# Instructions to Bidders

## Examination

* 1. Bidders shall carefully examine all provided documents pertaining to each project including shapefiles, project maps, and/or specifications before submitting a bid.
     1. Bidder must follow all provided project specifications.
  2. Bidder is strongly encouraged to examine the project site in person if possible before submitting a project bid (if applicable).
  3. Bidder will not be given extra payment for conditions which can be determined by examining site and documents.

## Bidding Submittal

* 1. A separate bid document for each project must be provided if a bidder is bidding on more than one project.
  2. All bids must be in Word and/or Excel format.
     1. Bids are for labor only, materials only, or labor and materials (varies by project; refer to bid description on website).
        1. All labor-related bids must show cost of labor per mile.
        2. All materials-related bids must show cost of materials per mile.
     2. All bids must provide a timeline, including project start and end date, that is in either a monthly or quarterly format.
  3. Bidder must indicate if they will invoice monthly or quarterly, with payment terms of 45 days.
     1. Bidder must provide receipts when submitting invoices for materials reimbursement.
  4. Bidder shall provide a brief statement or resume of applicable qualifications.
     1. Additionally, if applicable, the bidder shall provide their contractor license number with expiration date and certificate of insurance.
  5. Bidders are solely responsible for ensuring that bids are received by the time and date stated on the Project Bids Page on the AACD website.

## Consideration of Bids

* 1. To be considered, Bids shall be made in accordance with these instructions. Failure to comply with these requirements may cause a bid to be rejected.
  2. It is the intent of AACD to award contracts based on qualifications and the lowest evaluated responsive bids submitted by responsible bidders.

1. Contract and Payment
   1. Contract will be for the project materials only, project labor only, or project materials and labor (depending on the specifics of the project).
   2. The Successful bidder shall complete an Authorization Agreement for Automatic Deposits on an ACH Credits Form that will be provided upon receipt of first invoice.