

## INVITATION TO BIDDERS

### SUMMARY

#### 1.01 DOCUMENT INCLUDES

- A. Invitation
  - 1. Bid Submission
  - 2. Work Identified in the Contract Documents
  - 3. Contract Time
- B. Bid Documents and Contract Documents
  - 1. Contract Documents Identification
  - 2. Availability
  - 3. Examination
  - 4. Inquiries/Addenda
- C. Site Assessment
  - 1. Site Examination
  - 2. Prebid Conference
- D. Qualifications
  - 1. Qualifications
- E. Bid Submission
  - 1. Submission Procedure
- F. Bid Enclosures/Requirements
  - 1. Insurance
  - 2. Fees for Changes in the Work
  - 3. Bid Form Signature
  - 4. Additional Bid Information
- G. Offer Acceptance/Rejection
  - 1. Duration of Offer
  - 2. Acceptance of Offer

### INVITATION

#### 2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at **DFW Shooting Sports, 105 Bedford Road, Bedford, Texas 76022 before 2:00 p.m. local standard time on the 21st day of December, 2017.**
- B. Bids will be delivered to the attention of **Jared Stanyer**.
- C. Offers submitted after the above time shall be returned to the bidder unopened.
- D. Offers will be opened privately immediately after the time for receipt of bids.

#### 2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete a new indoor gun range and retail store located at 1901 South Main Street, Grapevine, Texas for a Stipulated Sum contract, in accordance with the Contract Documents.

#### 2.03 CONTRACT TIME

- A. Owner requires that the work under this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the submitted bids.

### BID DOCUMENTS AND CONTRACT DOCUMENTS

#### 3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, and Bid Form Section 00 4100 identified.

- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

### **3.02 CONTRACT DOCUMENTS IDENTIFICATION**

- A. The Contract Documents are identified as Project Number 2016.028.00 - Texas Gun Experience, as prepared by Architect, and with contents as identified in the Drawings and Project Manual.

### **3.03 AVAILABILITY**

- A. Bid Documents (PDF) may be obtained electronically at the office of Architect via download - Contact Scott Fisherkeller at sfisherkeller@owtarchitects.com for a link to the documents or 817.993.9844.
- B. Paper copies of the bid documents may be obtained, at the bidder's expense, at Fort Worth Digital Print Solutions. 817.616.0290
- C. All General Contractors should notify the Architect if they choose to get hard copies of the drawings and specifications only. This way the Architect has a list of all General Contractors with documents. Please provide the company name, phone number, contact person and email address.
- D. 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.

### **3.04 EXAMINATION**

- A. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- B. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

### **3.05 INQUIRIES/ADDENDA**

- A. Direct questions to Scott Fisherkeller, email; sfisherkeller@owtarchitects.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of the 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 5 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

## **SITE ASSESSMENT**

### **4.01 SITE EXAMINATION**

- A. Examine the project site before submitting a bid.
- B. Each bidder should visit the site of the proposed work and fully acquaint himself with the existing conditions there and should fully inform himself as to the facilities involved, the difficulties and restrictions attending the performance of the contract. The bidder should thoroughly examine and familiarize himself with the drawings, technical specifications and all other contract documents. The contractor by the execution of the contract shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal document or to visit the site or acquaint himself with the conditions there existing. The owner will be justified in rejecting any claim based on lack of inspection of the site prior to the bid.
- C. The currently unoccupied project site is open for examination by bidders anytime dawn to dusk.
- D. To assist bidders in assessing subsoil conditions, two geotechnical investigations were performed. The reports of findings and recommendations can be found in section 00 0123 - Geotechnical Information.

#### **4.02 PREBID CONFERENCE**

- A. A bidders conference has been scheduled for 3:00 p.m. on the 13th day of December at the location of Stacy Furniture & Design, 1900 Main Street, Grapevine, Texas..  
**From the main entry lobby, take the elevator to the 3rd floor and head to the back of the building.**
- B. All general contract bidders only are invited.
- C. Representatives of Architect and Engineers will be in attendance.
- D. Representatives of the Owner will be in attendance.
- E. Summarized minutes of this meeting will be circulated to attendees. These minutes will not form part of the Contract Documents.
- F. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

#### **QUALIFICATIONS**

##### **5.01 EVIDENCE OF QUALIFICATIONS**

- A. To demonstrate qualification for performing the Work of this Contract, bidders are requested to submit AIA A305.
- B. Each bidder shall submit on the form listed above a statement of the bidder's qualifications. The Owner shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform his obligations under the contract, and the bidder shall furnish the Owner all such information and data for this purpose as it may request. The right is reserved to reject any bid where an investigation of the available data does not satisfy the Owner that the bidder is qualified to carry out properly the terms of the contract

#### **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 in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. 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. Bids are by invitation, only from selected bidders. Bids from unsolicited bidders will be returned.

#### **BID ENCLOSURES/REQUIREMENTS**

##### **7.01 SECURITY DEPOSIT**

- A. Bids shall be accompanied by a security deposit as follows:
  - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- 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. If no contract is awarded, all security deposits will be returned.

#### **7.02 PERFORMANCE ASSURANCE**

- A. Accepted Bidder: Provide a Performance and Payment bond.
- B. Include the cost of Performance and Payment Bonds in the Bid Amount and identify the cost on the Bid Form.

#### **7.03 INSURANCE**

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents.

#### **7.04 BID FORM REQUIREMENTS**

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

#### **7.05 FEES FOR CHANGES IN THE WORK**

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based.

#### **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 thirty (30) 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 or Architect on behalf of Owner, will issue to the successful bidder, a written letter of Contract Award.

**END OF SECTION**