

INSTRUCTIONS TO BIDDERS

1. RECEIPT AND OPENING OF BIDS

- A. Bids will be opened at the time and place set forth in the Invitation to Bid.
- B. The Owner may consider informal and bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid (for up to 60 days) after the actual time and date of the opening thereof.

2. PREPARATION OF BID

- A. Each bid must be submitted on the prescribed form. All blank spaces must be filled in, in ink or typewritten in both words and figures.
- B. Each bid must be submitted in a sealed envelope bearing on the outside the name of the bidder, his address and the name of the project and branch of the work for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope as specified in the Bid Form.
- C. This project is to be bid, the contracts drawn and payment made in such a manner that Sales and Compensating Use Taxes of the **State of New York** and of cities and counties will comply with Item No. 15 if applicable to the purchases and sales of materials and supplies.
- D. All subcontractors shall follow the procedure indicated in submitting their proposals to the prime contractor.

3. SUBCONTRACTS

- A. The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the Owner.

4. METHOD OF BIDDING

- A. The Owner invites a multiple for the Project as shown on the drawings and specified herein.
- B. Alternates shall be submitted with the proposal where indicated on the Bid Form.

5. LIST OF SUBCONTRACTORS

- A. Each bidder shall list on the Bid Form in the space indicated the major subcontractors for the portions of the work indicated.
- B. The lowest bidder shall submit a list of subcontractors for the remaining portions of the work as shall be on the list to follow.
- C. Failure to submit such lists will cause the bid to be declared informal.

6. MATERIAL LISTS

- A. Within seventy-two (72) hours after Notice of Award the Contractor shall submit the material list on sheets to follow, indicating the manufacturer or supplier as applicable.