

INSTRUCTIONS FOR BIDDING

- **CONTRACT DOCUMENTS**

The contract documents may be obtained by electronic downloading from the internet at <http://www.planroomdirect.com/group/yavapai-county-public-works-department> . It is the bidder's responsibility to check this website within 48 hours of scheduled bid opening to check for addenda and to comply with the final contract specifications, including revisions in submitting their bid. No revisions to the contract documents will be posted online within 48 hours of the scheduled bid opening. Yavapai County will not be supplying bidders with hard copies of the contract documents. It will be the bidder's responsibility to contract printing services for hard copies of the contract documents.

- **SUBMITTING AN INQUIRY**

All inquiries from bidders shall be sent in writing to Yavapai County via fax, email, or carrier service prior to 72 hours of the scheduled bid opening. No inquiries will be accepted after this time.

- **BIDDING DOCUMENTS**

The bidder shall submit the following required documents in the specific format that follows, using two envelopes. Both envelopes shall be securely sealed and identified by: **envelope number, project name and number, the bidder's company name, and the date of submittal.**

Envelope #1 – The first sealed envelope, **Envelope #1 is required to contain the following completed and signed documents and Envelope #2:**

- ✓ **Subcontracting Certification**
- ✓ **Addenda (if any)**
- ✓ **Envelope #2**

Envelope #1 will be opened first and the contents reviewed for compliance. If all required documents are provided, then Envelope #2 will be opened and the contents read aloud. Failure to submit any of the above required documents may result in **all** bidding documents being returned to the bidder. Envelope #2 may not be opened, and the bid may be disqualified in the County's sole discretion, if any of the above required bidding document(s) are missing.

Envelope #2 - The second sealed envelope, **Envelope #2 is required to contain the following completed and signed document:**

- ✓ **Proposal**

- **BID SUBMITTAL DATE, TIME & LOCATION**

Sealed bids shall be submitted on **February 27, 2020**, by **1:30 p.m.** to the office of the Yavapai County Board of Supervisors, 1015 Fair Street, Room 310, Prescott, Arizona 86305. Yavapai County will not be responsible for those bids submitted that are not time/date stamped as received by the Yavapai County Board of Supervisors Office or sent to the wrong address. **NOTE: If submitting a bid via courier service (FedEx, UPS, DHL, etc.) or U.S. Postal Service, the courier/ mailing envelope may NOT be used as Envelope #1; i.e. all bid envelopes/documents must be marked as indicated above and entirely contained within the mailing device.** No bids will be accepted after 1:30 p.m. (according to the Clerk of the Board's official clock). The bids will be publicly opened and read aloud at 2:00 p.m.

Yavapai County makes every effort to ensure a successful bid process. However, it is ultimately the bidder's responsibility to obtain, complete and submit the required paperwork in accordance with the above instructions. Failure to do so will result in disqualification of the bid. By submitting a bid, the bidder acknowledges and agrees that: (1) bidder has read, understands and agrees to be bound by the terms of these instructions; (2) bidder is solely responsible for submitting a bid in compliance with these instructions, project plans, documents and all addenda as may be posted at www.planroomdirect.com; and (3) if bidder's bid does not comply in all respects with the foregoing, bidder shall hold Yavapai County harmless for any and all losses that may result from the disqualification of its bid or from Yavapai County awarding the contract to another individual or entity.