

BIDDING REQUIREMENTS

SAMPLE FORMS, ETC

FIXED SUM PROJECTS (U.S.)

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INVITATION TO BID (U.S.)

1. GENERAL CONTRACTORS INVITED TO BID THE PROJECT:

A. Triad Construction Services Inc.

205 N. Frederick Ave., Ste. 200
Gaithersburg, MD 20877
Contact: Eddie Fernebok
Phone: (301) 279-8811
efernebok@triadconstruction.net

B. CG Builders

214 E. Ridgely Road
Lutherville, MD 21093
Contact: Chuck Gilmore
Phone: (443) 604-6742
cgilmore@cgbuilders.com

C. Rockwell Construction

12348 Rockwell Lane
Mercersburg, PA 17236
Contact: Eldon Showalter
Phone: (717) 328-5237
eldonshowalter@rockwellconst.com

D. R.C. Legnini Building Contractors

46 Pennsylvania Ave.
Malvern, PA 19355
Contact: Ron Ristine
Phone: (610) 640-1227
RRistine@RCLegnini.com

E. Brechbill & Helman Construction Company, Inc.

1115 Sheller Ave.
Chambersburg, PA 17201
Contact: Ben Coldsmith
Phone: (717) 263-4621
bcoldsmith@brechbillandhelman.com

2. PROJECT:

LDS Hagerstown – Meetinghouse Addition & Parking Expansion
Hagerstown Ward
Martinsburg West Virginia Stake
Project # 514755713020101

3. LOCATION:

1253 Mount Aetna Road
Hagerstown, Maryland 21740
Washington County

4. OWNER:

Corporation of the Presiding Bishop of
The Church of Jesus Christ of Latter-day Saints
A Utah Corporation Sole
50 East North Temple Street
Salt Lake City, Utah 84150

5. CONSULTANT:

Architect:

L2M Inc.
811 Cromwell Park Drive, Suite 113
Glen Burnie, Maryland 21061
Phone: (410) 863-1302
Fax: (410) 863-1308
Contact: Todd Marchand

Structural Engineer:

Columbia Engineering, Inc.
6210 Old Dobbin Lane, Suite 150
Columbia, Maryland 20145
Phone: (410) 992-9970
Fax: (410) 992-0627
Contact: Randall Haist

MEP Engineer:

Greenman-Pedersen, Inc.
7650 Standish Place, Suite 109
Rockville, Maryland 20855
Phone: (240) 268-1844
Fax: (240) 286-1821
Contact: Russell Wolff

Civil Engineer:

Renn Engineering, Inc.
934 Sweeney Drive, Suite 7
Hagerstown, MD 21740
Phone: (240) 347-4900
Fax: (301) 797-4075
Contact: Michael Renn

6. DESCRIPTION OF PROJECT:

- A. Products provided under Value Managed Relationships (VMRs) are specified for the following products or systems:
1. Aluminum-Framed Storefronts – VMR Supplier Only
 2. Refrigerant Condensing Units – VMR Supplier Only
 3. Asphalt Shingles
- B. Construct new addition, including extending existing utilities in existing building to addition, and modifying existing construction as required where addition connects to existing building. Relocate existing underground gas line to allow for installation of new addition. Replace existing sidewalks at various locations as shown on Drawings. New planters and extension of existing planters. Expand existing parking lot, including modification of existing parking lot, new stairs between new and existing parking areas, storm water management structures, additional parking lot lighting and landscaping.

