

**SECTION 00 1113  
ADVERTISEMENT FOR BIDS**

**FROM:**

**1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):**

- A. The County of Dimmit
- B. 305 North 5<sup>th</sup> Street
- C. Carrizo Springs, TX 78834

**1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):**

- A. Fisher Heck Inc., Architects
- B. 915 S. St. Mary's St.
- C. San Antonio, TX 78205

**1.03 TO: POTENTIAL BIDDERS**

- A. The County of Dimmit is requesting proposals from general contractors for the construction of the Justice of the Peace and Commodities Building for Precinct 4, Dimmit County.
- B. Your firm is invited to submit an offer under seal to Owner for the Justice of the Peace and Commodities Building for Precinct 4 located at 853 Carter Street, Asherton, TX 78827 before 4:00 pm local standard time on the 30th day of November, 2020.
- C. Bids signed and under seal, executed, and dated will be received at the office of the Owner at Office of the County Clerk at 103 North 5<sup>th</sup> Street, Carrizo Springs, TX 78834 before 4:00 pm local standard time on the 30th day of November.
- D. A digital copy of the Bid Documents for a Stipulated Sum contract may be obtained from the following link: <https://fisherheck.synctool.com/shares/folder/lq4UyrFDpFd/>
- E. Refer to other bidding requirements described in Document 00 2113 - Instructions to Bidders and Document 00 3100 - Available Project Information. Contact Christine Cardona-Guerrero at 830-876-6389 for documents.
- F. Bidders are required to complete Bid Form as provided in Section 00 4100 Bid Form. Bidders may supplement this form as appropriate. Contact Christine Cardona-Guerrero at 830-876-6389 for documents.
- G. Your offer will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.
- H. The Owner reserves the right to accept or reject any or all offers. Contact Christine Cardona-Guerrero at 830-876-6389 for documents.

**END OF SECTION**

**SECTION 00 2113  
INSTRUCTIONS TO BIDDERS**

**SUMMARY**

**1.01 DOCUMENT INCLUDES**

- A. Invitation
  - 1. Bid Submission
  - 2. Intent
  - 3. Work Identified in Contract Documents
  - 4. Contract Time
- B. Bid Documents and Contract Documents
  - 1. Definitions
  - 2. Contract Documents Identification
  - 3. Availability
  - 4. Examination
  - 5. Inquiries/Addenda
  - 6. Product/Assembly/System Substitutions
- C. Site Assessment
  - 1. Site Examination
  - 2. Prebid Conference
- D. Qualifications
  - 1. Qualifications
  - 2. Prequalification
  - 3. Subcontractors/Suppliers/Others
- E. Bid Submission
  - 1. Bid Depository
  - 2. Submission Procedure
  - 3. Bid Ineligibility
- F. Bid Enclosures/Requirements
  - 1. Security Deposit
  - 2. Consent of Surety
  - 3. Performance Assurance
  - 4. Insurance
  - 5. Bid Form Requirements
  - 6. Fees for Changes in the Work
  - 7. Bid Form Signature
  - 8. Additional Bid Information
  - 9. Selection and Award of Alternates
- G. Offer Acceptance/Rejection
  - 1. Duration of Offer
  - 2. Acceptance of Offer

**1.02 RELATED DOCUMENTS**

- A. Document 00 1113 - Advertisement for Bids.
- B. Document 00 3100 - Available Project Information.
- C. Document 00 4100 - Bid Form.

## **INVITATION**

### **2.01 BID SUBMISSION**

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at Office of the County Clerk at 103 North 5<sup>th</sup> Street, Carrizo Springs, TX 78834 before 4:00 pm local standard time on the 30th day of November.

### **2.02 INTENT**

- A. The intent of this Bid request is to obtain an offer to perform work to complete a new Justice of the Peace and Commodities Building including related site improvements located at 853 Carter Street, Asherton Texas 78827 for a Stipulated Sum contract, in accordance with the Contract Documents.

### **2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS**

- A. Work of this proposed Contract comprises building construction, site development, and demolition, including general construction Work.

### **2.04 CONTRACT TIME**

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

## **BID DOCUMENTS AND CONTRACT DOCUMENTS**

### **3.01 CONTRACT DOCUMENTS IDENTIFICATION**

- A. The Contract Documents are identified as Project Number 1929 A1, as prepared by Architect who is located at 915 S. St. Mary's St., San Antonio, TX 78205, and with contents as identified in the Project Manual and as indicated on the Drawings.

### **3.02 AVAILABILITY**

- A. Bid documents may be obtained at the following link:  
<https://fisherheck.syncedtool.com/shares/folder/lq4UyrFDpFd/>
- B. The contractor is responsible for periodically checking the link above for any addendums issued during the bidding process.
- C. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

### **3.03 INQUIRIES/ADDENDA**

- A. Direct questions to Architect, through fax or e-mail, Attention: Andrea Tejeda-Gómez. The fax number is 210.299.1644 and e-mail is atejeda@fisherheck.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, and will be uploaded to the link provided above not less than 3 day before date set for receipt of bids.

