

INSTRUCTIONS TO BIDDER
(CONSTRUCTION)

Instructions to properly complete and submit your bid and bid bond are outlined in the Solicitation Provisions "**Instructions to Bidder,**" in the specifications. However, certain discrepancies and omissions are repeatedly made and may delay making an award. For mutual benefit, after completing your bid and bond, please review the list below prior to submission of the bid:

EXECUTION OF BID

- * One **SIGNED** copy of bid submitted.
- * Bid dated in space provided on bid form.
- * Amendments acknowledged on back of SF 1442 or by signing and returning the applicable amendment.
- * If a corporation, State of incorporation indicated.
- * Full business address given. Insert DUNS and CAGE Code numbers.
- * Names typed or printed beneath all signatures.
- * Corrections or alterations initialed by person signing the bid.
- * Execution of all Representations and Certifications, Section 00600.
- * Must be registered with the Central Contractor Registration (CCR) <http://www.ccr2000.com>

IMPORTANT: IF YOU MAIL YOUR BID BE SURE IT IS SENT BY REGISTERED OR CERTIFIED MAIL NOT LATER THAN THE FIFTH CALENDAR DAY PRIOR TO THE DATE SPECIFIED FOR THE RECEIPT OF BIDS (e.g., a bid submitted in response to a solicitation requiring receipt of bids by the 20th of the month must have been mailed by the 15th or earlier).

IF YOU MAIL YOUR BID VIA U.S. POSTAL SERVICE EXPRESS MAIL NEXT DAY SERVICE, it must be sent not later than 5:00 PM (at the place of mailing) 2 working days prior to the date specified for receipt of bids. Working days excludes weekends and Federal holidays.

EXECUTION OF BID BOND

- * Bid Bond dated not later than bid opening.
- * Bid Bond executed in the sum of not less than 20 percent of amount of bid or \$3,000,000, whichever is lesser.
- * Full name and addresses of bidder and surety shown in the bond. If either or both parties are corporations, States of incorporation shown. Corporate names given EXACTLY as shown on corporate seals.
- * If partnership, bond executed by all partners as individual principals.
- * Names and addresses typed or printed beneath signatures.
- * **CORPORATE SEALS OF PRINCIPALS (if any) AND SURETY,** affixed in the space indicated on the bond form.