



# STATE OF COLORADO

## INFORMATION FOR BIDDERS

- 1. CONTRACTOR QUALIFICATION:** State projects of \$150,000 or more, and under supervision of State Buildings and Real Estate Programs, require the Contractor to be registered with State Buildings and Real Estate Programs. Projects under \$150,000 do not require qualification. A Contractor, to be qualified with State Buildings and Real Estate Programs, must annually file State Form SC-9.1, Contractor's Statement of Experience, and be qualified at least two (2) working calendar days prior to the date fixed for publicly opening sealed bids. This form can be obtained by accessing our website: [www.sco.state.co.us/sbrep](http://www.sco.state.co.us/sbrep) Print the form, fill it in, and fax it to: 303/894-7478.

NOTE: Vendors/Contractors who are registered with the State of Colorado, Department of Personnel & Administration/Division of Finance and Procurement/State Purchasing Office's Bid Information and Distribution System (BIDS) are eligible to bid on building maintenance projects less than \$150,000 solicited through that system and are not eligible to bid on construction projects that are \$150,000 or greater as publicly advertised unless they qualify with the Colorado State Buildings Programs as stated above.

- 2. BID FORM:** Bidders are required to use the Bid form attached to the bidding documents. Each bidder is required to bid on all alternates and indicate the time to substantial completion in calendar days, and if applicable because designated in the Advertisement For Bids, the bidder is required to indicate the period of time agreed to finally complete the project after the date of substantial completion, also in calendar days. Bids indicating times for substantial completion or final acceptance in excess of the number of days indicated in the Advertisement for Bids may be found non-responsive and may be rejected. The bid shall not be modified or conditioned in any manner. Bids shall be submitted in sealed envelopes bearing the address and information shown below. If a bid is submitted by mail, this aforementioned sealed envelope should be enclosed in an outer envelope and sent to the following addressee:

### INSERT NAME OF AGENCY AND ADDRESS WHERE BID SHOULD BE DELIVERED

The outside of the sealed inner envelope should bear the following information:

Project #  
Project Name  
Name and Address of Bidder  
Date of Opening  
Time of Opening

- 3. INCONSISTENCIES AND OMISSIONS:** Bidders may request clarification of any seeming inconsistencies, or matters seeming to require explanation, in the bidding documents at least three (3) business days prior to the time set for the opening of Bids. Decisions of major importance on such matters will be issued in the form of addendum.
- 4. APPLICABLE LAWS AND REGULATIONS:** The bidder's attention is called to the fact that all work under this Contract shall comply with the provisions of all state and local laws, approved state building codes, ordinances and regulations which might in any manner affect the work to be done or those to be employed in or about the work. Attention is also called to the fact that the use of labor for work shall be governed by the provisions of Colorado law which are hereinafter set forth in Articles 27 and 52E of the GENERAL CONDITIONS.

5. **TAXES:** The bidder's attention is called to the fact that the Bid submitted shall exclude all applicable federal excise or manufacturers' taxes and all state sales and use taxes as hereinafter set forth in Article 9C of the GENERAL CONDITIONS.
6. **OR EQUAL:** The words "OR EQUAL" are applicable to all specifications and drawings relating to materials or equipment specified. Any material or equipment that will fully perform the duties specified, will be considered "equal", provided the bid submits proof that such material or equipment is of equivalent substance and function and is approved, in writing. Requests for the approval of "or equal" shall be made in writing at least five (5) business days prior to bid opening. During the bidding period, all approvals shall be issued by the Architect/Engineer in the form of addenda at least two (2) business days prior to the bid opening date.
7. **ADDENDA:** Owner/architect initiated addenda shall not be issued later than two (2) business days prior to bid opening date. All addenda shall become part of the Contract Documents and receipt must be acknowledged on the Bid form.
8. **METHOD OF AWARD - LOWEST RESPONSIBLE BIDDER:** If the bidding documents for this project require alternate prices, additive and/or deductible alternates shall be listed on the alternates bid form provided by the Principal Representative. Bidders should note the Method of Award is applicable to this Bid as stated below.
  - A. **DEDUCTIBLE ALTERNATES:** The lowest responsible Bid, taking into account the Colorado resident bidder preference provision of Colorado law, will be determined by and the contract will be awarded on the base bid combined with deductible alternates, deducted in numerical order in which they are listed in the alternates bid form provided by the Principal Representative. The subtraction of alternates shall result in a sum total within available funds. If this bid exceeds such amount, the right is reserved to reject all bids. An equal number of alternates shall be subtracted from the base bid of each bidder within funds available for purposes of determining the lowest responsible bidder.
  - B. **ADDITIVE ALTERNATES:** The lowest responsible Bid, taking into account the Colorado resident bidder preference provision of Colorado law, will be determined by and the contract will be awarded on the base bid plus all additive alternates added in the numerical order in which they are listed in the alternates bid form provided by the Principal Representative. The addition of alternates shall result in a sum total within available funds. If this bid exceeds such amount, the right is reserved to reject all bids. An equal number of alternates shall be added to the base bid of each bidder within funds available for purposes of determining the lowest responsible bidder.
  - C. **DEDUCTIBLE AND ADDITIVE ALTERNATES:** Additive alternates will not be used if deductible alternates are used and deductible alternates will not be used if additive alternates are used.

The Advertisement for Bids can be located at the web site: [www.gssa.state.co.us](http://www.gssa.state.co.us).



