



## YWLA Package 2 and 3 – 90% CDs - Bid Documents

### INSTRUCTIONS TO BIDDERS

**PROPOSAL DUE DATE:** All Proposals are due **NO LATER THAN 2:00 PM, August 8<sup>th</sup> 2023**, via email to [Satbids@r-o.com](mailto:Satbids@r-o.com). **Late Bids May Not Be Accepted.**

**LENGTH OF VALIDITY OF PROPOSALS:** Hold prices to November 15, 2023.

**PROPOSAL FORM:** All Proposals must be submitted on the BID FORM provided. You may attach your Clarifications, Exceptions, etc. to this Proposal Form. In addition, submit your own proposal with your letter head, inclusions and exclusions, and any other clarification as you would normally do.

**SUBCONTRACTOR/VENDOR SCORING:** A Scoring Sheet will be used by the Construction Manager to determine best value to the District for all Proposals received. The Scoring Sheet items and requirements will be determined by the “**Subcontractor Project Qualifications**” document included in the General Documents Folder (Files / Plan Room in SmartBid). All Proposers are required to complete the information required by this Document.

**QUESTIONS, INTERPRETATION REQUESTS & ADDENDA:** Requests for interpretations, clarifications, corrections or changes in the Proposal Documents must be made in writing and submitted via email to [Satbids@r-o.com](mailto:Satbids@r-o.com) **NO LATER THAN 12PM, August 1<sup>st</sup> 2023**. Official responses will only be issued by the A/E.

**PRE-PROPOSAL CONFERENCE:** There will be a Pre-Proposal Conference on Tuesday, July 18th, 2023 at 9:00 AM in the school's cafeteria. Please enter school through 2123 W Huisache Ave. to sign in at the front desk (Bring your ID).

Please RSVP so that we can have enough space available at: [rsvp@r-o.com](mailto:rsvp@r-o.com) (Subject Line: YWLA Pre-Proposal Conference).

**INSURANCE:** Please include standard insurances such as Workers' Compensation or General/Umbrella Liability Insurances in your Proposal.

**PROPOSAL BONDS:** Please provide Bonding rate (%).

**SUBSTITUTIONS AND VALUE MANAGEMENT:** Substitutions and Value Management ideas are welcomed and encouraged for this process, *HOWEVER*, all Proposals must be in accordance with the Proposal Documents. Any Substitutions or Value Management items must be presented below the Base Bid as a Voluntary Alternate, AND it must be pre-approved by the design team prior to acceptance. Please fill out a substitution request form (included in the specifications) and send to [Satbids@r-o.com](mailto:Satbids@r-o.com) for approval.

**PROJECT SCHEDULE:** A Project Milestone Schedule has been provided.

**STATE and LOCAL SALES & USE TAXES:** This project is Tax Exempt as allowed by and in accordance with the applicable Laws of the State of Texas Comptroller's Office.

**GENERAL NOTE:** The Owner and Construction Manager reserve the right to re-price or reject any or all proposals, and to waive any irregularities.