

DOCUMENT 00 21 13 {00200}

INSTRUCTIONS TO BIDDERS

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This document includes broad listing of subjects encompassing Instructions to Bidders required for most projects.

Use Document 00 21 14 {00201} to incorporate AIA Document A701-1997 - Instructions to Bidders into the Project Manual.

Use Document 00 21 15 {00202} to incorporate EJCDC No. C-200 - Suggested Instructions to Bidders for Construction Contracts into the Project Manual.

This document includes the term "Bid [Sum] [Price]". "Contract Sum" is used in AIA documents. "Contract Price" is used in EJCDC documents. Select appropriate term.

Refer to AIA Document A701-1997, and EJCDC No. C-200 for assistance in developing this document.

Contact the CSRF Support Center at supportcenter@csrf.org to submit comments or suggestions for improvements to this specification. Visit the SPECTEXT web site at www.spectext.com for current product announcements.

1.1 SUMMARY

- A. Document Includes:
1. Bid submission.
 2. Intent.
 3. Work identified in contract documents.
 4. Contract Time.
 5. Definitions.
 6. Contract Documents identification.
 7. Availability of documents.
 8. Examination of documents.
 9. Inquiries and Addenda.
 10. Product substitutions.
 11. Site examination.
 12. Prebid conference.
 13. Bidder qualifications.
 14. Bidder prequalification.
 15. Subcontractors.
 16. Bid depository.
 17. Submission procedure.
 18. Bid ineligibility.
 19. Security deposit.
 20. [Consent of surety.] [Agreement to bond.]

21. Performance Assurance.
22. Insurance.
23. Bid Form requirements.
24. Fees for changes in the Work.
25. Bid Form signature.
26. Additional Bid information.
27. Selection and award of alternates.
28. Bid opening.
29. Duration of offer.
30. Acceptance of offer.

B. Related Documents:

1. Document 00 11 16 - Invitation to Bid.
2. Document 00 31 00 - Available Project Information.
3. Document [00 41 13 - Bid Form - Stipulated Sum (Single-Prime Contract).] [00 41 43 - Bid Form - Unit Price (Single-Prime Contract).]
4. Document 00 43 00 - Procurement Form Supplements: Appendices [A] [_____] to [L] [_____.]
5. Document [00 73 13 - Supplementary Conditions - AIA:] [00 73 15 - Supplementary Conditions - AIA (Construction Management):] [00 73 14 - Supplementary Conditions - EJCDC:]
 - a. Definitions.
 - b. Contract Time identification.
 - c. Tax [and duty] rebate procedures.
 - d. Tax exempt procedures.
 - e. Contractors fees for changes.
 - f. Contractor's liability insurance.
 - g. Bond types and values.

C. Related Documents:

1. Document 00105 - Invitation To Bid.
2. Document 00300 - Information Available To Bidders.
3. Document [00411 - Bid Form - Stipulated Price.] [00412 - Bid Form - Unit Price.]
4. Document 00430 - Bid Form Supplements: Appendices [A] [_____] to [L] [_____.]
5. Document [00811 - Supplementary Conditions - AIA:] [00812 - Supplementary Conditions - AIA (Construction Management):] [00815 - Supplementary Conditions - EJCDC:]
 - a. Definitions.
 - b. Contract Time identification.
 - c. Tax [and duty] rebate procedures.
 - d. Tax exempt procedures.
 - e. Contractors fees for changes.
 - f. Contractor's liability insurance.
 - g. Bond types and values.

1.2 BID SUBMISSION

The paragraph below may be omitted when Invitation to Bid or Advertisement for Bids describes this information.