

## INSTRUCTIONS TO BIDDERS

### 1.01 BID FORMS AND BID PREPARATION

- A. All bids must be submitted on the bidder's company letterhead in the format prescribed in Section 5 – Bid/Tender Forms. Bid forms will be submitted in duplicate.
- B. **All blank spaces must be filled-in, in ink or typewritten, with both words and figures, where required.**
- C. Each bid must be submitted in a sealed envelope, bearing on the outside the words "Bid Documents", the bidder's name, license number, and address and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as outlined in the Proposal Form.
- D. Conditional bids will not be accepted.

### 1.02 ACCESS TO THE PROJECT SITE

- A. Access to the site by the Bidders will only be permitted by prior written authorization by **Hillcrest Condominium Building #15**. All Bidders or Bidders' representatives will be accompanied by the Association or the Engineer during site inspections by the Bidders.

### 1.03 EXAMINATION OF SITE

- A. Bidders are required to visit and shall be deemed to have visited the site of the project and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

### 1.04 PRE-BID PROJECT SITE VISITATION

- A. A pre-bid conference will not be held TBD; however, Bidders are strongly encouraged to visit **Hillcrest Condominium Building #15 site** to familiarize himself/herself with the actual project site and construction of the buildings. Bidders may walk up to the buildings to perform a review; however, in no event may a Bidder enter an Owner's private courtyard property.



1.05 OBLIGATION OF BIDDERS

A. At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with all Contract Documents (including all addenda). Failure or omission of any Bidder to examine any form, instrument or document shall in no way relieve any Bidder from any obligation with respect to his bid.

1.06 CONDITIONS OF BIDDERS

A. Each Bidder must inform himself/herself fully of the conditions relating to the project and employment of labor thereon. Failure to do so will not relieve a successful Bidder of his obligation to furnish all material and labor necessary to carry out the provisions of his contract and to employ such means and methods that will not cause any interruption or interference with work by others.

1.07 INTERPRETATION AND ADDENDA

- A. **Hillcrest Condominium Building#15** and the Engineer will make every effort necessary to cooperate with Bidders in making the proper interpretations of the Contract Documents and in advising all Bidders of such interpretation.
- B. Questions from Bidders must be directed to the Engineer as soon as possible to allow sufficient time for preparation and distribution of an Addendum.
- C. Deadline for interpretations and questions shall be two (2) working days before the bid date.
- D. When written addenda are required, they will be e-mailed to each Contractor. It shall be each Bidder's responsibility to make inquiry as to addenda issued. All such addenda shall become a part of the Contract Documents and all Bidders shall be bound by such addenda, whether received by Bidders or not.
- E. Each Contractor will be mailed each addendum. It shall be the responsibility of each prime Bidder to forward copies of each addendum or otherwise inform their Subcontractors.
- F. Every holder of drawings and specifications furnished to him by **Hillcrest Condominium Building#15** shall receive a copy of each addendum.

1.08 QUALIFICATIONS OF BIDDER(S)

- A. Bids will be accepted only from Contractors requested to bid and who are properly and currently licensed in the State of Florida.
- B. **Each Bidder is advised that the actual installation of the components not to be performed by subcontracted labor and must be performed by employees of the Bidder.**



- C. Each Bidder is advised that any person, firm, or other party to whom Bidder proposes to award a subcontract, must be acceptable to **Hillcrest Condominium Building#15**.

#### 1.09 TIME FOR RECEIVING BIDS

- A. **Bids will be received until, TBD, to be delivered to Hillcrest Condominium Building#15 office.** Bids received prior to the time of opening will be kept unopened.

- i. **Hillcrest Condominium Building#15**  
**4800 Hillcrest Lane,**  
**Hollywood, FL 33021**

**Contact: Wayne N. Leventhal (LCAM)**  
**Email: [wleventhal@alliedpropertygroup.net](mailto:wleventhal@alliedpropertygroup.net)**

- ii. **Hillcrest Condominium Building #15 will** not be responsible for the premature opening of any bid, which is not properly addressed and identified.

- B. Unless specifically authorized, telegraphic modification of bids will be considered only if such modification is received prior to the time set for opening and written confirmation of such modification over the signature of the Bidder is placed in the mail and postmarked prior to the time for bid opening.

