplementary Conditions:

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner (Attn: _____) until ____ p.m. local daylight time on the ____ day of ____ at [_____].
- B. Offers submitted after the above time will be returned to the bidder unopened.
- C. Submit required Supplements To Bid Forms within 24 hours after closing time for receiving bids.
- D. Offers will be opened privately at a time as determined by the Owner.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform the work for a Stipulated Sum, in accordance with the Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction and site development, including general construction, structural, mechanical, and electrical 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.
- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Jupiter Medical Center Neighborhood Hospital at Avenir 21059, as prepared by Davis Stokes Collaborative, P.C., 7121 Crossroads Blvd., Brentwood, Tennessee 37027, and with contents as identified in the Table of Contents.

3.03 EXAMINATION

- A. Bid Documents may be viewed via web link provided by 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.

3.04 INQUIRIES/ADDENDA

- A. Direct written questions via e-mail @ emmat@dsccol.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.

3.05 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Submit requests only for elements for which substitution is specifically allowed in the Project Manual.
 - 3. Provide sufficient information to determine acceptability of proposed substitutions.
 - 4. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 7 days before receipt of bids.
- C. Substitution Request Form:

1. Submit substitution requests by completing the form attached to this section. See this form for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. Review and Acceptance of Request:
 1. Architect may approve the proposed substitution and will issue an Addendum to known bidders.
- E. See Section 012500 - Substitution Procedures for additional requirements.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

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, 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 one copy of the executed offer on the Bid Forms provided, signed and sealed in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Double Envelope: Insert the closed and sealed Bid Form envelope plus requested security deposit, qualification forms, _____ in a large opaque envelope and label this envelope as noted above.
 1. In addition, the outside of the envelope shall bear the General Contractor, Mechanical Subcontractor, Electrical Subcontractor, Plumbing Subcontractor and Fire Sprinkler Subcontractor licence number and expiration date. Failure to do so will render the bid unacceptable.

6.02 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.
- D. Bids are by invitation, only from selected bidders. Bids from unsolicited bidders may be returned.

BID ENCLOSURES/REQUIREMENTS

7.01 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment bond as described in Document 007300 - Supplementary Conditions.
- B. Include the cost of performance assurance and payment bonds in the Bid Amount and identify the cost on the Proposed Schedule of Value Forms, Section 00 4373.

7.02 FEES AND PERMITS

- A. The General Contractor is responsible for all Fees, Permits, Tap Fees, etc. connected with this project.

7.03 BID FORM REQUIREMENTS

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

7.04 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based.

7.05 ADDITIONAL BID INFORMATION

- A. Submit the following Supplements 24 hours after bid submission:
 - 1. Document 004336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.
 - 2. Document 004373 - Proposed Schedule of Values Form 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 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 letter of Contract Award.

END OF SECTION