

# INSTRUCTIONS FOR BIDDERS

## 1. Addenda and Interpretations

No oral interpretations will be made to any bidder as to Specifications or any other part of the Contract Documents. Every request for such an interpretation shall be made in writing and addressed to Dennis LeBlanc at [dlup2code@aol.com](mailto:dlup2code@aol.com). Each request must be received at least seven (7) days prior to the fixed date for opening bids. Every interpretation made to a Bidder will be in bid form of an addendum to the Contract Documents, and when issued, will be on file in the office of Sussex County Administration at least five (5) days before bids are opened. All addenda will be mailed/ faxed to each person receiving project Documents, but it shall be the Bidder's responsibility to make inquiry as to the addenda issued. All such Addenda shall become part of the contract and all Bidders shall be bound by such Addenda, whether or not received by Bidders.

## 2. Inspection of Site and Conditions of Work

Contractors who wish to bid must attend the Pre-Bid Conference and visit the job site to evaluate the work to be completed. Bidders should thoroughly examine the Drawings and Specifications and all other Contract Documents. Claims, as a result of failure to do so, will not be considered.

## 3. Time for Completion

All work must be completed within 60 days of signing of the contract documents. Consideration may be given for conditions, which are outside of the control of the Contractor. The terms for completion of all work shall be set forth in the contract. If the Contractor shall fail to complete the Work within the Time for Completion set forth in the Contract, he/she may be subject to damages.

## 4. Qualifications of Bidders

If not already on file, each Bidder must submit a Contractor Qualification Statement. Qualification forms are available at the Sussex County Administration and should be requested when picking up the bid package. The County of Sussex, VA shall have the right to take such steps as necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the County of Sussex, VA all such information and data indicated on the form. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy County of Sussex that the bidder is qualified to carry out properly the terms of the contract.

## 5. Preparation and Submission of Bids

- a. Bids shall be submitted on the BID FORM, and itemized on WORK WRITE-UPS, which are provided with this package and shall be signed in ink. Erasures or other changes in a Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions, omissions, unexplained erasures, alterations, or items not called for in the Invitation to Bid, or irregularities of any kind, may be rejected by the County of Sussex, VA as being incomplete. The entire bid package must be turned in.
- b. Each bid must give the full business address of the Bidder and be signed by him/her with the usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the

partnership name by one of the members of the partnership or an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation and by the signature and designation of the president, secretary, or other authorized person to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixed to his/her signature the word "President", "Secretary", "Agent", or other designation without disclosing his/her principal, may be held to the Bid of the individual signing. When requested by County of Sussex, satisfying evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

- c. If a contract is \$7,501 or more but less than \$120,000, the bidder is required to be licensed as a "Class B Contractor" by the Department of Professional and Occupational Regulation.
- d. The County of Sussex, VA reserves the right to disqualify any contractor and refuse to accept the Bid of any Bidder who has been convicted, or entered a plea of guilty on nolo contendere in any federal or state court to any charge involving any unlawful, corrupt or collusive practice involving a public contract either federal, state, or local which has been determined in any judicial proceeding to have violated any antitrust bid-rigging or collusive proactive statute in connection with any public contract, or against whom such formal criminal prosecution or other judicial proceeding has been initiated.

#### 6. Withdrawal of Modification of Bids

Bids may be withdrawn or modified by written or telegraphic notice received from Bidders prior to the time fixed for bid receipt.

#### 7. Receipt and Opening of Bids

- a. It is the responsibility of the Bidder to assure that his/her Bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. No Bids received after the time designated for receipt of bids will be considered. Bidders should indicate on the envelope: BID-Pocahontas Neighborhood Improvement.
- b. Bids will be opened at the time and place stated in the Invitation to Bid and their contents made public for the information of Bidders and others interested who may be present wither in person or by representative. The officer or agent of the County of Sussex, VA whose duty it is to open them will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a Bid not properly addressed and identified.

#### 8. Cancellation, Rejection of Bids, Waiver of Information

The County of Sussex, VA reserves the right to waive information on bids and to cancel or reject any and all bids. Nothing in these instructions should be interpreted to mean that the County of Sussex, VA will accept the lowest bid when such bid is submitted by a contractor that, in the sole opinion of the County of Sussex, VA, is judged to be unable to meet either the quality standards or schedules of the County of Sussex, VA.

9. Award of Contract

Unless canceled by the contractor or otherwise rejected by the County of Sussex, VA, the responsive bid from the lowest responsible Bidder shall be accepted as submitted, except that if the lowest responsive Bid exceeds available funds, the County of Sussex, VA or its designated official may negotiate with the apparent low bidder to obtain a contract within available funds.

The County of Sussex, VA is prohibited from making an award to contractors or approving an award to subcontractors for any contract or subcontract in excess of \$10,000, who are disbarred by the United States Department of Labor, the Department of Housing and Urban Development, or by any agency of the Commonwealth of Virginia, or who are not in compliance with the Federal Equal Employment Opportunity requirements.

**Received by:**

Contractor Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_