7. **TYPE OF BID:** Bids will be on a lump-sum basis. Segregated bids will not be accepted.
8. **TIME OF SUBSTANTIAL COMPLETION:** The time limit for substantial completion of this work will be 210 calendar days and will be as noted in the Agreement.
9. **BID OPENING:** Sealed bids will be received by the Project Manager Gordon Daines Thursday, August 27, 2015 prior to 11:00am at the project site. Bids will be publicly opened on Thursday August 27, 2015 at 11:00 am at the project site. See also "Item 6 Post-Bid Information" of the "Instructions to Bidders". A representative from each of the bidding contractor's office is required to be present at the bid opening.
10. **BIDDING DOCUMENTS:**
 - A. Bidding Documents may be examined at the following plan room locations:
 1. McGraw Hill / Dodge Report:# 201200411353
Contact: Kay Holley
Phone: 801-266-4209 Fax: 801-606-7722
Email: Kay_Holley@mcgraw-hill.com
FTP: www.construction.com
 2. CES and R
Contact: Matt Dalton
Phone: 801-487-8715 Fax: 801-466-9153
Email: prints@crplots.com FTP: [ftp.ldsplots.com](ftp:ftp.ldsplots.com)
User: ldschurch PW: ldsplots
 - B. Bidding Documents may be obtained at the Architect's office with a refundable deposit of \$100 per set. Deposit will be refunded if documents are returned complete and in good condition within five days of bid opening.
11. **BID BOND:** Bid security in the amount of 5 percent (5%) of the bid will accompany each bid in accordance with the Instruction To Bidders.
12. **BIDDER'S QUALIFICATIONS:** Bidding by the General Contractors will be by invitation only.
13. **OWNER'S RIGHT TO REJECT BIDS:** The Owner reserves the right to reject any or all bids and to waive any irregularity therein.

END OF DOCUMENT

INSTRUCTIONS TO BIDDERS (U.S.)

1. DEFINITIONS:

- A. The definitions set forth in Section 1 of the General Conditions are applicable to the documents included under Bidding Requirements.
- B. Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The proposed Contract Documents consist of the documents identified as Contract Documents in the Form of Agreement, except for Modifications. The Bidding Requirements are those documents identified as such in the proposed Project Manual.
- C. Addenda are written or graphic documents issued by the Architect prior to execution of the Contract which modify or interpret the Bidding Documents. They become part of the Contract Documents as noted in the Form of Agreement upon execution of the Contract.

2. BIDDER'S REPRESENTATIONS:

- A. By submitting a bid, the bidder represents that
 - 1) Bidder has carefully studied and compared the Bidding Documents with each other. Bidder understands the Bidding Documents and the bid is fully in accordance with the requirements of those documents,
 - 2) Bidder has thoroughly examined the site and any building located thereon, has become familiar with local conditions which might directly or indirectly affect the contract work, and has correlated its personal observations with the requirements of the proposed Contract Documents, and
 - 3) Bid is based on the materials, equipment, and systems required by the Bidding Documents without exception.

3. BIDDING DOCUMENTS:

- A. Copies
 - 1) Bidding Documents may be obtained as set forth in the Invitation to Bid.
 - 2) Partial sets of Bidding Documents will not be issued.
 - 3) Bidders will use complete sets of Bidding Documents in preparing bids and make certain that those submitting sub-bids to them have access to all portions of the documents that pertain to the work covered by sub-bid, including General Conditions, Supplementary Conditions, and Division 01. Bidder assumes full responsibility for errors or misinterpretations resulting from use of partial sets of Bidding Documents by itself or any sub-bidder.
- B. Interpretation or Correction Of Bidding Documents
 - 1) Bidders will request interpretation or correction of any apparent errors, discrepancies and omissions in the Bidding Documents.
 - 2) Corrections or changes to Bidding Documents will be made by written addenda.
- C. Substitutions and Equal Products
 - 1) Generally speaking, substitutions for specified products and systems, as defined in the Uniform Commercial Code, are not acceptable. However, equal products may be approved upon compliance with Contract Document requirements.
 - 2) The terms '*Acceptable Manufacturers*', '*Approved Manufacturers / Suppliers / Installers*' and '*VMR (Value Managed Relationship) Manufacturers / Suppliers / Installers*' are used throughout the Project Manual to differentiate among the options available to Contractor regarding specified products, manufacturers, and suppliers. See Section 016000 for options available regarding acceptance of equal products.
 - 3) Base bid only on materials, equipment, systems, suppliers or performance qualities

specified in the Bidding Documents.