# State of Colorado

## BID

To: Manager

PROJECT NO. \_\_\_\_\_  
BASE BID \$ \_\_\_\_\_

RECEIPT OF ADDENDA NOS. \_\_\_\_\_  
IS HEREBY ACKNOWLEDGED

PROJECT: \_\_\_\_\_  
\_\_\_\_\_

1. **BID:** Pursuant to the advertisement by the State of Colorado dated 20\_\_\_\_ the undersigned bidder hereby proposes to furnish all the labor and materials and to perform all the work required for the complete and prompt execution of everything described or shown in or reasonably implied from the Bidding Documents, including the Drawings and Specifications, for the work above indicated, for the base bid above indicated which bid includes all Local taxes normally payable in respect to such work when done for an entity not entitled to any exemption from such taxes.
2. **EXAMINATION OF DOCUMENTS AND SITE:** The bidder has carefully examined the Bidding Documents, including the Drawings and Specifications, and has examined the site of the work, so as to make certain of the conditions at the site and to gain a clear understanding of the work to be done.
3. **PARTIES INTERESTED IN BID:** The bidder hereby certifies that the only persons or parties interested in this Bid are those named herein, and that no other bidder or prospective bidder has given any information concerning this Bid.
4. **BID GUARANTY:** This Bid is accompanied by the required Bid Guaranty. You are authorized to hold said Bid Guaranty for a period of not more than thirty (30) days after the opening of the Bids for the work above indicated, unless the undersigned bidder is awarded the Contract, within said period, in which event the Director, State Buildings Programs, may retain said Bid Guaranty, until the undersigned bidder has executed the required Agreement and furnished the required Performance Bond, Labor and Material Payment Bond, Insurance Policy and Certificates of Insurance.
5. **TIME OF COMPLETION:** The bidder agrees to complete the entire project within **(number of days to be filled in by Agency) calendar days plus ten (10) calendar days** from the date of the Notice to Proceed, subject to Article 49. Time of Completion and Liquidated Damages, of The General Conditions of the Contract. If awarded this work, the bidder agrees to begin work within ten (10) days from the date of the Notice to Proceed and agrees to prosecute the work with due diligence to completion.
6. **EXECUTION OF DOCUMENTS:** The bidder understands that if this Bid is accepted, he must execute the required Agreement and furnish the required Performance Bond, Labor and Material Payment Bond, Insurance Policy and Certificates of Insurance within ten (10) days from the date of the Notice of Award, and that the bidder will be required to identify the Contract Documents, including the Drawings and Specifications.
7. **ALTERNATES:** If the Specifications for this project required that prices for either (A) Deductible Alternates, (B) Additive Alternates or (Contractor) Deductible and Additive Alternates be listed, the Methods of Awards are listed on the back of this bid form, and bidder should note the Method of Award that is applicable to this bid.
8. **The right is reserved to waive informalities and to reject any and all Bids.**

(TYPE/PRINT NAME UNDER ALL SIGNATURES)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Corporate Seal)

THE BIDDER:

ATTEST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address and Phone No.

\_\_\_\_\_  
By: \_\_\_\_\_  
Secretary

SIGNATURES: If the Bid is being submitted by a Corporation, the Bid should be signed by an officer, i.e., President or Vice-President. The signature of the officer shall be attested to by the Secretary and properly sealed. If the Bid is being submitted by an individual or a partnership, the Bid shall so indicate and be properly signed.

**METHODS OF AWARD**

If the specifications for this project require that prices be listed on Appendix A of this Bid as Alternates, the Bidder should note the below Method of Award that is applicable to this bid.

- A. DEDUCTIBLE ALTERNATES:** Deductible alternates, if used in determining the lowest responsible bidder, shall be deducted from the base of each bidder in the numerical order listed to the extent that the deduction of alternates results in a total within available funds to finance the project.
- B. ADDITIVE ALTERNATES:** The lowest responsible bid, taking into account the Colorado resident bidder preference provision of Colorado Law which is hereinafter set forth in Article 48 of the GENERAL CONDITIONS, will be determined by and the contract will be awarded on the base bid plus all additive alternates, to the extent that the addition of alternates results in a sum total within available funds to finance the contract. If this bid exceeds such amount, the right is reserved to reject all bids. Additive alternates will be used in determining the lowest responsible bidder within the amount available to finance the contract, added in the numerical order listed. An equal number of alternates shall be added to the base bid of each bidder within funds available to finance the contract for purposes of determining the lowest responsible bidder.
- C. DEDUCTIBLE AND ADDITIVE ALTERNATES:** The lowest responsible bid, taking into account the Colorado resident bidder preference provision of Colorado law which is hereinafter set forth in Article 48 of the GENERAL CONDITIONS, will be determined by and the contract will be awarded on the base bid plus all additive alternates, to the extent that the addition of alternates results in a sum total within available funds to finance the contract. If this bid exceeds such amount, the right is reserved to reject all bids. Additive alternates will be used in determining the lowest responsible bidder within the amount available to finance the contract, added in the numerical order listed. An equal number of alternates shall be added to the base bid of each bidder within funds available to finance the contract for purposes of determining the lowest responsible bidder.

If this bid exceeds the funds available to finance the contract, the right is reserved to reject all bids or award the contract on the base bid combined with deductible alternates, deducted in the numerical order in which they are listed in both the Architect/Engineer's Specification and the Proposal, to produce a net amount which is within the available funds. Additive alternates will not be used if deductible alternates are used and deductible alternates will not be used if additive alternates are used.