UCCS Small Construction Standing Order Contractors Purchase Program

INFORMATION TO BIDDERS

1. **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, 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 Notice to Bid 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 addresses:

   <PM NAME>, Project Manager/Consultant  
   University of Colorado Colorado Springs  
   Facilities Services  
   1420 Austin Bluffs Parkway  
   Colorado Springs, Colorado 80918  

   Project Number: __________________  
   Project Title: __________________  
   Name and Address of Bidder  
   Date of Opening: __________________  
   Time of Opening:__________________  

   The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any or all bids. Any bid received after the time and date specified shall not be considered. A bidder may not withdraw a bid within thirty days after the actual date of bid opening.

   The bid envelope shall contain the following:  
   1. Bid Form (with a list of proposed subcontractors, with their contact info, attached)  
   2. Bid Form Appendix A – Alternates and Unit Prices, if applicable  
   3. Bid Bond with proper security, if bid is $50,000 or over.

2. **BID INFORMATION:** Following is a schedule pertinent to the preparation of bids for the project:

   Contract Documents Available:  
   Mandatory Pre-Bid Meeting:  
   Written Questions Due:  
   Requests for Substitutions/Approvals Due: N/A  
   Addenda to be issued by:  
   Bid Due Date:  

3. **SPECIAL CONSTRUCTION:** The Contractor is hereby notified that certain existing building materials may contain asbestos or other hazardous materials within the general project area. An inspection will be conducted to determine the extent of these materials and will be reported on an Environmental Site Assessment form. This report will be reviewed at the pre-construction conference. The contractor shall not begin any work at the project area until they have read and
signed the Environmental Site Assessment form. Abatement work will be performed under a separate contract (unless bid is for abatement work), however, this contractor shall:

a. Coordinate and cooperate fully with such separate abatement contractor insofar as scheduling and access are required to accomplish the abatement work.

4. 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.

5. 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.

6. 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 9.C of the GENERAL CONDITIONS. The University of Colorado qualifies as a “Tax Exempt Entity” under provisions of H.B. 1415. The Contractor shall obtain the required exemption certificates from the Colorado Department of Revenue and shall purchase all materials tax free for this work. The certificate is also located online at http://www.uccs.edu/facsrvs/standing-order-contract-program.html. This applies to State taxes only – the Contractor is required to pay City of Colorado Springs Use tax on materials, which is based on the sales tax rate.

7. 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 written proof that such material or equipment is of equivalent substance and function and is approved. 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 in the form of addenda at least two (2) business days prior to the bid opening date.

8. 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.

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 Bid Form Appendix A – Alternates and Unit Prices provided by the Principal Representative. Bidders should note the Method of Award is applicable to this Bid as stated below.

A. DEDUCTIBLE ALTERNATIVES: 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 Bid Form Appendix A – Alternates and Unit Prices provided by the Principle 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 ALTERNATIVES: 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 additive alternates, added in the numerical order in which they are listed in the Bid Form Appendix A – Alternates and Unit Prices provided by the Principle 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.

**END OF INFORMATION TO BIDDERS**