

SECTION 00100

INSTRUCTIONS TO BIDDERS

1.1 BID SUBMISSION

- A. Offers signed, executed and dated will be received in the office of Rice University, Facilities & Engineering - MS 312, 6100 Main Street (Entrance 22, Rice Blvd.), Houston, Texas 77005-1892.
- B. Offers must be received before **2:00 pm, Tuesday, 31 January, 2012.**
- C. **Rice University is tax exempt** – Texas limited sales tax permit No. 1-74-11-9620-1 and federal manufactures excised No. A-113311.
- D. Rice University does not reimburse Contractors for expenses related to the preparations of the Offers.
- E. The Contractor will submit Contract Documents to City of Houston for Building Permit. **Permit fees shall be paid by the General Contractor.**

1.2 INTENT

- A. The intent of this Bid call is to obtain an offer to perform all work required to renovate rooms 205, 205A and 210 on the second floor of the Allen Center building on the Rice University Campus. The contract will be a Stipulated Sum contract, in accordance with the Contract Documents.

1.3 CONTRACT TIME

- A. Identify Contract Time in the Bid. The completion date in the Agreement shall be the Contract Time added to the date of the Notice to Proceed.
- B. The Owner desires that the Work under the contract be completed between the dates of **02/01/12 and 02/29/12**. Consideration will be given to time of completion when reviewing the submitted Bids.

1.4 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Instructions to Bidders.
- B. Contract Documents: Defined in AIA Document A101, Article 1.
- C. Bid, Offer, or Bidding: Act of submitting an offer.
- D. Bid Sum: Monetary sum identified by the Bidder in the Bid.

1.5 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as **Rice University Office of EEOC, dated 18 January, 2012** as prepared by Sharp Architecture, Inc.

1.6 AVAILABILITY OF DOCUMENTS

- A. Bid Documents will be issued via e-mail in PDF format to each invited Bidder for use during bidding free of charge.

1.7 QUERIES

- A. Direct questions to Michael F. Sharp, AIA at Sharp Architecture, Inc. 713-984-7518.

1.8 PRE-BID MEETING

- A. A pre-bid meeting will be held for the purpose of familiarizing the bidders with the project requirements. Attendance at this meeting is mandatory for all bidders.
- B. **The pre-bid meeting will be held Tuesday, January 24, 2012 at 2:00 pm. Assemble at Rice University, Allen Center Lobby.**
- C. Submission of a bid shall mean that the bidder has examined the site and accepts all existing conditions.

1.9 SUBMISSION PROCEDURE

- A. Submit two copies of the executed signed offer in a closed opaque envelope, clearly identified with Bidder's name, project name, and Owner's name on the outside. E-mailed bids will be accepted in addition to the original submittal. Submit to:

Mr. Maxwell Price
Project Manager
Rice University
Facilities Engineering & Planning
Rice Blvd., Entrance 22
Houston, TX 77005
713-348-6269 tel
713-348-5218 fax
mlprice@rice.edu

1.10 BID INELIGIBILITY

- A. Bids that contain irregularities of any kind may be declared unacceptable at the discretion of the Owner.

1.11 BID FORMAT:

- A. Each Offer shall include the following information:
1. Cost of the work with line item detail categorized by CSI divisions 1-16, with clarifications and/or assumptions noted.
 2. Contractor's Fee quoted as a lump sum and clarifications and assumptions qualified.
 3. General Conditions cost, with detailed pricing and line item pricing.
 4. Fee to be added to change orders both on Work to be performed by Contractor's own forces as well as fee added to the work performed by subcontractors.
 5. List of proposed subcontractors.
 6. List of proposed team members with resumes and related project experience.
 7. Proposed construction schedule of activities including submittal review periods, utility outages, coordination with other Owner contractors, and after hours work.
 8. List of Long Lead Items.
 9. Any conditions or exceptions to the contract language.

1.12 ALTERNATES:

- Alternate 01:** Remove the gypsum board from both sides of the perimeter partitions and replace with sound deadening board and gypsum board in lieu of just one side.

1.13 TRASH REMOVAL

- A. If debris is to be taken out through the elevators it must be after 6:00pm or before 7:00am and the elevator must be protected.

1.14 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty days after the Bid closing date.

1.15 ACCEPTANCE OF OFFER

- A. The Owner reserves the right to accept or reject any or all offers.

END OF SECTION