- 4) Architect is only authorized to consider requests for approval of equal products to replace specified products in Sections where the heading '*Acceptable Manufacturers*' is used and statement, '*Equal as approved by Architect before bidding. See Section 016000*' or '*Equal as approved by Architect before installation. See Section 016000,*' appears. In Sections where the afore-mentioned statements do not appear and a different heading is used, Architect is authorized as Owner's representative to decline consideration of requests for approval of equal products. Approvals of equal products in such Sections must be made by Owner and will generally be for subsequent Projects.

- D. Addenda - Addenda will be sent to bidders and to locations where Bidding Documents are on file no later than one week prior to bid opening or by fax no later than 48 hours prior to bid opening.

4. BIDDING PROCEDURES:

A. Form and Style of Bids

- 1) Use Owner's Bid Form.
- 2) Fill in all blanks on Bid Form. Signatures will be in longhand and executed by representative of bidder duly authorized to make contracts.
- 3) Bids will bear no information other than that requested on bid form. Do not delete from or add to the information requested on the bid form.

B. Bid Security

- 1) Each bid will be accompanied by a bid bond naming Owner, as listed in the Agreement, as obligee. If Bidder refuses to enter into a Contract or fails to provide bonds and insurance required by the General Conditions, amount of bid security will be forfeited to Owner as liquidated damages, not as a penalty.
- 2) Bid bond will be issued by a surety company meeting requirements of the General Conditions for surety companies providing bonds and will be submitted on AIA Document A310, Bid Bond or AIA authorized equivalent provided by surety company. The attorney-in-fact who executes the bond on behalf of the surety will affix to the bond a certified and current copy of the power of attorney.
- 3) Owner may retain bid security of bidders to whom an award is being considered until -
 - a. Contract has been executed and bonds have been furnished,
 - b. Specified time has elapsed so bids may be withdrawn, or
 - c. All bids have been rejected.

C. Submission of Bids

- 1) Submit bid in sealed opaque envelope containing only bid form and bid security. Envelopes will be sealed, bear bidder's name, and include the following:

BID FOR

LDS Hagerstown – 1253 Mount Aetna Road
Property # 514-7557

If bid is sent by mail, enclose sealed envelope in separate mailing envelope with notation 'SEALED BID ENCLOSED' on face.

- 2) It is bidder's sole responsibility to see that its bid is received at specified time. Bids received after specified bid opening time will be returned to bidders unopened.
- 3) No oral, facsimile transmitted, telegraphic, or telephonic bids, modifications, or cancellations will be considered.

D. Modification or Withdrawal of Bid

- 1) Bidder guarantees there will be no revisions or withdrawal of bid amount for 45 days after bid opening.
- 2) Prior to bid opening, bidders may withdraw bid by written request or by reclaiming bid

envelope.

- 3) Prior to bid opening, bidder may mark and sign on the sealed envelope that bidder acknowledges any or all Addenda.

5. CONSIDERATION OF BIDS:

- A. Opening of Bids - See Invitation to Bid.
- B. Rejection of Bids - Owner reserves right to reject any or all bids and to waive any irregularity therein.
- C. Acceptance of Bid
 - 1) No bidder will consider itself under contract after opening and reading of bids until Agreement between Owner and Contractor is fully executed.
 - 2) Bidder's past performance, organization, subcontractor selection, equipment, and ability to perform and complete its contract in manner and within time specified, together with amount of bid, will be elements considered in award of contract.

6. POST-BID INFORMATION:

- A. The conditionally accepted bidder submitting a bid involving subcontractors will submit its list of proposed subcontractors in a meeting to be held immediately after bid opening.

7. PERFORMANCE BOND AND PAYMENT BOND:

- A. Bond Requirements - Performance Bond and Labor and Material Payment bond will be required for this Project as specified in the General Conditions.
- B. Time of Delivery of Bonds - Bonds will be delivered to Owner with Agreement signed by bidder.

8. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR:

- A. Agreement form will be "Agreement Between Owner and Contractor for a Fixed Sum (U.S.)" provided by Owner.

