

## BID INSTRUCTIONS

To be considered, proposals must be in accordance with these instructions to bidders.

### 1. Documents:

1.1 Copies of all documents are on file at the City of Tampa office, and may be obtained by contacting the HQS at that office.

### 2. Submitting Bids:

2.1 . Each bid shall be addressed to the **City of Tampa – HCD** and shall be delivered to the **City of Tampa Purchasing office located at 306 E. Jackson St., 2nd floor, Tampa FL 33602** on or before the day and hour set for opening of the bids in the Invitation to Bid. The bid shall be enclosed in a sealed envelope bearing the address of the work. It is the sole responsibility of the Bidder to see that the bid is received in proper time.

- **4114 W Laurel Street**

2.2 The City of Tampa will open all sealed bids received from bidders at **1:00 PM EST on 4/25/17**, at the **City of Tampa - HCD** office located 306 E. Jackson St., 3N, Tampa FL 33602. Bids received after that time will not be accepted. The City of Tampa reserves the right to waive irregularities in bids and in the bidding and to reject any or all proposals.

2.3 Bids shall be made upon the "Scope of Work Write-Up" form and the "Bid Form" provided therefore, properly executed and with all amounts and blanks filled in. DO NOT change or add to the wording of the "Scope of Work Write-Up" or the "Bid Form". Each blank where a price is to be filled in on the "Scope of Work Write-Up" shall include all costs, overhead and profit and shall be rounded off to the nearest dollar. The "Bid Form" shall include the total amount of the bid. Unauthorized conditions, limitations, or provisions attached to the proposal shall be cause for rejection of the entire bid.

### 3. Insurance:

3.1 The Contractor shall purchase and maintain such insurance to protect the Contractor against claims as set forth in the General Conditions.

3.2 Certificates of Insurance acceptable to **City of Tampa - HCD** shall be filed with **City of Tampa - HCD** prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least ten days prior written notice has been given to **City of Tampa – HCD**.

### 4. Examination of Drawings, Specifications and Site of Work:

Before submitting a bid, each Bidder shall carefully examine and read the Specifications and all other Contract Documents and visit the site of work on the specified walk through date. Each Bidder shall be fully informed prior to bidding as to all existing conditions and limitations under which the work is to be performed and the bidder shall include in the bid a sum to cover the cost of all items necessary to perform the work as set forth in the Contract Documents. No allowances shall be made to any Bidder because of lack of such examination or knowledge. The submission of a bid shall be construed as conclusive evidence that the Bidder has made such examination.

### 5. Proof of Competence of Bidder:

Any Bidder may be required to furnish evidence satisfactory to **City of Tampa - HCD** that shows the contractor and proposed sub-contractors have sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner.

6. Withdrawal of Bids:

Any Bidder may withdraw his/her bid, either personally, or by written notice at any time prior to the scheduled time for opening of bids.

7. Award or Rejection of Bids:

The awarded contract will be to the lowest responsible Bidder, subject to Owner's right to reject any and all bids or to waive any informality in the bids or in the bidding.

8. Alternate Bids:

Alternate bids will not be considered except where specifically called for.

9. Execution of Agreement:

Where Bidder is a corporation, proposals must be signed under the legal names of the corporation followed by the name of the state of incorporation and legal signature of an agent authorized to bind the corporation to a contract.

10. Contractor's License Law:

Contractor shall comply with, and require all sub-contractors to comply with state and city contractor's license laws and be duly registered and licensed thereunder.