

INSTRUCTIONS TO BIDDERS

1.1 A.I.A. INSTRUCTIONS TO BIDDERS:

- A. Printed Form A701, “Instructions to Bidders”, (2018 edition) issued by American Institute of Architects, is part of these specifications as if written in full herein. In case of conflict, these specifications take precedence over and modify aforesaid AIA Instructions to Bidders. Submission of a proposal will be evidence that the articles have been examined, read, and accepted as part of these contract documents, including the revisions as noted hereinafter.

1.2 ADDITIONS TO A.I.A. INSTRUCTIONS TO BIDDERS:

- A. In Article 4 - BIDDING PROCEDURES, add the following:

“4.5 PROPOSAL

- a. Proposal shall not contain any recapitulation of work to be done.
- b. Telegraphic modifications will be considered if received by the Owner before opening hour, provided a letter of confirmation is received by the Owner within 48 hours thereafter.
- c. Proposal shall be delivered by 5:00 PM Local Time; November 10th, 2025, enclosed in an opaque envelope marked “**Northeast Georgia Regional Commission Renovation**”; and addressed to **Northeast Georgia Regional Commission, ATTN: Eva Kennedy, 305 Research Drive, Athens, GA 30605**. Bids received after this time will not be considered. Each sealed envelope containing a bid should include the name and address of the bidder, their Georgia General Contractor License Number, and E-Verify affidavit. Only one (1) hard copy is required. In-person deliveries must be turned in during regular NEGRC business hours, 8:30 AM – 5:00 PM local time, Monday-Friday.
- d. Proposals shall be submitted on Proposal Forms provided; Numbers shall be both in writing and in figures. If words and figures conflict, the words shall govern. Addenda, if any, must be acknowledged. Signature shall be in long hand and in ink, and forms shall be complete without interlineation, alterations or erasures. Anyone signing proposal and contract as an agent of a firm or corporation shall present legal evidence of their authority.

4.6 CERTIFIED CHECKS OR BID BONDS

- a. Each proposal must be accompanied by a certified check or bid bond issued by an acceptable surety company for not less than 5% of the bid, as a guarantee that the successful Bidder will, within 10 days from receipt of notice to that effect, enter into a contract for performance of the work awarded to them. Proceeds of the check or Bid Bond will become property of the Owner if the bidder withdraws from competition after opening of bids or fails to execute the required contract or bonds, if their bid is accepted by Owner.”

- B. In Article 7 - PERFORMANCE BOND AND PAYMENT BOND, add the following:

“7.3 PERFORMANCE BOND AND PAYMENT BOND

7.3.1 Performance and Payment Bond equal to 100% of the contract price will be required of the Bidder to whom the contract or any part(s) of the contract is awarded. This bond must be acceptable to the Owner, and shall be attached (along with acceptable insurance certificate(s) in compliance with requirements) to each copy of the contract executed by the Contractor.

7.3.2 Performance Bond shall also extend as a maintenance bond for one year after the date of acceptance of the entire project. Said bond shall guarantee against defective materials and workmanship which may develop during that time, in any portion of the work included in the contract.

7.3.3 Performance Bond and Labor and Material Payment Bond shall be executed on AIA Document A312, latest edition, copies of which are available for viewing in the office of the Architect, and which can be purchased from an AIA documents vendor by the Contractor and/or their surety.

7.3.4 The Surety issuing the Performance and Payment Bonds must be listed on the most recent edition of the U.S. Department of Treasury Circular 570 as being authorized to issue surety bonds in the amount required hereunder. Performance and Payment Bonds must be accompanied by Powers of Attorney reflecting that the signatory on said Bonds is authorized to execute said Bonds on behalf of the Surety.”

1.3 PERMITTING:

- A. Based on the scope of work, the project does not anticipate any right-of-way or easement acquisitions.
- B. Permits are expected to be available around November 3. The contractor shall be responsible for obtaining all permits once the Authority Having Jurisdiction has completed and approved the permit documents.

1.4 OWNER'S SECURITY:

- A. Site Visits: All site visits shall be coordinated in advance with Owner's Project Contact, Eva Kennedy, Phone: (706) 336-3962, ekennedy@negrc.org.
- B. Any power outages shall be scheduled in advance with the Owner's Project Contact (above), and shall only occur on weekends between 5:00 PM on Fridays and 6:00 AM on Mondays.

1.5 LIST OF SUBCONTRACTORS AND SUPPLIERS:

- C. Each bid shall have attached a list of major subcontractors and suppliers proposed for the principal parts of the work, which is to be turned in with a copy of the Proposal Form on Bid Date, unless there are no subcontractors and major suppliers are otherwise indicated as mutually agreed in writing with the Owner. Bidders failing to submit such list, as indicated, will be considered non-responsive and will be rejected; Bidders failing to submit a complete list may be rejected.

- D. Subcontractors listed and thereafter approved may not be changed without approval of the Owner and/or Architect. The list of subcontractors will not constitute a qualification of the bid, and acceptance of a bid with such list will not constitute a waiver of any pre-approval requirement or other requirement of qualification or experience as applies to subcontractors.

1.6 BIDDER QUALIFICATION:

- A. Release of bidding documents by the Architect to a prospective Bidder, Subcontractor, or Supplier will not constitute any determination by the Owner or Architect that said bidder has been found to be “qualified”, or “responsible”, or properly licensed, or insurable, or bondable, under applicable state law or under the requirements of these Bid and Contract Documents.

END INSTRUCTIONS TO BIDDERS