9. MISCELLANEOUS:

- A. Pre-Bid Conference
 - 1) A pre-bid conference will be held Thursday, July 30, 2015 at 11:00 am at the project site. A representative from each of the bidding contractor's office is required to be present at this pre-bid conference.
- B. Liquidated Damages - Conditions governing liquidated damages are specified in the General Conditions and in the Supplementary Conditions.
- C. Examination Schedule for Existing Building and Site
 - 1) The building / site will be open on Thursday July 30, 2015 between the hours 12:00 pm and 2:00 pm for bidding contractors and sub-contractors to visit & examine the existing building & site. All other arrangements to visit the site shall be scheduled through the Owner's Facility Management office (Contact: Rusty Fidler at 304-216-2360). All arrangements other than the July 30, 2015 are subject to the LDS Facilitates Manager's Availability and are **NOT** guaranteed.
- D. Exemption from local taxes - See Supplementary Conditions

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INFORMATION AVAILABLE TO BIDDERS (U.S.)

1. GEOTECHNICAL DATA

A. Geotechnical Report -

- 1) Owner has secured the services of a geotechnical engineer to aid in design of the Project. Following conditions apply -
 - a) A geotechnical report dated April 15, 2014 has been prepared by Profession Service Industries, Inc., referred to as the Geotechnical Engineer.
 - b) A copy of this report will be issued to each invited Contractor.
 - c) A copy of this report may also be inspected at the office of the Architect or Owner.
 - d) This report was obtained solely for use in design by Consultant and is not a part of the Contract Documents. It is not intended that Contractor rely on geotechnical engineer's report.
 - e) Reports are provided for Contractor's information but are not a warranty of subsurface conditions.
- 2) Prior to bidding, Contractor may make his own subsurface investigations to satisfy himself with site and subsurface conditions.

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SUBCONTRACTORS AND MAJOR MATERIALS SUPPLIERS LIST

Project Name: _____ Date: _____

Stake: _____ Project No: _____

General Contractor: _____

General Contractor is to provide the names of the following subcontractors and suppliers to the Owner's Project Manager immediately following the bid opening:

VMR SUBCONTRACTORS

Roofing _____

Doors, Frames & Hardware _____

Storefronts _____

HVAC Equipment Manuf. _____

Other _____

Other _____

SUBCONTRACTORS AND SUPPLIERS

Grading / Site work _____

Site Utilities _____

Demolition _____

Paving _____

Termite Control _____

Site Concrete _____

Fencing _____

Irrigation System _____

Landscaping _____

Building Concrete _____

Masonry _____

Structural Steel _____

Framing _____

Trusses _____

Insulation _____

Soffit / Fascia _____

Millwork _____

Drywall _____

Ceramic Tile _____

Acoustical Tile _____

Painting _____

Wall Coverings _____

Draperies _____

Plumbing _____

HVAC _____

Electrical _____

Controls _____

Sound / Satellite _____

EQUAL PRODUCT APPROVAL REQUEST FORM (U.S.)

Project Name: _____ Request Number: _____

TO: _____

FROM: _____

BID DATE: _____

A proposed product is not legally approved and cannot legally be included in a bid or used in the Work until it appears in an Addendum or other Contract Modification as defined in the General Conditions. See Instructions To Bidders Paragraph 3,C, General Conditions, and Section 016000.

PROPOSED EQUAL PRODUCT:

Specification Section: _____

Specified Products: _____

Proposed Product: _____

The Undersigned certifies:

1. Proposed equal product has been fully investigated and determined to be equal or superior in all respects to specified products.
2. Same warranty will be furnished for proposed equal product as for specified products.
3. Same maintenance service and source of replacement parts, as applicable, is available.
4. Proposed equal product will have no adverse effect on other trades and will not affect or delay progress schedule.
5. Proposed equal product does not affect dimensions and functional clearances.

