



298 W Washington St, Stephenville, TX 76401

## **SECTION 000111 – INVITATION AND INSTRUCTIONS TO BIDDERS**

**City of Stephenville, Texas** invites selected General Contractors to provide a bid for the renovation of an existing building for new city offices.

### **BID/PROPOSALS:**

Provide **one copy** of the Sealed Bid which must be original and signed by an officer of the company and acknowledged by a notary public. The sealed envelopes must read **City of Stephenville, TX City Offices**. Bid packages will be received at the **City of Stephenville Offices, 298 W Washington, Stephenville, TX 76401** until **12:00 noon local time, on July 1, 2024**. The City of Stephenville, TX reserves the right to reject any or all bids and to waive minor bidding requirements or irregularities that are in its own best interest and without prejudice to the bidders.

### **BID OPENING:**

**The City of Stephenville, TX** will open and read aloud all bids received on time from the location identified above at **2:00 P.M. local time on July 2, 2024**. Bidders are invited to be present at the BID OPENING. **The City of Stephenville, TX** will subsequently review each submitted criteria response form before making an award.

### **SECURING DOCUMENTS**

Electronic Copies of the proposed Contract Documents may be obtained for bidding purposes from the Architect (all requests shall be in writing):

wwWilson Architects, PLLC  
704 Goldeneye Drive  
Granbury, Texas 76049  
Contact: Walter W Wilson  
Telephone: 214-725-9348  
Electronic Mail: walter@wwwwilsonarchitects.com

### **BID/PROPOSAL FORM & REQUIREMENTS**

All Bids must be on forms provided, properly executed and with all items filled out. Do not change or alter the wording of the Bid Form, and do not add words to the wording of the Bid Form. Unauthorized conditions, limitations, or provisions attached to the proposal shall be cause for rejection of the proposal.

### **MANDATORY PRE-BID CONFERENCE**

A mandatory pre-bid conference shall be held at the project site, **299 N. Belknap, Stephenville, Texas on June 24, 2024, at 11:00am**. Attendance by prospective bidders is mandatory. Subcontractors who expect to be associated with the project are also invited. Representatives of the Architect will be present to review the bidding documents. An addendum indicating any change in the Contract Documents shall be issued, if necessary, subsequent to this meeting.

### **EXAMINATION OF DRAWINGS, SPECIFICATIONS, AND SITE OF WORK**

Before submitting a bid, each bidder shall carefully examine the Drawings, read the Specifications and all other proposed Contract Documents. Each bidder shall fully inform himself prior to bidding as to all existing conditions and limitations under which the Work is to be performed, and he shall include in his bid a sum to cover all costs of all items necessary to perform the Work as set forth in the proposed Contract Documents. No allowance will be made to any bidder because of lack of such examination or knowledge. The submission of a bid will be construed as conclusive evidence that the bidder has made such an examination.

### **WITHDRAWAL OF BIDS**

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening bids. No bidder may withdraw his bid for a period of 60 days after the date set for opening thereof, and all bids shall be subject to acceptance by **The City of Stephenville, TX** during this period.

### **PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND**

The Owner will require Performance and Labor and Material Payment Bonds.

Bid bond for 5% of bid amount.

### **EXECUTION OF AGREEMENT**

The form of Agreement which the successful bidder, as Contractor, will be AIA A101-17 Standard Form of Agreement Between Owner and Contractor.

The bidder to whom the Contract is awarded by **The City of Stephenville, TX** shall, within seven days after award and receipt of Agreement forms, sign and deliver to the Owner, all required copies.

### **INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO BIDDING**

If any person contemplating submitting a bid for construction of the Work is in doubt as to the true meaning of any part of the proposed Contract Documents or finds discrepancies in or omissions from any part of the proposed Contract Documents, he may submit to the Architect a written request for interpretation thereof not later than seven days before bids will be opened. Send RFI's to Architect via email.

Interpretation or correction of proposed Contract Documents will be made only by Addendum and will be emailed to the link where the Contract Documents are provided.

### **EVALUATION AND AWARD OR REJECTION OF BIDS**

The Contract, if awarded, may be awarded to the responsible bidder subject to **The City of Stephenville, TX** evaluating the proposals and award the contract based on the requirements listed on the Bid Form. **The City of Stephenville, TX** reserves the right to reject any or all bid/ proposals and to waive informality and irregularity in the bids and in the bidding process.

**END OF DOCUMENT 00011**