**SECTION 00110**

**INSTRUCTION TO BIDDERS**

1. PROJECT: [DPW782 Citywide ROW Sidewalk Improvements #1]
2. FUNDING: This project is funded through *[GENERAL FUNDS]*. Specification sections within these specifications applicable to the noted funding sources will apply to this project.
3. PROPOSALS: Bidders are referred to the Purchasing Bureau’s Invitation to Bid for particular information and requirements regarding submittals of Bids.
4. DOCUMENTS: Invitation to Bid and Bidding documents may be obtained online at http://www.nola.gov/purchasing or through the City of New Orleans webpage, www.nola.gov, by selecting “City Purchasing Portal”.
5. EXAMINATION OF DOCUMENTS AND SITE: Bidders shall carefully examine the Bidding Documents and the construction site to obtain first-hand knowledge of the scope and the conditions of the Work. Each Contractor, Subcontractor, and Sub-subcontractor, by submitting a proposal to perform any portion of the Work, represents and warrants that he has examined the Drawings, Specifications project Manual and the site of the Work, and from his own investigation, has satisfied himself as to the scope, accessibility, nature and location of the work; the character of the equipment and other facilities needed for the performance of the Work; the character and extent of other work to be performed; the local conditions; labor availability, practices and jurisdictions and other circumstances that may affect the performance of the Work. No additional compensation will be allowed by the Owner for the failure of such Contractor, Subcontractor, or Sub-subcontractor to inform themselves as to conditions affecting the Work.
6. INTERPRETATION OF DOCUMENTS: If any person contemplating submitting a bid for the proposed Contract is in doubt as to the meaning of any part of the Drawings, Specifications (Project Manual), or other contract documents, he may submit to the Purchasing Agent, not later than seven (7) working days prior to the date set for opening bids, a written request for an interpretation or clarification.
7. SUBSTITUTIONS: Conditions governing the submission of substitutions for specific materials, products, equipment and processes are in the General Conditions. The Consultant must receive requests for substitutions seven (7) working days prior to the established bid date in accordance with Acts 832 of the 1985 Regular Session and 484 of the 1995 Regular Session of the State Legislature.
8. ADDENDA: Interpretations, clarifications, additions, deletions, and modifications to the documents during the Bidding period will be issued in the form of an addendum in accordance with Louisiana R.S. 38:2212(O). Any addendum or addenda will become a part of the Bidding Documents and the Construction Contract Documents, and receipt of them shall be acknowledged in the Bid Form.
9. CONTRACT TIME:
10. Once the Contractor is notified of the acceptance of his bid within the time specified in La. R.S. 2212 after the opening of bids, it agrees to execute a contract for the work as described in the contract documents. The Contractor also guarantees completion of this contract within the number of working days shown below and any approved extensions from the date of the, “Notice to Proceed”.

Working Days 260

1. DAMAGES: The Contractor agrees that the Owner may retain the sum indicated below from the amount of compensation to be paid him for each day after the above mentioned completion time, Sundays and Holidays included, that the contract remains incomplete. This amount is agreed upon as the proper measure of the Stipulated or Liquidated Damages, which the Owner will sustain per day, by failure of the Contractor to complete the contract at the stipulated time, and is not to be construed, in any sense, as a penalty. The Contractor shall be deemed to be in default by its failure to complete all of the work within the time specified in the contract.

Liquidated/Stipulated Damages per Diem $1,000

1. PREPARATION OF BIDS: Prices quoted shall include all items of cost, expense, taxes, fees and charges incurred, or arising out of, the performance of the work to be performed under the contract.
2. SUBMISSION OF POST-BID INFORMATION: The Bidder must provide all post-bid documents as required by the Purchasing Bureau’s Invitation to Bid for this project in addition to any post-bid requirements.

**END OF SECTION 00110**