**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

1. Contract Time: **{NUMBER}** days.

2. 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}

3. The mandatory Job Walk will be conducted at the time and location specified in the **{ENTER EITHER REQUEST FOR BIDS OR ADVERTISEMENT FOR BIDS}**, bound herein. (Attendance at the Job Walk is mandatory.)

4. Bids will be received on or before the Bid Deadline and only at the location specified in the **{ENTER EITHER REQUEST FOR BIDS OR ADVERTISEMENT FOR BIDS}**.

5. Bids will be opened at the location specified in the **{ENTER EITHER REQUEST FOR BIDS OR ADVERTISEMENT FOR BIDS}**.

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.

**{NOTE: INSERT THE FOLLOWING IF 1) ESTIMATED CONTRACT SUM OVER $50,000 AND 2) YOU ARE USING BOTH LIQUIDATED DAMAGES AND COMPENSIBLE DELAY; OTHERWISE DELETE AND STATE “NOT USED”}**

7. Contractor will be assessed as liquidated damages the sum of $**{ Amount in Figures }** for each day the Work remains incomplete beyond the expiration of the Contract Time. After Substantial Completion, the rate for liquidated damages shall be reduced to the sum of **{INSERT $AMOUNT}**. See Article 5 for detailed requirements.