St. Clair County Intergovernmental Grants Department

Community Development Group

INSTRUCTION TO BIDDERS

Defined terms: The term BIDDER means one who submits a Bid directly to OWNER as distinct from a sub-bidder who submits a bid to a BIDDER. The term Successful Bidder means the most cost effective, qualified, responsible and responsive BIDDER to whom the OWNER makes an award. The term Bidding documents includes the invitation to bid, instructions, bid forms and scope of work to be performed.

Qualification of Bidders: To demonstrate qualification to perform the work, each bidder must be prepared to submit within 5 days of Owners request written evidence such as financial data, previous experience, present commitments, SAM registration, insurance binders, proper documentation to show evidence Bidder is qualified to do business in the State of Illinois.

Examination of Site: It is the responsibility of each Bidder before submitting a bid to visit the site to become familiar with local conditions that may affect cost, progress, performance of the work, measure all areas, consider all federals, state and local laws and regulations.

Contract time: Contract must be executed within 30 days from notice of award and construction must begin 30 days from date of executed contract or the contract may be forfeited to the next lowest bidder. Project is expected to be 100% complete 1 year from the date of contract execution.

Bid Form: Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, i.e. failure to bid requested alternates, allowances, or unit prices, failure to complete entries in all blanks in the bid form or inclusion by the bidder of any alternates, conditions, limitations or provisions not called for. Bids by corporations must be executed in the corporate name by the corporate officer authorized to sign accompanied by evidence of authority and corporate seal must be affixed. All bids submitted must be fully complete.

Submission of Bids: Bids must be submitted in the manner and at the time and place as directed by the invitation to bid.

Opening of Bids: Bids will be opened and read aloud publicly on Friday, November 8 @ 10:15 a.m. at 19 Public Square, Suite 200, Belleville, IL 62220. Bids will be reviewed after opening for all attachments required to be submitted and correctness of the bid.

Award of Contract: Owner reserves the right to reject any and all bids, to waive any and all informalities not involving price, time or changes in the work and to negotiate contract terms with the Successful Bidder and the right to disregard all non-conforming, non-responsive, unbalanced or conditional bids.

Payment and Performance Bonds: Bidder will submit all required documents along with payment and performance bonds issued by a surety within 15 days of the notice of award.