

INSTRUCTIONS TO BIDDERS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE PREPARING AND SUBMITTING YOUR BID.

All bids shall be prepared and submitted in accordance with Section 102-8A of the *Standard Specifications for Roads and Structures*, the Construction Specifications and the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and may be grounds for rejection of the bid.

1. The bidder shall return the same proposal, with the authorized bid sticker attached, that was furnished to the bidder by the Department. No substitute bid proposal will be acceptable.
2. The bid proposal furnished by the Department shall not be altered in any manner. **DO NOT SEPARATE THE BID FORM FROM THE PROPOSAL!**
3. The bid shall not contain any unauthorized additions, deletions, or conditional bids. The Bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. The bid shall be accompanied by a bid bond on the form furnished by the Department or by a bid deposit. (Refer to Section 102-10 in the Standard Specifications).
5. All entries on the bid form, including signatures, shall be written in ink.
6. The bidder shall submit a lump sum bid price for the Ferry Vessel described in the itemized proposal. The lump sum bid price shall be written in the "Amount Bid" column, in figures and contain no more than TWO decimal places.
7. Changes to any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall **initial the change** in ink. Do not use correction fluid, correction tape or similar product to make corrections.
8. The bid shall be properly executed on the included **Execution of Bid – Non-collusion Affidavit, Debarment Certification and Gift Ban Certification** form. All bids shall show the following information:
 - a. Name of Corporation, Partnership, Limited Liability Company, Joint Venture, Individual or firm, submitting bid. Corporations that have a corporate seal should include it on the bid.
 - b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.
 - c. Name, signature, and position or title of witness.

Note: Signer, Witness and Notary Public must be different individuals.

9. **THE PROPOSAL, WITH THE BID FORM STILL ATTACHED, SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL BE DELIVERED TO AND RECEIVED BY THE STATE CONTRACT OFFICER AT 1020 BIRCH RIDGE DRIVE, PRIOR TO 2:00 P.M. ON, TUESDAY, NOVEMBER 20, 2018.**

10. The sealed bid must display the following statement on the front of the sealed envelope:

“BID FOR THE CONSTRUCTION OF PROJECT NO. WBS 47256.3.1 IN DARE COUNTY TO BE OPENED AT 2:00 P.M. ON TUESDAY, NOVEMBER 20, 2018.”

11. Hand delivery or delivery by private delivery services is highly recommended. The sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**STATE CONTRACT OFFICER
N.C. DEPARTMENT OF TRANSPORTATION
CONTRACT STANDARDS AND DEVELOPMENT
CENTURY CENTER BUILDING B – DOOR B-16
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610**

Attn: State Contract Officer – Bid Letting November 20, 2018

The following forms must be completed and or signed as indicated:

- a. LISTING OF DBE SUBCONTRACTORS form (M-2) - if none, enter “NONE” on both sheets.
- b. FACILITY LOCATION - indicate the physical address of where the ferry will be constructed.
- c. LABOR AND MATERIALS sheet - complete the “Per Hour Cost” column. Fill in rates for all lines.
- d. COST BREAKDOWN sheet - complete all lines including the total amount bid at bottom.
The Excel version of this file must be downloaded from the NCDOT Bidding and Letting site, completed, saved on a USB flash drive and returned with the Price Proposal.
- e. ITEM BID sheet - enter the Lump Sum Bid amount for the construction of one ferry. This amount must equal the total at the bottom entered on the Cost Breakdown sheet.
- f. EXECUTION OF BID sheets – complete the sheet that pertains to company category (Corporation, Limited Liability...). Include any Corporate or Notary seals as applicable. Strike through any titles that do not apply to the individual that is signing.
- g. BID BOND forms (inserts)
 - Page one of the Bid Bonds must be signed and returned by all bidders. The second page to be returned is the applicable company category sheet (Corporation, Limited Liability...). Any unused pages need not be returned.
 - Insure that the Bid Bond date at the bottom of page one, which begins with ***IN TESTIMONY WHEREOF***...is the same date as the Price Proposal submission date on the official Bid Proposal that was sent to your company.

- On the second page of the Bid Bond, strike through the incorrect titles that do not apply to the individual signing the document.
- When submitting the Power of Attorney page, please insure that the date at the bottom of the page is date exactly the same as the date of the bid opening.