

SECTION 00-2113

INSTRUCTIONS TO SUB-BIDDERS

SUMMARY

INVITATION

2.01 BID SUBMISSION

- A. Sub-Bid proposals signed, executed, and dated will be received at the office of the Architect at HGE Inc, Architects Engineers Surveyors & Planners, 375 Park Ave, Coos Bay, Oregon 97420 before Tuesday, 4:00 p.m. local standard time on the 20th day of December.
- B. Sub-Bids may be mailed, emailed, or faxed. It is the responsibility of the bidder to confirm and verify bids are indeed delivered within the time limits specified. Neither Contractor or Architect are responsible for bid submission compliance.

2.02 INTENT

- A. The intent of this Sub-Bids request is to obtain an offer or proposal to perform work to complete a described portion of the work for a Stipulated Sum contract, in accordance with the Contract Documents.

2.03 SCOPE OF SUB-BID WORK AS IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Roofing - work described per:
 - 1. Specification Section 07-5400 - Thermoplastic Membrane Roofing and associated work found within;
 - 2. Section 07-6200 Sheet Metal Flashing and Trim.
 - 3. Drawings.
- B. Exterior Plastering (Stucco) - work described per:
 - 1. Section 09-2400 - Portland Cement Plastering.
 - 2. Drawings.
- C. Metal Composition Metal Wall Panels:
 - 1. Section 07-4264 - Aluminum Composition Material Wall Panels (ACM).
 - 2. Section 07-2500 - Weather Barriers (under ACM areas only).
 - 3. Section 07-9005 - Joint Sealers (as part of ACM system only).
 - 4. Drawings.
- D. Entrances and Storefront Systems:
 - 1. Section 08-4113 - Aluminum Entrances and Storefronts.
 - 2. Section 08-7100 - Door Hardware (as part of storefront only).
 - 3. Hardware Schedule (as part of storefront only).
 - 4. Door Schedule (as part of storefront only).
 - 5. Section 08-8000 - Glazing.
 - 6. Drawings.

2.04 CONTRACT TIME

- A. Identify Contract Time within the sub-bidders proposal. The completion date in the Agreement shall be the Contract Time added to the commencement date.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Advertisement for Sub-Bids Only, Instructions to Bidders, Bid Form and Addendums identified.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Project Number 10.55, as prepared by Architect, and with contents as identified in the Table of Contents, and include the Specifications dated November 11, 2011, the Drawings dated November 11, 2011, and and subsequent Addendums.

3.03 AVAILABILITY

- A. Bid Documents may be viewed and obtained at the office of Architect which is located at HGE Inc, Architects Engineers Surveyors & Planners, 375 Park Ave, Coos Bay, Oregon 97420.
- B. Bid Documents may also be viewed and downloaded from the Architects website at www.hge1.com. Sub-Bidders must register with the architect's office and obtain a password in order to download drawings.
- C. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION

- A. Bid Documents may be viewed at the office of Architect, HGE Inc, Architects Engineers Surveyors & Planners, 375 Park Ave, Coos Bay, Oregon 97420].
- B. Bid Documents may be viewed at Architect's website as indicated above.
- C. Bid Documents are on display at the offices of the following construction plan rooms:
 - 1. Bay Area Plan Exchange.
 - 2. Eugene Plan Exchange.
 - 3. Klamath Builders Exchange.
 - 4. Daily Journal of Commerce Plan Center.
 - 5. SW Washington Contractors Assn.
- D. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- E. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to HGE Inc, Architects Engineers Surveyors & Planners, telephone 541-269-1166, attn: Joe Slack, joeslack@hge1.com or Chad Dixon, cdixon@hge1.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of the 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 not less than 7 days 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 only bidders registered with the Architect's office and plan centers listed above. Architect will not be responsible for unregistered Bidders obtaining Addendums.

3.06 PRODUCT/ASSEMBLY/SYSTEMS SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 7 days before receipt of bids.
- B. When a request to substitute a product is made, Architect may approve the substitution and will issue an Addendum to known bidders.
- C. The submission shall provide sufficient information to determine acceptability of such products.

- D. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- E. Provide products as specified unless substitutions are submitted in this manner and accepted.

BID SUBMISSION

4.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.

BID ENCLOSURES/REQUIREMENTS

5.01 BID FORM SIGNATURE

- A. Sub-bidders shall use their own proposal form. The Contractor or Architect do not have a specific bid form for sub-bidders use.
- B. 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

6.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

6.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.

END OF INSTRUCTIONS TO BIDDERS