### **3.04 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS**

- A. When a request to substitute a product is made, Architect may approve the substitution and will issue an Addendum to known bidders.
- B. In submission of substitutions to products specified, bidders shall include in their bid all changes required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions shall not be considered.
- C. The submission shall provide sufficient information to determine acceptability of such products.

- D. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- E. Provide products as specified unless substitutions are submitted in this manner and accepted.
- F. Substitution requests will only be considered prior to receipt of bid.
- G. See Section 01 6000 - Product Requirements for additional requirements.

## **SITE ASSESSMENT**

### **4.01 SITE EXAMINATION**

- A. Examine the project site before submitting a bid.
- B. A visit to the project site has been arranged for bidders as follows: Contact Christine Cardona-Guerrero at 830-876-6389 to schedule a visit.

## **QUALIFICATIONS**

### **5.01 EVIDENCE OF QUALIFICATIONS**

- A. General Contractor shall have a minimum of 5 years experience successfully managing and constructing similar size and scope buildings. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position, previous experience, and current commitments.

### **5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS**

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

## **BID SUBMISSION**

### **6.01 SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- D. An abstract summary of submitted bids will be made available to all bidders following bid opening.

### **6.02 BID INELIGIBILITY**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

## **BID ENCLOSURES/REQUIREMENTS**

### **7.01 SECURITY DEPOSIT**

- A. Bids shall be accompanied by a security deposit as follows:
  - 1. Certified check of a sum no less than 5 percent of the Bid Amount.

- B. Endorse the certified check in the name of the Owner.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. After a bid has been accepted, all securities will be returned to the respective bidders and other requested enclosures.
- F. If no contract is awarded, all security deposits will be returned.

**7.02 PERFORMANCE ASSURANCE**

- A. Accepted Bidder: Provide a Performance bond and Payment bond.
- B. Include the cost of performance assurance bonds in the Bid Amount.
- C. Performance and Payment bonds are required in the amount of the bid.

**7.03 BID FORM REQUIREMENTS**

- A. Complete all requested information in the Bid Form and Appendices.

**7.04 SALES AND USE TAXES**

- A. Do not include sales tax. The project is tax exempt.

**7.05 FEES FOR CHANGES IN THE WORK**

- A. Include in the Bid Form, the fees proposed for subcontract work for changes (both additions and deductions) in the Work. Contractor shall apply fees as noted, to the subcontractor's gross (net plus fee) costs on additional work.

**7.06 BID FORM SIGNATURE**

- A. The Bid Form shall be signed by the bidder, as follows:
  - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
  - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
  - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

**OFFER ACCEPTANCE/REJECTION**

**8.01 DURATION OF OFFER**

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

**8.02 ACCEPTANCE OF OFFER**

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written Bid Acceptance.

**END OF SECTION**

**SECTION 00 4100  
BID FORM**

**THE PROJECT AND THE PARTIES**

**1.01 TO:**

A. Owner

**1.02 FOR:**

**1.03 DATE:** \_\_\_\_\_ (BIDDER TO ENTER DATE)

**1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

- A. Bidder's Full Name \_\_\_\_\_  
1. Address \_\_\_\_\_  
2. City, State, Zip \_\_\_\_\_

**1.05 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by Fisher Heck Inc., Architects for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Unit Prices listed in this bid form for the Sum of:
- B. \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- E. All applicable federal taxes are excluded and State of Texas taxes are excluded from the Bid Sum.

**1.06 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
  2. Furnish the required bonds within seven days of receipt of Notice of Award.
  3. Commence work within seven days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**1.07 CONTRACT TIME**

- A. If this Bid is accepted, we will:
- B. Complete the Work in \_\_\_\_\_ calendar days from Notice to Proceed.  
(Bidder to enter number of days.)

**1.08 CHANGES TO THE WORK**

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. \_\_\_\_\_ percent overhead and profit on the net cost of our own Work;

2. \_\_\_\_\_ percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus \_\_\_\_\_ of the overhead and profit percentage noted above.

**1.09 ADDENDA**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
  1. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  3. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  4. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**1.10 BID FORM SUPPLEMENTS**

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
  1. Document 00 4336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.
  2. Document 00 4373 - Proposed Schedule of Values Form identifies the Bid Sum segmented into portions as requested.

**1.11 BID FORM SIGNATURE(S)**

- A. The Corporate Seal of
- B. \_\_\_\_\_
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. \_\_\_\_\_
- F. (Authorized signing officer, Title)
- G. (Seal)
- H. \_\_\_\_\_
- I. (Authorized signing officer, Title)

**1.12 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.**

**END OF SECTION**

**SECTION 00 4323  
ALTERNATES FORM**

**PARTICULARS**

**1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:**

**1.02 (BIDDER) \_\_\_\_\_**

**1.03 TO (OWNER): The County of Dimmit**

**1.04 DATED \_\_\_\_\_ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.**

**ALTERNATES LIST**

**2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES.**

**ALTERNATE # 1: ADD / (DEDUCT) \$ \_\_\_\_\_**

**END OF SECTION**