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**SECTION 00 2113  
INSTRUCTIONS TO BIDDERS**

**SUMMARY**

**1.01 THE INSTRUCTIONS IN THIS DOCUMENT AMEND OR SUPPLEMENT THE INSTRUCTIONS TO BIDDERS AND OTHER PROVISIONS OF THE BIDDING AND CONTRACT DOCUMENTS.**

**1.02 DOCUMENT INCLUDES**

- A. Bid Documents and Contract Documents
  - 1. Availability
  - 2. Inquiries/Addenda
  - 3. Product/Assembly/System Substitutions
- B. Site Assessment
  - 1. Site Examination
  - 2. Prebid Conference
- C. Bid Enclosures/Requirements
  - 1. Performance Assurance
  - 2. Insurance
  - 3. Bid Form Requirements

**1.03 RELATED DOCUMENTS**

- A. Document 00 1113 - Advertisement for Bids.
- B. Document 00 4100 - Bid Form.
- C. Document 00 4325 - Substitution Request Form - During Procurement
- D. Document 00 7300 - Supplementary Conditions:

**INVITATION**

**2.01 BID SUBMISSION**

- A. Digital or hard copies are due before 4:30 p.m. local standard time on the 26th of October 2022 Submit to Richard Worden at [rick.worden@ccsemail.org](mailto:rick.worden@ccsemail.org). Phone 541.676.9161
- B. Bidders are responsible to verify receipt of bid via email or phone call.

**2.02 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS**

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

**2.03 CONTRACT TIME**

- A. Perform the Work in 200 calendar days. The bidder may suggest a revision to the Contract Time with a specific adjustment to the Bid Amount.
- B. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work. The completion date in the Agreement shall be the Contract Time added to the commencement date.
- C. Estimated start of construction middle November 2022 to December 2022.

**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.

[www.communitycounselingsolutions.org](http://www.communitycounselingsolutions.org)

*Providing dynamic, progressive and diverse supports to improve the well-being of our communities.*

### **3.02 AVAILABILITY**

- A. Bid Documents may be obtained at the office of Community Counseling Solutions via digital media to General Contractors only..

### **3.03 INQUIRIES/ADDENDA**

- A. Direct questions to Richard Worden, email; [rick.worden@ccsemail.org](mailto:rick.worden@ccsemail.org).
- 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 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.
- E. Last Addendum will be sent out no later than end of day October 25th

### **3.04 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 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. The Architect may approve the proposed substitution and will issue an Addendum to known bidders.
  - 2. For approved substitutions, include representation of changes in the bid, if any, required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions will not be considered.

## **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.

## **BID SUBMISSION**

### **6.01 SUBMISSION PROCEDURE**

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

### **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.

## **BID ENCLOSURES/REQUIREMENTS**

### **7.01 CONSENT OF SURETY**

- A. Submit with the Bid: [\_\_\_\_\_].

### **7.02 PERFORMANCE ASSURANCE**

- A. Include the cost of performance assurance bonds in the Bid Amount.

### **7.03 FEES FOR CHANGES IN THE WORK**

- A. Include the fees for overhead and profit on own Work and Work by subcontractors.

### **7.04 BID FORM SIGNATURE**

- A. The Bid Form shall be signed by the bidder, as follows:
  1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
  2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
  3. 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.
  4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

## **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, The Architect on behalf of Owner, will issue to the successful bidder, a written Bid Acceptance.

**END OF SECTION 00 2113**