

INSTRUCTIONS TO BIDDERS

1. PROPOSALS

- A. Shall be on the furnished proposal forms. All blank spaces in the form shall be filled, signed in ink in longhand where designated, and all numbers shall be stated in words and in figures. Only initialed corrections or erasures will be acceptable.
- B. No changes shall be made in the phraseology of the form. No partial bids or any alternative bids not provided for in the form will be considered.

2. DRAWINGS

Drawings accompanying these specifications are entitled "Drainage / Paving Improvements" dated March 2007.

3. THE BIDDER

- A. May examine the Plans and Specifications at the Office of Andrews, Miller & Assoc., Inc., 401 Academy Street, Suite 1, Cambridge, Maryland 21613 and copies of these documents may be obtained at this address. Only one copy per Contractor interested in the project.
- B. Shall carefully examine the documents, the drawings and the specifications, shall visit the site and fully inform himself as to all existing and controlling conditions and limitations including availability of materials and labor. The submission of a bid shall be a representation that he has inspected the site and has familiarized himself with all of the controlling conditions. Failure to conduct these thorough examinations shall in no way relieve the successful bidder of his responsibility for the complete and satisfactory performance of all required work.
- C. Shall state the lump sum price for which he will execute and complete the contract base bid item in accordance with the drawings, specifications, and the requirements of the Contract. Price quoted shall include federal, or state taxes, if such are applicable.
- D. Shall state that he will complete the work of the contract in accordance with the Construction Schedule and/or completion date included as part of the Specifications.

4. THE OWNER

- A. May, during the bidding period, advise the bidders by addenda, of additions, omissions or alterations in the specifications and drawings. All such changes shall be included in the work covered by the proposal and shall become a part of the specifications as if originally included therein.
- B. Reserves the right to reject the bid of any Bidder who fails to furnish promptly and properly all the required information, when notified to do so. Failure to provide a completion time on the proposal shall result in disqualification of the bid.
- C. Reserves the right to verify the qualification of all bidders. Such qualification may serve as the basis for acceptance or rejection of bids.
- D. Reserves the right to reject any and all bids, or to accept any bid in the interest of the Owner.

5. **PROPOSAL GUARANTEE (BID BOND)**

No proposal will be considered unless accompanied by a certified check drawn on a solvent clearing house bank, made payable to the Property's Owners Association of Arundel on the Bay in the amount of 5% of the proposal for the total amount bid. A satisfactory bid bond will be acceptable in lieu of a certified check.

The deposit of the unsuccessful bidders will be returned within 30 days after the opening of the bids. Upon the execution of a formal contract and bond, the bid bond or certified check deposit shall be returned to the successful bidder

6. **CONTRACT SECURITY (PERFORMANCE BOND)**

The successful bidder shall deliver to the Property Owners Association of Arundel on the Bay an executed Performance Bond in an amount at least equal to one hundred percent (100%) of the accepted bid as security for the faithful performance of the contract. The sureties of all bonds shall be such surety company or companies as are approved by the Property Owners of Arundel on the Bay, and as are authorized to transact business in the State where the proposed project is located. The bonds shall be approved by the Property Owners of Arundel on the Bay prior to execution of the formal contract.

7. **CONTRACT AWARD**

The successful bidder will be notified of the award of the contract in writing within thirty days from the date of opening proposals. If the successful bidder fails to execute the required contract on the Proposal Form enclosed herewith, within fifteen (15) days after the date of official notice of the award of Contract, his proposal guarantee shall immediately become forfeited as liquidated damages.

8. **BID OPENING**

Sealed proposals, addressed to _____ will be received until _____ local time, _____ at the office of _____ after which they will be publicly opened and read.