- C. Bidders are cautioned that while telegraphic modifications of bids may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall disqualify the bid.

#### 1.10 OPENING OF BIDS

- A. At the time and place fixed for the opening of bids, every bid received within the time fixed for receiving bids will be opened privately.

#### 1.11 WITHDRAWAL OF BIDS

- A. Bids may be withdrawn by written or telegraphic request dispatched by the Bidder in time for delivery in the normal course of business prior to the time fixed for opening; provide, that written confirmation of any telegraphic withdrawal over the signature of the Bidder is placed in the mail and postmarked prior to the time set for bid opening. Negligence on the part of the Bidder in preparing his bid confers no right of withdrawal or modification of his bid after such bid has been opened. No bid may be withdrawn for a period of sixty (60) days after the time and date set for opening of the bids.



#### 1.12 AWARD OF CONTRACT – REJECTION OF BIDS

- A. The contract may be awarded, soon, to the responsible bidder complying with the conditions of the Instructions to Bidders, provided his/her bid is reasonable and it is in the best interest of **Hillcrest Condominium Building #15**. However, the right to reject all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of **Hillcrest Condominium Building #15**.
- B. **Hillcrest Condominium Building #15** reserves the right to negotiate with a Contractor in lieu of receiving competitive bids.
- C. **Hillcrest Condominium Building #15** also reserves the right to reject the bid of any Bidder who has previously failed to perform properly or to complete a similar contract on time; who is not in a position to perform the contract; or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material suppliers or employees.

#### 1.13 EXECUTION OF CONTRACT

- A. The failure of the successful Bidder to execute a Contract within ten (10) days after the prescribed forms are presented for signature or within such extended period as the Association may grant based upon reasons determined adequate by **Hillcrest Condominium Building #15** shall constitute a default, and **Hillcrest Condominium Building #15**, may either award the Contract to the next lowest Bidder or re-advertise for bids.

#### 1.14 PRE-CONSTRUCTION CONFERENCE

- A. Either before or soon after the actual award of the Contract (but in any event prior to the start of construction), the Contractor or his Representative shall attend a pre-construction conference with representatives of **Hillcrest Condominium Building #15**, and the Engineer. The conference will serve to acquaint the participants with the general plan of Contract Administration and requirements under which the construction operation is to proceed and will inform the Contractor of the obligations imposed on him and his Subcontractors in that regard.
- B. The date, time, and place of the conference will be furnished to the Contractor by **Hillcrest Condominium Building #15**, or the Engineer.

#### 1.15 LAWS AND REGULATIONS

- A. The Bidder's attention is directed to the fact that all applicable State Laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout and they will be deemed to be included in the Contract the same as though herein written out in full.



- B. The Contractor and all Subcontractors shall further comply with applicable building codes, as referenced in the various sections of the specifications, and as otherwise required by state and local building departments' rules and regulations.

#### 1.16 CONTRACTOR'S QUALIFICATIONS

- A. The Contractor's completed qualifications forms are required with the Bidder's bid. An incomplete statement will be considered a non-responsive bid.

#### 1.17 PROJECT SUPERINTENDENT

- A. **The Contractor will employ qualified personnel to complete the work of this project. They shall have had at least five (5) years' previous experience in a similar position on projects of comparable size, scope, and complexity.**
- B. The performance of these persons must be acceptable to the Association; or, with reasonable cause they will be replaced by the Contractor.

#### 1.18 TIME OF COMPLETION OF CONTRACT

- A. The project shall be complete and ready for use by the Association in the number of consecutive calendar days indicated by the Contractor on the Bid Form and as agreed to by **Hillcrest Condominium Building #15**.

#### 1.19 COMPLETION DATES

- A. "Completion date", as defined herein, shall be as determined by **Hillcrest Condominium Building #15**, and the Engineer.
- B. "Substantial completion", where elsewhere used shall be synonymous with "completion date", as defined above.

#### 1.20 SUBCONTRACTOR AND MATERIAL PRICE LISTING

- A. The Bidder shall submit, with his bid, a list of all subcontractors and material suppliers for review and acceptance by **Hillcrest Condominium Building #15** the list shall contain the type of service provided, name of firm, name of the project coordinator address, telephone number, and date the business was established.