

CHESAPEAKE BAY FINANCIAL ASSISTANCE FUNDING PROGRAM

INSTRUCTIONS TO BIDDERS (CBP-17)

Section I

Landowner: William Blake

Project Location: 211 Anywhere Lane
Harrisburg, Pa 17101

Project Description: Manure Storage

Attached Plans/Specifications

Dated: March 12, 2009

Pages 1-24

Specifications: 313 – Waste Storage Structure

Site Showing:

Date: March 30, 2009

Time: 1:00 p.m.

Meeting Place: 211 Anywhere Lane
Harrisburg, Pa 17101

Bid Opening:

Date: April 28, 2009

Time: 1:00 p.m.

Location: Hughes County Office

Referenced Specifications: 313

Section II

A. INQUIRIES

All inquiries and correspondence concerning this solicitation should be submitted in writing to the **Hughes County Conservation District**. Bidders are instructed to contact only the Conservation District issuing the solicitation about any aspect of these instructions prior to the bid opening.

B. BID PREPARATION

1. Bid shall be made on the Bid Sheet (Form CBP-18) supplied with this solicitation.
2. All bid items shall be completed.
3. No partial bids will be accepted.
4. Alternate bids are not permitted. Where permitted, only one alternate bid may be submitted from each contractor. Any alternative bid must be supported by a complete site specific design which can be approved by NRCS.
5. Bids will be received up until the time of bid opening. Any bids received after this date and time will be rejected.
6. Each bid must be received in a sealed envelope that is clearly marked on the outside that it is a bid for the **Manure Storage Project** to be installed on the **Schneider/Blake Farm** to be opened on **April 28, 2009** at **1:00 p.m.** Bids received by electronic means (facsimile) will be rejected.
7. All bids must remain valid for 30 days unless otherwise specified on the bid sheet.

EXAMPLE – Sealed Bids

C. CONTRACT AWARD

1. The contract shall be awarded based on the landowner's determination of the lowest responsible bid.
2. The landowner in consultation with the Conservation District may reject any or all bids for just cause, and waive informalities or minor irregularities in bids received.
3. The award shall be based upon the total price as corrected for errors. Where unit prices are requested, the unit price shall be multiplied by the estimated number of units for that item. In the event of an error on a submitted bid sheet, the price for an item will be corrected to be the sum of the corrected prices of the items.
4. The design for the lowest responsible bid must be approved by NRCS before the contract can be awarded. If based on an alternated bid, the contractor must submit a complete design package for approval within ten calendar days of the landowner selecting the alternate bid.

D. WORK PERFORMANCE TIME

The work will start on or about **July 1, 2009** (date) and be completed on or about **November 1, 2009** (date). The actual performance dates will be entered on the contract at the time of award. The minimum calendar days for performance will not be less than the days between start and completion dates shown in this paragraph.

E. BID PACKAGE CONTENTS

The following items are part of the solicitation for bids:

1. Project plans identified in these instructions.
2. Construction specifications, attached or referenced, identified in these instructions.
3. Bid Sheet (Form CBP-18)

F. SPECIAL INSTRUCTIONS

This bid package has been prepared in conjunction with the current edition of the **Contractor's Handbook**. The handbook contains a sample Contractor-Landowner Contract (CBP-8), and fact sheets and construction specifications common to most projects. Attachments to the bid package will be those referenced specifications not in the handbook and additional conditions or modifications noted on the design drawings cover sheet. A copy of the current handbook may be obtained from the Conservation District that provided this bid package to you.