Bidders shall comply with the following instructions for submitting a proposal in response to this Invitation to Bid.

1. \_\_\_\_\_\_\_\_\_\_\_\_ will accept sealed bids for the furnishing of all labor, materials, transportation and services at \_\_\_\_\_\_\_\_\_\_\_, San Francisco or by email until \_\_\_\_\_\_\_ P.M. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at which time all bids so received will be publicly opened and read aloud.
2. Bids are invited for the completion of all work in accordance with the documents in the bid package. Bid package with Plans, Specifications and bidding forms are available in the electronic shared folder at the following link:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Paper bid packages may be obtained by paying $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for each set to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Inquiries regarding these *Instructions to Bidders* should be emailed to \_\_\_\_\_\_\_\_\_\_\_\_ at \_(email address). Modifications to the bid package shall be given only by written addenda issued to all prospective bidders who have taken out bid packages.
5. Bids shall be submitted in writing on the "Bid Form" (MOH-7) provided in this Project Manual.
6. Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for sixty (60) calendar days after the date of bid opening.
7. Each bidder shall examine the bidding documents carefully. Every request for document interpretation and substitution shall be made in writing and emailed to the persons identified in Instruction # 4. No oral interpretation or substitution will be given to any bidder.
8. Before submitting a Bid, Bidders shall carefully examine the Bid document, visit the site of the work, and fully inform themselves of existing conditions and limitations, including all items described in the Bid Documents. No consideration will be granted for any alleged misunderstanding of the materials to be furnished, Work to be performed or of actual conditions at the Site, it being understood that the tender of a Bid carries with it the agreement to complete all Work and comply with all conditions specified herein and indicated in the Bid Documents.
9. If a Bidder objects on any grounds to any bid specification or legal requirement imposed by this specification, the Bidder shall, not more than 10 calendar days after this contract is advertised, provide written notice to the Grantee-Corporation setting forth with specificity the ground for the objection. The failure of a Bidder to object in the manner set forth in the paragraph shall constitute a complete and irrevocable waiver of any such objection.
10. Prior to receipt of Bids, should a Bidder find discrepancies, ambiguities, or conflicts in the Bid Documents, or should there be doubt as to the meaning of a provision or requirement, the Bidder shall notify at once the Grantee-Corporation in writing. Questions received less than seven days prior to the date of receiving Bids may not be answered.
11. Each bidder acknowledges that whenever addenda are issued prior to the execution of the Contract which modify or interpret documents, including Drawings and Specifications by additions, deletions, clarifications or corrections, they will become part of the Construction Contract when executed.
12. Each bidder by making his bid represents that he has read and understands the bidding documents. Each bidder, by making his bid represents that he has visited the site and familiarized himself with the local conditions under which the work is to be performed.
13. A walk-through of the site will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_. The walk-through is mandatory.
14. For each bid over $2,000, the bidder shall identify all subcontractors to be used on the project and complete the "List of Subcontractors" (MOH-8) and submit it with the "Bid Form".
15. Alternates: Alternates are to be listed in the Bid Form, which may be additive or deductive. Bidders are not required to bid all alternates. Failure to bid all alternates will not automatically be cause for rejection of a bid. However, in the event that the Corporation selects an alternate for which a Bidder did not submit a price, then the Bidder’s Bid will be deemed non-responsive and will be cause for its rejection. Alternates shall cover additional costs of alternate work only and shall not include base bid work. The alternate price shall include such amount as the Bidder deems appropriate for overhead and profit.
16. The Bidder further proposes and agrees that, should additional construction funds become available to the City, alternates not selected by the city at the time of award may be incorporated into the Contract by Change Order, based on the Bidder’s original alternate amount named on the Schedule of Bid Prices, within 2 months from the Notice to Proceed.
17. The successful bidder will furnish to the Owner through its insurance agent, Certificates of Insurance and bonds as specified in the "Contractor Requirements" (MOH-9) prior to commencement of any work.
18. The bidder is prepared to submit a financial and experience statement and any other pertinent information as may be needed to determine the bidder's qualification to complete all provisions of the Contract and to satisfy the "Contractor's Requirements."
19. The bidder agrees that any contract or contracts awarded under this Invitation to Bid may be funded in part or in whole, by a grant from San Francisco Mayor’s Office of Housing and Community Development under the U.S. Department of Housing and Urban Development's Community Development Block Grant Program. Neither the City and County of San Francisco nor the U.S. Department of Housing and Urban Development or any of their respective employees are or will be a party to this Invitation to Bid or resulting contract. If the project is funded with funds from the U.S. Department of Housing and Urban Development's Community Development Block Grant Program it will be subject to regulations contained in 24 CFR §570, et. seq.
20. The successful bidder will be required to complete and submit documents relating to General prevailing wage determinations made by the Director of Industrial Relations Pursuant to California Labor Code part 7, chapter 1, article 2, sections 1770, 1773, and 1773.1 as set forth in this bid package. The bidder is cautioned to inspect the minimum wage rates requirements for this project. The wage rates may be modified prior to award of contract.
21. The successful bidder will be required to complete and submit documents relating to Equal Employment Opportunities as set forth in this bid package.
22. All bidders, contractors and subcontractors must be registered as Public Works Contractors (PWC) with the California Department of Industrial Relations pursuant to California Law SB 854 and provide proof of that registration with the submitted bid. Successful bidders and their subcontractors must maintain PWC registration with the California Department of Industrial Relations throughout the duration of the contract.
23. The successful bidder will be required to attend any pre-award or pre-construction meetings as may be needed to comply with requirements of the Contract, in addition to payroll training with the Office of Labor Standards Enforcement.
24. The bidder acknowledges the right of the owner to reject any or all bids and to waive any informality or irregularity in any bid received subject to City approval. In addition, the bidder recognizes the rights of the owner to reject a bid if the bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular. Protests must be submitted in writing to owner within five calendar days after bid opening. No protest letters will be accepted after this date.
25. The bidder acknowledges that the construction contract may contain a liquidated damage clause which gives the Corporation Grantee the option of charging the Contractor damages for each day that the Work is not completed on time.
26. If construction has to start and be completed by certain dates, provide the information here: Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
27. The successful bidder of contracts that are $350,000 or greater must comply with San Francisco's First Source Hiring Program. First Source requirements are included in this Project Manual. Requirements will include the completion and submittal of documents relating to use of project area businesses and low and moderate-income residents.