INFORMATION FOR BIDDERS

1. Proposal

The Proposal shall consist of the completed Bid Form bound with the specifications as furnished by the City, a non-collusion affidavit, and a Qualification Questionnaire Form 96. Three copies of the proposal must be contained in a sealed envelope which shall be properly marked on the outside to show the name of the bidder, name of the work being bid upon, and the time when said bids are scheduled to be opened.

2. Non-Collusion Affidavit

The affidavit on non-collusion must be made by the person, member of the firm, or authorized officer of the corporation making the proposal. If made by a member of a firm or officer of a corporation, the affidavit must be made on behalf of said firm or corporation.

3. SIGNATURES

Each proposal must be signed in ink by the person, member of firm, president, or vice president, and the secretary of the corporation, making the proposal. The title, position, or character of the person signing said proposal must be shown under said person's name.

4. FILING

All proposals on file at the time scheduled for opening will be publicly opened and read. They shall be available thereafter for inspection by any interested party.

5. WITHDRAWAL OF PROPOSAL

No proposal may be withdrawn, altered, or qualified after the scheduled time for opening. All proposals shall remain in effect for thirty (30) days unless set out otherwise in the advertised Notice to Bidders.

6. RIGHT TO REJECT BIDS

The City expressly reserves the right to reject any and all bids and to judge the character and sufficiency of any samples of materials submitted or materials bid upon.

7. AWARD

The City will, without unnecessary delay and at the earliest possible time, make the award to the lowest responsive and responsible bidder. The award will be based on the base bid.

8. Forms

All required forms are to be completed by each bidder and returned with the specifications. **Contents of bid package must be clearly marked on outside of sealed envelope and contain three copies of your bid or proposal**. A duplicate set of the bid form in electronic format may be secured from the City for the bidder's use.

9. PRICES

Prices must always be stated in figures and shall be stated in words also where requested. All prices must be so distinctly expressed that there can be no doubt as to the meaning thereof. Illegible figures shall be just cause for rejection of any proposal.

10. UNIT PRICES

Bidders must divide their bid amount into unit prices as called for on bid form included in the Proposal.

11. ESTIMATED QUANTITIES

The estimated quantities shown on the Bid Form and the bidder's estimates of the quantities required to complete the work shown on the plans, or required by the specifications, or both, are intended to be true and correct but are not guaranteed. If there is a difference between the quantities shown on the Bid Form and the quantities actually required to complete the work as shown on the plans or required by the specifications, or both, the plans and specifications shall govern. If the plans are changed by the direction of the City, the contract will be altered by change order to cover the necessary additions or deductions completed at the unit price submitted by the bidder. Insertion of new items in the bid form by the bidder may result in the Proposal being declared a counter proposal and may result in it being rejected.

12. QUALIFICATIONS

Persons, firms, or corporations submitting proposals shall be prepared to demonstrate to the satisfaction of the City that they have the proper facilities, expert workers, necessary capital, and experience to execute the contract in a proper manner.

13. CHOICE OF MATERIALS AND EQUIPMENT

In cases where the specifications permit the choice of one material from a group of two or more satisfactory materials, the City reserves the right to designate the material that shall be used, unless the Bidder makes a designation of the material being bid upon, when he submits his proposal. The same condition applies to equipment.

14. Examination of Plans, Specifications, and Sites

Bidders must satisfy themselves by personal examination of the location of the proposed work, and by such other means as they may choose, as to the accuracy of the estimates of the work to be done, and shall not at any time after the opening of the bids dispute or complain of the statement or estimate by the City, nor assert that there was any misunderstanding as to the nature or amount of the work to be done. The estimate is believed to be correct, but the City will not be responsible for any errors in the estimate or for any omissions in the plans.

15. PAYMENT

The cost of improvements herein provided for may be paid for by special assessment, by tax funds, or by donated monies or any combination thereof as set out elsewhere in these proceedings.