

# MIDLAND COUNTY ROAD COMMISSION

## STANDARD INSTRUCTIONS TO BIDDERS

1. RECEIPT AND OPENING OF PROPOSALS: Sealed bids will be accepted and time stamped upon receipt in the office of the Midland County Road Commission, located at 2334 N. Meridian Rd., Sanford, Michigan, 48657, until the indicated date on the attached Notice to Bidders.
2. BID FORM: Proposals shall be submitted on form if enclosed.
3. SUBMISSION OF BIDS:
  - (a) Envelopes containing bids must be submitted in a sealed, opaque envelope and marked on the face with the name and address of bidder, date and hour of opening, and name of items or commodity in bid.
  - (b) Any proposals received after the advertised time for opening shall be declared void. This applies to bids sent by mail as well as those delivered.
  - (c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening.
  - (d) Telephone, faxed or telegraphic bids are not acceptable. Telephone, faxed, or telegraphic amendments or withdrawals will not be accepted under any circumstances.
  - (e) Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from date of bid opening.
  - (f) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
  - (g) Proposals received prior to time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

4. SALES AND EXCISE TAXES:

The Contractor shall include and will be deemed to have included in its bid and contract price all applicable Michigan Sales and Use taxes which have been enacted into law as of the date the bid is submitted. To the extent of any conflict, this Special Provision controls over Division 1 of the 2012 MDOT Standard Specification for Construction.

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5. The Road Commission reserves the right to renew the contract for additional one-year terms. Each renewal to be mutually agreed upon by both parties. Pricing, terms, and conditions of the original contract will remain the same for any subsequent one-year renewal period.
6. Bid price on the foregoing materials shall include the cost of delivery to points designated by the Midland County Road Commission and/or the cost of materials F.O.B. the bidder's designated shipping point, should the Midland County Road Commission so desire to transport the material.
7. All materials shall meet and/or conform to Michigan Department of Transportation specifications and certification slips shall be provided upon request. Further information may be obtained from the Midland County Road Commission's office.
8. All construction work performed within the county right-of-way will require appropriate traffic control according to the current Michigan Department of Transportation specifications.
9. FREIGHT PREPAID
10. INSURANCE:
  - (a) Title VI Certification: The Midland County Road Commission assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.
  - (b) A Certificate of Insurance will be supplied by the bidders for contractor work naming the Midland County Road Commission, its Commissioners and its employees as additionally insured.
11. The Midland County Road Commission reserves the right to reject any and all proposals, to waive any irregularities in the proposals received and to accept the proposal or parts thereof deemed in their opinion, to be in the best interest of the Midland County Road Commission.
12. The bid price of the item may be used for work on MDOT (within Midland County boundaries), Village of Sanford, or City of Coleman jurisdictional roadways only if mutually agreed upon by the Contractor and MCRC.