



## **INSTRUCTIONS TO BIDDERS:**

Faulk Architects + Construction Managers, on behalf of the Owner, is accepting bids to provide materials and/or labor in accordance with the instructions, terms and conditions, and requirements/specifications contained in this Invitation to Bid.

1. Bids must be submitted on or before the date and time indicated in the Invitation to Bid. Late bids may not be considered.
2. In order to receive consideration, make bids in strict accordance with the instructions included in this Invitation to Bid.
3. If any exceptions are taken to any portion of the Invitation to Bid, the Bidder must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the bid.
4. Bidder shall carefully examine the SPECIFICATIONS, DRAWINGS, AND ADDENDA to the plans and specifications prepared by Faulk Architects + Construction Managers, as well as the site and all conditions affecting the work, the undersigned proposes to furnish all labor, materials, and equipment necessary to complete the entire work in a workmanship like manner, in accordance with the above Description of Construction Services and associated documents.

## **CONTRACT DOCUMENTS:**

1. Plan Rooms (e.g., ABC, AGC & Dodge, and Builders Exchange) have one (1) set of Contract Documents for Trade Contractor review.
2. Plans, Bid Documents, Soil Reports, General Conditions and other bid forms are available for download at: <http://www.faulkarchitects.com> in Adobe Acrobat ".pdf" format.
3. In addition, plans are available for purchase from DOCUMENT ENGINEER, 2701 Gattis School Road; Round Rock, Texas 78664; at 512/310-8228. Trade Contractors may obtain (at their own cost) copies of the documents by contacting Document Engine or printing of individual sheets or full sets. Trade Contractors shall contact Document Engine in advance for printing/delivery &/or pick-up of requested sets. Walk-ins are acceptable with advance call request.
  - 3.1 Note: Mechanical, Plumbing and Electrical Trade Contractors must obtain full sets "only". All MEP bidders are responsible for proper "due diligence" with respect to bidding documents regardless of instruction location within the Construction Documents or separate Invitation To Bid.
4. Plans are available in PDF format at [faulkacm@faulkarchitects.com](mailto:faulkacm@faulkarchitects.com).
5. All bidders are responsible for proper "due diligence" with respect to bidding documents regardless of instruction location within the Construction Documents.

## **BID SUBMITTAL:**

Bids shall be accepted by Faulk Architects + Construction Managers, on behalf of the Owner on or before the date and time of closing as follows:

1. Bidder must return Bid Cover Page and Bid Sheet to be considered for award. Bid Cover Page must be properly signed by an authorized representative. Include company legal names and authorized contact individuals with contact phone numbers.
2. Bid Sheet must include pricing for items of work bid (inclusions and exclusions), and any additional information or supportive documentation. Items or categories of work not bid, please place "N/A" in amounts column.
3. Faxed and/or E-Mailed bids are preferred (for e-mail, attach as Adobe Acrobat ".pdf").
  - 3.1 Fax To: (512) 218-1349 (PREFERRED)
  - 3.2 E-Mail To: [faulkacm@faulkarchitects.com](mailto:faulkacm@faulkarchitects.com)
4. Deliver/Mail To: Faulk Architects + Construction Managers, 306 East Main, Suite 101, Round Rock, Texas 78664. Delivered bids should be enclosed in a sealed envelope bearing the following:

Project Name  
Bid Invitation No. (as specified on face of Bid Invitation)  
Date/Hour Bids Are Due  
Name of Bidder
5. Bid Opening shall be private, by Architect/Construction Manager only. The bids shall be reviewed by the Owner in counsel with the Architect/CM thereafter.

## **QUESTIONS:**

Inquiries should be directed to Faulk Architects + Construction Managers, at (512) 388-6302, or faxed or emailed as indicated above. Inquiries requiring written answers or addendums should be submitted no later than two (2) business days prior to bid submittal date.

## **BID TERMS AND CONDITIONS:**

1. This Bid Invitation shall be governed by the terms and conditions contained here and by Faulk A/CM's General Bid Terms and Conditions of Construction, unless otherwise indicated in this solicitation.
2. General Bid Terms and General Conditions of Construction are incorporated by reference only, and are not attached as part of this Bid Invitation. Copies may be obtained at <http://www.faulkarchitects.com> or by contacting Faulk A/CM at (512) 388-6302.

## **BID REVIEW & ACCEPTANCE:**

After review (approximately one week), the Owner will execute a Standard Owner/ Trade Contractor Agreement prepared by the CM (P.O.'s for purchase operations and smaller contracts only). Contract award is notice for the Seller to execute all agreements immediately and begin work as indicated on the Notice to Proceed or Proposed Project Dates to be scheduled within the agreement. No bid submitted shall be withdrawn after the opening of the bids. Bids shall be valid for a minimum period of 60 calendar days thereafter.

## **CONSTRUCTION MANAGEMENT – DESIGN/BUILD PROCESS:**

This Bid Invitation is being issued under an Architect/Construction Manager (ACM) Design/Build concept rather than the standard General Contractor bidding process. Faulk ACM is providing the design and construction management services, which include providing General Conditions services and Trade Contractors are being solicited to offer individual trade bids as identified in the Bid Submittal Form included herein. Trade Contractor may bid one, multiple or all trade categories, if they so desire.

## **WARRANTY REQUIREMENTS:**

A minimum one (1) year warranty will be required on completed construction.