**INSTRUCTIONS TO BIDDERS**

**PLEASE READ ALL INSTRUCTIONS CAREFULLY**

**BEFORE PREPARING AND SUBMITTING YOUR BID.**

**All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement may cause the bid to be considered irregular and may be grounds for rejection of the bid.**

**TRADITIONAL PAPER BIDS:**

**1.** Small Business Enterprise bidders shall submit a SBE Application for Certification Form within the NC Online Certification System on the Department’s website and have been approved by the Office of Civil Rights prior to bidding. The SBE shall submit this form for approval at a minimum of one week prior to bidding.

**2.** Download the entire proposal from the Connect NCDOT website and return the entire proposal with your bid.

**3.** If the Interested Parties List provision SP01 G02 is part of the proposal prior to submitting a bid on a project, the bidder shall sign up on the *Interested Parties List* in conformance with Interested Parties List provision SP01 G02.

**4.** All entries on the itemized proposal sheet (bid form) shall be written in ink or typed.

**5.** The Bidder shall submit a unit price for every item on the itemized proposal sheet. The unit prices for the various contract items shall be written in figures. Unit prices shall be rounded off by the Bidder to contain no more than FOUR decimal places.

**6.** An amount bid shall be entered on the itemized proposal sheet for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount" column of the form.

**7.** The total amount bid shall be written in figures in the proper place on the bid form. The total amount bid shall be determined by adding the amounts bid for each item.

**8.** Changes to any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink. Do not use correction fluid, correction tape or similar product to make corrections.

**9.** The bid shall be properly executed on the included **Execution of Bid – Non-collusion, Debarment and Gift Ban Certification** form. All bids shall show the following information:

 a. Name of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.

 Corporations that have a corporate seal should include it on the bid.

 b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.

 c. Name, signature, and position or title of witness.

**10.** The bid shall not contain any unauthorized additions, deletions, or conditional bids.

**11.** The Bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

**12. THE PROPOSAL WITH THE ITEMIZED PROPOSAL SHEET ATTACHED SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL BE DELIVERED TO AND RECEIVED IN THE NCDOT DIVISION OFFICE, LOCATED AT ÇstrMailingAddress1, by ÇstrTimeBidOpening on,** **ÇdtmDateBidOpening.**

**13.** The sealed bid must display the following statement on the front of the sealed envelope:

 **QUOTATION FOR – ÇstrLocation TO BE OPENED AT ÇstrTimeBidOpening on, ÇdtmDateBidOpening.**

As well as the following information:

 a. Name of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.

 b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.

 c. Address of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.

 d. SAP Vendor Number of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.

 e. Contractor Number, if applicable, of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.

**14.** If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**N. C. DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS, DIVISION ÇintDivision**

**ATTN: ÇstrContractOfficer**

**ÇstrMailingAddress1**

**ÇstrMailingAddress2**

**15.** Questions should be emailed 7 calendar days prior to the bid opening to **ÇstrContractOfficer** at **ÇstrContractOfficrEmail**. Contact with any other NCDOT personnel concerning this project is strictly prohibited, unless otherwise noted, and may result in bids being considered non-responsive.

**ELECTRONIC BID PREPARATION WITH MANUAL DELIVERY:**

**1.** Small Business Enterprise bidders shall submit a SBE Application for Certification Form within the NC Online Certification System on the Department’s website and have been approved by the Office of Civil Rights prior to bidding. The SBE shall submit this form for approval at a minimum of one week prior to bidding.

**2.** Download the entire proposal and electronic submittal file from the Connect NCDOT website and return the entire proposal with your bid.

**3.** If the Interested Parties List provision SP01 G02 is part of the proposal prior to submitting a bid on a project, the bidder shall sign up on the *Interested Parties List* in conformance with Interested Parties List provision SP01 G02.

**4.** Electronic bidding software necessary for electronic bid preparation may be downloaded from the Bid Express website following the directions at: **https://connect.ncdot.gov/letting/Pages/SBE-Electronic-Bid-Preparation.aspx**

**5.** Bid shall be prepared in electronic submittal file, printed, signed and placed in paper proposal. The electronic submittal file should be saved and emailed to **ÇstrContractOfficer** at **ÇstrContractOfficrEmail** after bids have been publicly read.

**6.** The Bidder shall submit a unit price for every item on the itemized proposal sheet. The unit prices for the various contract items shall be written in figures. Unit prices shall be rounded off by the Bidder to contain no more than FOUR decimal places.

**7.** Changes to any entry shall be made to the electronic submittal file, reprinted, signed and placed in the paper proposal. The corrected file shall be emailed to **ÇstrContractOfficer** at **ÇstrContractOfficrEmail** after bids have been publicly read.

**8.** The bid shall be properly executed on the included **Execution of Bid – Non-collusion Affidavit, Debarment Certification and Gift Ban Certification** form. All bids shall show the following information:

 a. Name of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.

 Corporations that have a corporate seal shall include it on the bid.

 b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.

 c. Name, signature, and position or title of witness.

 d. Completed attestation by Notary Public

 **Note: Signer, Witness and Notary Public must be different individuals.**

**9.** The bid shall not contain any unauthorized additions, deletions, or conditional bids.

**10.** The Bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

**11. THE PROPOSAL WITH THE ITEMIZED PROPOSAL SHEET ATTACHED SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL BE DELIVERED TO AND RECEIVED IN THE NCDOT DIVISION OFFICE, LOCATED AT ÇstrMailingAddress1, by ÇstrTimeBidOpening on,** **ÇdtmDateBidOpening.**

**12.** The sealed bid must display the following statement on the front of the sealed envelope:

**QUOTATION FOR – ÇstrLocation TO BE OPENED AT ÇstrTimeBidOpening on, ÇdtmDateBidOpening.**

**13.** If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as shown above in the Traditional Paper Bids option.

**14.** Questions should be emailed 7 calendar days prior to the bid opening to **ÇstrContractOfficer** at **ÇstrContractOfficrEmail**. Contact with any other NCDOT personnel concerning this project is strictly prohibited, unless otherwise noted, and may result in bids being considered non-responsive.