EAST MISSISSIPPI COMMUNITY COLLEGE
GOLDEN TRIANGLE CAMPUS
DOUGLAS PHASE III PARTIAL RE-ROOF PROJECT

INSTRUCTIONS FOR BIDDERS

1. **QUESTIONS:** Questions should be directed to the following Owner's Representative:

   Kyle Younger, Director of Physical Plant

   East Mississippi Community College

   8731 South Frontage Road

   Mayhew, MS 39753

   Office: 662-243-1975 or Cell: 662-574-1945

   kyounger@eastms.edu

2. **BIDDER'S QUALIFICATIONS:**

   a. **Certificate of Responsibility:** The Mississippi State Board of Contractors is responsible for issuing Certificates of Responsibility to Contractors. To be awarded a Contract for public work, Sections 31-3-15 and 31-2-21 of the Mississippi Code 1972, Annotated, requires a Contractor to have a current Certificate of Responsibility at bid time and during the entire length of the job. The Certificate of Responsibility number issued becomes a significant item in all public bidding.

3. **DISQUALIFICATION OF BIDDER:** A Bidder may be disqualified for the following reasons:

   a. Failure to comply with the bid requirements.

   b. Bidder has defaulted on a previous Contract with East Mississippi Community College.

   c. Bidder is, or anticipates being, in litigation or arbitration with East Mississippi Community College, a state agency, or a local governing authority.

4. **CONDITIONS OF WORK:** Each Bidder must fully inform himself of all conditions relating to the completion of the Project and employment of labor thereon. Failure to do so will not relieve the Bidder of obligations to furnish all material and labor necessary to carry out the provisions of the Contract and Specifications. Insofar as possible, the Bidder must employ methods, or means, which will not cause interruption of, or interference with, the work of others. Coordination with the Owner is critical.

5. **EXAMINATION OF SITE:** All Bidders shall visit the site and be informed of all conditions. Failure to visit the site will in no way relieve the successful Bidder from furnishing any materials and performing any work required to complete the work in accordance with the Contract and Specifications, without additional cost to the Owner.

6. LAWS AND REGULATIONS: The Bidder's attention is directed to the fact that all applicable Mississippi state laws, rules and regulations of all authorities having jurisdiction over a Contract for public work apply to this Contract.
7. OBLIGATION OF THE BIDDER: At the bid opening, each Bidder will be presumed to have inspected the site, and read and become familiar with all documentation.
8. PROPOSAL FORM:
    a. METHOD OF BIDDING: Lump sum, single bids received will include all work as specified in the documents.
    b. PROPOSAL FORMS: The Bidder shall make all proposals on form provided or online at www.centralauctionhouse.com and shall fill all applicable blank spaces without interlineations or alteration and must not contain recapitulation of the work to be done. No oral or telegraphic proposals will be considered.
    c. TIME OF COMPLETION: The Bidder shall agree to commence work on, or before, a date specified in a written *Notice to Proceed,* and fully complete the Project within the calendar days indicated on the Proposal Form.
    d. BASE BID: On the Proposal Form, the Bidder shall write out the Base Bid amount in words and include the numerical amount. The written word shall govern.
    e. SUBSTITUTIONS: No substitutions, qualifications or redefining of the Specifications are allowed to be marked on the Proposal Form.
    f. BIDDER IDENTIFICATION:
        i. Signature: The Proposal Form shall be signed by any individual authorized to enter into a binding agreement for the Business making the bid proposal.
        ii. Name of Business: The name appearing on the Proposal Form should be the complete spelling of Bidder's name, which would be the same as applied for at the Mississippi State Board of Contractors for the Certificate of Responsibility.
        iii. Legal Address: The address appearing on the Proposal Form should be the same address as applied for at the Mississippi State Board of Contractors for the Certificate of Responsibility.
        iv. Certificate of Responsibility Number: The Certificate of Responsibility Number appearing the Proposal Form should be the same number appearing in the current Mississippi State Board of Contractors Roster.

9. SUBMITTING THE PROPOSAL FORM:

   a. A bid must be delivered to the address indicated on the Advertisement for Bids, or submitted electronically at www.centralauctionhouse.com, prior to the time and date stated. Only one original of the Bid Proposal Form shall be submitted. If bid is mailed or hand-delivered, it shall be sealed in an opaque envelope marked as follows:

(In upper left hand corner)

Name of Firm (complete spelling of bidder's name and address – as applied for at the Mississippi State Board of Contractors)

(Bid shall be addressed and delivered to)

Attn: Dana Mordecai

East Mississippi Community College

8731 South Frontage Road

Mayhew, MS 39753

(In lower left hand corner)

Bid for Douglas Phase III Partial Re-roof Project

East Mississippi Community College

Certificate of Responsibility # _____

   b. If the bid is mailed, the bid envelope shall be placed inside a second envelope to prevent inadvertent premature opening of the Proposal.

10. MODIFICATION TO BID: A Bidder may modify the bid prior to the scheduled closing time indicated in the Advertisement for Bids in the following manner:

    i. Notification on Envelope: A modification may be written on the outside of the sealed envelope containing the bid.

11. WITHDRAWAL OF BID: Any bid may be withdrawn prior to the scheduled time for opening of bids. However, bids may not be withdrawn until 30 days after bid opening.

12. OPENING AND AWARD OF CONTRACT: Bids will be publicly opened shortly after the time stated in the Advertisement for Bids. Bidder representatives are invited; however, attendance is not mandatory.

13. IRREGULARITIES: The omission of any information requested on the Proposal Form may be considered as an informality, or irregularity, by East Mississippi Community College when it is in the opinion of the Owner's Representative the omitted information does not alter the amounts contained in the submitted bid proposal, or place other Bidders at a disadvantage.
14. PROTEST: Any protest must be delivered in writing to the Owner within 24 hours after the bid opening.
15. ERRORS: Any claim of error and request to release from bid must be delivered in writing to the Owner within 24 hours after the bid opening. The Bidder shall provide sufficient documentation with the written request clearly proving an error was made.
16. AWARD OF CONTRACT: The Board of Trustees for East Mississippi Community College reserves the right to reject any or all bids. A Contract will be awarded on the basis of the low base bid which is within available funds.
17. FAILURE TO ENTER INTO A CONTRACT: The Bidder shall forfeit the Award of the Contract for failure, or refusal, to execute and deliver the Contract and Certificate of Insurance within 10 working days after the notice of the acceptance of the bid. In such case, the next lowest Bidder shall be notified and presented to the Board of Trustees for East Mississippi Community College for award, if the proposed base bid is within available funds.