ATTACHMENTS:

Include the following attachments -

1. Copy of the Project Manual Section where the proposed equal product would be specified, rewritten or red-lined to include any changes necessary to correctly specify the proposed equal product. Identify completely changes necessary to the original Project Manual Section.
2. Copies of details, elevations, cross-sections, and other elements of the Project Drawings redone as necessary to show changes necessary to accommodate proposed equal product. Identify completely the changes from the original Drawings.
3. Complete product literature and technical data, installation and maintenance instructions, test results, and other information required to show complete conformance with requirements of the Contract Documents.

SIGNED: _____

Printed Name _____

Company _____

Address _____

City, State, Zip Code _____

Telephone _____ Fax _____

REVIEW COMMENTS:

_____ Accepted. See Addenda Number _____.

_____ Submission Not In Compliance With Instructions. Respond to attached comments and resubmit.

_____ Proposed Equal Product Not Acceptable. Use specified products.

_____ Not Reviewed. Submission received too late. Use specified products.

ADDITIONAL COMMENTS:

BY: _____ **DATE:** _____

BID FORM

FOR GENERAL CONTRACT WORK (U.S.)

PROJECT IDENTIFICATION:

LDS # 514755713020101 Hagerstown – Meetinghouse Addition & Parking Expansion

OWNER:

Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-day Saints, a Utah corporation sole ("Owner")

ARCHITECT:

L2M Inc.
811 Cromwell Park Drive, Suite 113
Glen Burnie, MD 21061

BID

1. In submitting this Bid, Bidder represents that:
 - a. If this Bid is accepted, Bidder will enter into an agreement with Owner to perform and furnish the Work described in the Bidding Documents for the Bid Price and within the Time of Substantial Completion indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
 - b. Bidder has carefully examined Set(s) Number _____ of the Bidding Documents consisting of the Project Manual containing the Bidding Requirements, the Conditions of the Contract, and the Specifications, entitled _____, the Drawings entitled _____ and dated _____, and including sheets numbered _____, and addenda numbers _____.
 - c. Bidder has examined the site of the work, existing conditions, and all other conditions affecting the work on the above-named Project.
 - d. Bidder has carefully correlated the information known to Bidder and information and observations obtained from visits to the site with the Bidding Documents.
 - e. Bidder is familiar with federal, State, and local laws and regulations applicable to Project.
 - f. Bidder guarantees there will be no revisions or withdrawal of bid amount for forty-five (45) days after the bid opening.

2. Bidder hereby proposes to furnish all materials, labor, equipment, tools, transportations, services, licenses, fees, permits, etc., required by said documents to complete the Work described by the Contract Documents for the lump-sum of: _____ Dollars (\$ _____).
 - a. Unit Prices as described in spec section 01 2200 Unit Prices – Addendum #3
 - a. The removal and off-site disposal of loose fill or soft natural materials per cubic yard _____ (\$ _____)
 - b. The structural (engineered) fill materials per compacted cubic yard _____ (\$ _____)

3. Bidder agrees to achieve substantial completion of the Work within the number of days indicated in the Invitation to Bid.

4. Enclosed is a Bid Bond for not less than five percent (5%) of the bid.

RESPECTFULLY SUBMITTED:

	Signature
	Printed name
	Title
	Company name
	Business Address
Date	City, State, and Zip Code
License No.	Telephone Fax
	Contact Email Address

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CONSTRUCTION MATERIAL ASBESTOS STATEMENT (U.S.)

Building Name: _____

Building Plan Type: _____

Building Address: _____

Building Owner: Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints, a Utah corporation sole

Project Number: _____

Completion Date: _____

As PROJECT CONSULTANT and principal in charge; based on my best knowledge, information, inspection, and belief; I certify that on the above referenced Project, no asbestos-containing building materials were specified in the construction documents or given approval in shop drawings or submittals.

Project Consultant and Principal in Charge (signature) Date

Company Name

As GENERAL CONTRACTOR in charge of construction; based on my best knowledge, information, inspection, and belief; I affirm that on the above-referenced Project, no asbestos-containing building materials were used in the construction.

General Contractor (signature) Date

Company Name