# **Supplementary Instructions to Bidders**

**APPROVED DOCUMENT—**This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

# **Cover Sheet and Instructions**

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| --- | --- | --- | --- | --- | --- | --- |
| PURPOSE OF DOCUMENT: | Provides bidders with bid submittal information that varies by project; provides a means for modifying the Instructions to Bidders without revising the text of that document. | | | | | |
| CROSS-REFERENCES TO FACILITIES MANUAL (FM): | **FM4:4.5.2** | | | | | |
| CONTENTS: | Supplementary Instructions to Bidders form | | | | | |
| FOR USE WITH:  (Not Applicable to Some Documents) | **√** | Job Order Contract (JOC) | | | | |
| COMPLETED BY: | **√** | Filling In | **√** | Adding Text |  | No Data Required |
| ITS USE IS: | **√** | Required |  | Optional | | |

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods:

* Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Coded instruction within brackets. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

2. Add additional instructions as required, and number new instructions sequentially (see note, below).

NOTE: CHANGES TO THE INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS (THE CORE DOCUMENTS)—MADE BY, RESPECTIVELY, SUPPLEMENTARY INSTRUCTIONS TO BIDDERS AND SUPPLEMENTARY CONDITIONS—REQUIRE REVIEW AND APPROVAL BY THE OFFICE OF THE PRESIDENT AND BY THE OFFICE OF THE GENERAL COUNSEL BEFORE THESE DOCUMENTS ARE ISSUED TO BIDDERS (SEE FM4:6.1.2).

**Modifications and Additions:**

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.
3. *Supplementary Instructions to Bidders Item #7* - *Additional language at the end of Article 1.13 of Instructions to Bidders*. Insert language based on JOC system provider as indicated by instruction
4. *Addition of Article 6.3.10 to Instructions to Bidders* – Use appropriate version for the type of licensing and fee agreement that your campus has arranged; Split fee with the contractor or University paid all-inclusive fee.

**Comments:**

END OF COVERSHEET AND INSTRUCTIONS

SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1. Requests for clarification or interpretation of the Bidding Documents shall be addressed only to:

{NAME OF PERSON OR FIRM}

{ADDRESS}

{CITY}, {STATE} {ZIP CODE}

{TELEPHONE NUMBER}

2. The Pre‑Bid Conference will be conducted on {DAY}, {DATE}, {TIME}, at:

{OFFICE}

{ADDRESS}

{CITY}, {STATE}{ZIP CODE}

(Attendance at the Pre‑Bid Conference is mandatory.)

3. Bids will be received on or before the Bid Deadline and only at:

{OFFICE}

{SPECIFIC LOCATION}

{ADDRESS AND ROOM NUMBER}

{CITY}, {STATE} {ZIP CODE}

4. Bids will be opened at the following location:

{OFFICE}

{ADDRESS AND ROOM NUMBER}

{CITY}, {STATE} {ZIP CODE}

{IF BID OPENING WILL NOT PROMPTLY FOLLOW THE BID DEADLINE, ADD THE FOLLOWING:}

Bids will be opened at {TIME}, {DAY}, {DATE}

**{INSERT THE FOLLOWING ONLY IF REQUEST PRODUCT SUBSTITUTION DEADLINE PRIOR TO BID DEADLINE:}**

{IF FACILITY DESIRES **PRE-AWARD** REQUESTS FOR PRODUCT SUBSTITUTION, INSERT FOLLOWING INSTRUCTION. SEE ALSO THE EMBEDDED INSTRUCTION IN THE “ADVERTISEMENT FOR BIDS.”

5. Requests for substitution relating to the following specification section(s) must be received on or before  {INSERT TIME} on {INSERT DATE} at the address given for receipt of bids:

{INSERT SECTION NO AND TITLE:

EX: Section 10520 - Fire Protection Specialties

# Section 15900 - HVAC Instrumentation and Control}

No other substitutions will be considered prior to award of Contract.

**{INSERT THE FOLLOWING LANGUAGE IF YOU INCLUDE REFERENCE TO SYSTEMWIDE CONTRACTS IN INFORMATION AVAILABLE TO BIDDERS:}**

6. The University has negotiated contracts with certain suppliers (listed in the “Information Available to Bidders”) to supply materials to University construction projects. Bidders may be able to obtain favorable pricing from the listed suppliers for materials required for this Contract. Bidders are not obligated to obtain any required materials from the listed suppliers. Use of any of the listed suppliers is at the bidder’s risk, and the University does not provide any warranties, express or implied, with respect to the listed suppliers, their products and/or services. In particular, University does not warrant that the listed suppliers, their products and/or services are suitable for this project.

{INSERT ONE OF THE FOLLOWING AT THE END OF SECTION 1.13 IN THE INSTRUCTIONS TO BIDDERS:}

(IF USING THE GORDIAN SYSTEM) IF USING THE GORDIAN JOC SYSTEM, USE THE FOLLOWING LANGUAGE

7. The bid documents include a Unit Price Book (UPB)containing a series of construction tasks with preset Unit Prices. The UPB was developed using experienced labor and high quality materials. All Unit Prices are based on local labor, material and equipment prices including the current prevailing wages and are the direct cost of construction. The Contractor will bid Adjustment Factors to be applied to the Unit Prices. The price of an individual project will be determined by multiplying the preset Unit Prices and the appropriate quantities by the appropriate Adjustment Factor. The Adjustment Factors shall apply to every Pre-Priced Task in the UPB

IF USIING THE FOS CANON SIMPLBID SYSTEM INCLUDE THE FOLLOWINGIF USING THE CANON SIMPLEBID JOC SYSTEM, USE THE FOLLOWING LANGUAGE

7. The bid documents include a Unit Price Book (UPB) containing a series of construction tasks with preset Unit Prices. All Unit Prices are based on local labor, material and equipment prices including the current prevailing wages and are the direct cost of construction. The Contractor will bid Adjustment Factors to be applied to the Unit Prices. The price of an individual project will be determined by multiplying the preset Unit Prices and the appropriate quantities by the appropriate Adjustment Factor. The Adjustment Factors shall apply to every Pre-priced and non-Pre-Priced Task in the Unit Price Book.

8. { INSERT ONE OF THE FOLLOWING ARTICLES AS ARTICLE 6.3.10 ONLY IF USING THE GORDIAN GROUP TO ADMINISTER THIS JOC CONTRACT:}

(IF USING THE GORDIAN SYSTEM **CONTRACTOR FEE**, USE THE FOLLOWING for 6.3.10

8. The following shall be added as section 6.3.10 in the Instructions to Bidders:

6.3.10 The Contractor shall be required to execute Consultant’s JOC System License Agreement, Exhibit XX. A Contractor License Fee of 1% of the Job Order Sum for every Job Order shall be paid directly by the Contractor to The Gordian Group. Any checks or other forms of payment will be made payable to The Gordian Group, Inc. Any such payment shall not be administered through the University or become an obligation of this Contract.

(IF USING THE GORDIAN SYSTEM **CONTRACTOR FEE**, USE THE FOLLOWING FOR 6.3.10

8. 6.3.10 The Contractor shall be required to execute Consultant’s JOC System License Agreement, Exhibit XX.