

SECTION 00100 - INSTRUCTIONS FOR BIDDERS

1. Bids will be received by the Board of Selectmen, Southborough Town House 17 Common St., Southborough, MA. 01772 at 4 PM Thursday, January 29, 2009. Bids must be delivered by mail or other delivery entities or by hand. No faxes or e-mails are acceptable.
2. Contractors shall visit the site and thoroughly familiarize themselves with all relevant conditions. Contractors shall also thoroughly examine and be familiar with all Construction Documents.
3. The Owner reserves the right to reject any or all bids and to accept any bid which he/she may consider in his/her best interest.
4. A bid may not be modified, withdrawn, or canceled by the bidder for 30 calendar days after receipt of bids, and each bidder so agrees in submitting his bid.
5. The Town of Southborough, serves the Greater Southborough area and is committed to the employment, training, promotion, and economic opportunities for all members of this community. The Affirmative Action Statement in the Contractor Qualification Statement will be carefully reviewed when the Owner evaluates bids.
6. Bidders shall notify the Architect of any error, inconsistency, or need for clarification in the Construction Documents. Any interpretation, correction or change will be made by written addendum, and no orally-given information will be binding.
7. A complete bid shall consist of:
 1. Bid Form
 2. Contractor Qualification Statement

Note that these documents are available in electronic form for download on the web site <http://www.dmhprojects.com/southboroughrfp>

8. The intent of this project is to complete long-term, durable repairs to the windows and doors of the South Union School at Southborough. The building is an historic property, and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* shall apply to this project. A copy of the *Secretary of the Interior's Standards* is included in Section 00800, Supplementary Conditions.

South Union School, Southborough, MA **INSTRUCTION FOR BIDDERS 00100-2**

9. Pre-bid conference will be held at the South Union School, 21 Highland Street, Southborough MA, Tuesday, December 30, 2008 at 1:00 PM. Snow date shall be Wednesday, December 31, 2008 at 11:00 AM.

END OF SECTION 00100