

INSTRUCTIONS TO BIDDERS

Each proposal shall be submitted in a sealed envelope, upon blank forms provided in the Project Manual. These proposals shall be plainly marked:

“FY 20-21 Sewer Rehabilitation Project Town of Cary Project No. SW3501”

The envelope shall also be marked with the Bidder’s name, address, North Carolina contractor license number, and name and phone number of a contact person.

Each proposal shall be accompanied by a Bid Bond payable to the Town of Cary for an amount of not less than five percent (5%) of the total amount bid; or in lieu of the Bid Bond, the bidder may offer the bid deposit in the form of a cashier’s check, or a certified check on a bank or trust company insured by the FDIC. The bid bond must be executed by a corporate surety licensed in North Carolina. The bid deposit may be held for a period of sixty (60) days pending award of the contract. Notification of award of contract shall be evidence of intent to contract and shall extend time for holding the contractor's bid surety for a time mutually agreed between the Town of Cary and the bidder.

During these unprecedented times Town Hall remains closed until further notice. To ensure that all Bidders are kept up to date on any Addenda, changes, or information notices, please send an e-mail to mlambert@frazier-engineering.com indicating your intention to prepare a Bid for the Project.

A virtual **NON-MANDATORY pre-bid meeting** will be held with the Engineer and Owner at **2:00 p.m., March 23, 2021** to discuss the project and answer pertinent questions. Those who wish to attend the Pre-Bid Meeting must send an email to mlambert@frazier-engineering.com no later than 12:00 PM ET, March 23, 2021 to ensure an invite with the meeting link can be provided. No guarantees shall be made for those who request to attend after the deadline specified herein. Bidders are strongly encouraged to attend and participate in the conference. The Engineer will transmit to all prospective Bidders of record such Addenda, if deemed necessary, in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective.

The pre-bid meeting will be held via a virtual TEAM meeting. The Project Managers and Engineers/Architects will discuss the project and answer questions via the virtual TEAM meeting. Please join the meeting 30 minutes prior to the opening to allow for the correction of any technical difficulties. All prospective bidders and subcontractors are welcome to attend the pre-bid meeting virtually.

Formal In-Person Public Bid Openings have been postponed. During these unprecedented times, the public can attend the bid opening via a live WebEx

meeting. There will be witnesses to confirm that all bids remain sealed until the bid opening. The bid opening will be **April 6, 2021 at 2:00 PM ET**. The Project Managers, Engineers/Architects (If applicable) and Purchasing Staff will open bids via the live WebEx meeting. Please join the meeting 30 minutes prior to the opening to allow for the correction of any technical difficulties. If you have problems joining or sound issues, contact WebEx and provide them the meeting number. All bidders are welcome to attend the bid opening virtually, which can be accessed via the following credentials:

FY 20-21 Sewer Rehabilitation Project Bid Opening:

<https://carync.webex.com/carync/j.php?MTID=m3f02c99cad97223275efe9ec9acf a9cb>

Access Code: 129 770 1385

Meeting Password: PsSgCTHm485

The award of the Contract, if it is awarded, will be to the lowest responsive, responsible bidder whose qualifications indicate the award will be in the best interest of the Town of Cary (Owner). The Town of Cary reserves the right to waive technicalities and/or reject any or all proposals.

A Performance Bond and a Payment Bond, each in the amount of one hundred percent (100%) of the contract price, with a corporate surety approved by the Town of Cary, will be required for the faithful performance of the contract. Bidders shall provide certification that performance and payment bond sureties are licensed in North Carolina.

All questions about the meaning or intent of the Contract documents shall be submitted in writing to Mark Lambert, P.E., Project Manager, Frazier Engineering, 6592 Bob White Trail, Stanley, NC 28164. Email questions may be sent to mlambert@frazier-engineering.com. Questions received less than five business days prior to the date for opening of Bids may not be answered. Only questions answered by written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda, when issued, will be posted to the North Carolina Interactive Purchasing System (IPS), www.ips.state.nc.us, and will also be on file at the offices of the Owner and Engineer at least twenty-four hours before bids are opened. It shall be the Bidder's responsibility to make inquiry as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all Bidders shall be bound by such Addenda, whether or not received by the Bidders.