

SECTION 003000  
FORM OF PROPOSAL

#42 ELEMENTARY SCHOOL NEW CONSTRUCTION  
BID #045.16.B4

Date: \_\_\_\_\_

**Owner:** Board of Education  
of Howard County Maryland  
10910 Clarksville Pike  
Ellicott City, MD 21042  
Tel (410) 313-4584  
Fax (410) 313-8789

**Contract Package/Division:** \_\_\_\_\_  
(List One Per Form)

**Contractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Engineer/Architect:** TCA Architects  
2661 Rlva Road, Suite 120  
Annapolis, MD 21401

**Construction Manager:** J. Vinton Schafer  
1309-Q Continental Drive  
Abingdon, MD 21009

The undersigned, having carefully examined the Bid Documents for the above reference project, including, but not limited to the "Bid Announcement," "Instructions to Bidders," "General Conditions," "Technical Specifications," "Addenda," and any other related Bid Documents, do hereby propose to furnish all the necessary labor, materials, equipment and services to perform all of the work required in strict accordance with the aforesaid documents using only specified manufacturer's materials for the Lump Sum as follows:

**TOTAL BASE BID (WAGE SCALE) FOR THE ENTIRE CONTRACT PACKAGE/DIVISION LISTED ABOVE  
EXPRESSED IN WORDS AND FIGURES:**

<b>IN WORDS (Printed Neatly in Ink or Typewritten)</b>	\$	<b>(IN FIGURES)</b>
<small>** In the case of a discrepancy between the total base bid written words and figures, the amount written in words shall govern.</small>		

**ALTERNATE PRICING ITEMS (WAGE SCALE) - State amounts in both Words and Figures**

Special Instructions: Submit a bid on each of the alternates as identified in these Solicitation Documents and listed below. The following Alternate(s) is/are proposed for additional or changes to certain work and should not be included in the base bid total above. Alternate price's should include materials, labor and insurance, machinery, tools, utilities, apparatus and means of performing the work; and all other products or services necessary for the proper design, permitting and construction of the project in the manner set forth, described and shown in these Solicitation Documents. It is understood that this price will be used to determine the cost to alter the work and that these prices include all expenses of every kind involved with or incidental to the alteration of the items below. If selection of the alternate does not alter cost, enter "(zero)" \$0 on the lines, "Not Applicable", "N/A", "No Cost", "NC", and any other denotations other than dollars and cents shall not be used. Lines left blank or inappropriate notations may be considered a Non-Responsive bid.

**Alternate No. 1 to the Base Bid - Trellis at Outdoor Classroom at Main Entrance:**

(In Words): \_\_\_\_\_ Dollars  
(In Figures): \$ \_\_\_\_\_

**Alternate No. 2 to the Base Bid - Provide Gazebo at Outdoor Instructional Area at Bus Loop:**

(In Words): \_\_\_\_\_ Dollars  
(In Figures): \$ \_\_\_\_\_

**FORM CONTINUES ON NEXT PAGE**

**Alternate No. 3 to the Base Bid – Provide Sod in Lieu of Seed:**

(In Words): \_\_\_\_\_ **Dollars**  
 (In Figures): \$ \_\_\_\_\_

**Alternate No. 4 to the Base Bid – Provide Additional Storm Piping:**

(In Words): \_\_\_\_\_ **Dollars**  
 (In Figures): \$ \_\_\_\_\_

NOTE: Bid Form shall reflect bids for the project as shown in the Contract Specifications and addenda. Substitutions shall be included in the section "Proposed Substitutions."

The basis of award shall be in accordance with AIA Document A701 Section 5.3.

\* Note: References to Architect will also include Engineer in all bid documents.

**PROPOSED SUBSTITUTE EQUIPMENT**

Proposed substitutions shall be submitted in accordance with Instructions to Bidders, see Section 00100 Instructions to Bidders, Article 3, Bidding Documents, 3.3 Substitutions. Bids will be considered on systems, processes, or products of manufacturers other than those cited if accompanied by detailed technical specifications for each item, catalogs, test reports, brochures, and other descriptive literature and supporting data, sufficient in detail to permit evaluation of the proposed substitution without further reference. The Contractor should list below any proposed substitutions for a piece of equipment. If the piece of equipment is approved by the Engineer, the Contract price will be adjusted by the amount shown. The acceptance or rejection of "Substitute Equipment" **will not** be considered when determining the successful bidder.

<u>SPEC. SECTION</u>	<u>ITEM</u>	<u>SUBSTITUTE MANUFACTURER</u>	<u>ADD OR DEDUCT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SUBCONTRACTORS**

Bidders are hereby requested to name the subcontractors as part of their bid package.

<u>Name of Company</u>	<u>Type of Work</u>
_____	_____
_____	_____
_____	_____

**FORM CONTINUES ON NEXT PAGE**

ADDENDA

Receipt of the following addenda is acknowledged:

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

UNIT PRICES

Unit prices for extra work or credits listed below are applicable to all work on this project involving extra materials/services performed by the Contractor or his Subcontractor(s) and/or credits to the Owner for materials/services deleted from the project. Prices as stated shall remain in effect for the duration of this project. The undersigned acknowledges the unit price values as part of this bid proposal and agree to add or delete items for the unit prices identified when directed to do so by the Owner.

Item

<u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Price</u>
1	Furnish and install riprap Class 1	Ton	\$ 60.00
2	Earth excavation-machine and disposal onsite	Cu. Yd.	\$ 9.00
3	Earth excavation-machine and disposal offsite	Cu. Yd.	\$ 24.00
4	Earth excavation-hand and disposal onsite	Cu. Yd.	\$ 125.00
5	Earth excavation-hand and disposal offsite	Cu. Yd.	\$ 140.00
6	Trench excavation and soil disposal onsite	Cu. Yd.	\$ 15.00
7	Trench excavation and soil disposal offsite	Cu. Yd.	\$ 30.00
8	Undercut, dispose onsite, refill with MSHA #2 or #57 stone and compact per specified requirements at trench areas only	Cu. Yd.	\$ 60.00
9	Undercut, dispose offsite, refill with MSHA #2 or #57 stone and compact per specified requirements at trench areas only	Cu. Yd.	\$ 75.00
10	Undercut, dispose onsite, refill with CR-6 or CR-1 stone and compact per specified requirements at trench areas only	Cu. Yd.	\$ 57.50
11	Undercut, dispose offsite, refill with CR-6 or CR-1 stone and compact per specified requirements at trench areas only	Cu. Yd.	\$ 72.50
12	Undercut, dispose onsite, refill with MSHA #2 or #57 stone and compact per specified requirements at open areas only	Cu. Yd.	\$ 55.00
13	Undercut, dispose offsite, refill with MSHA #2 or #57 stone and compact per specified requirements at open areas only	Cu. Yd.	\$ 70.00

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14	Undercut, dispose onsite, refill with CR-6 or CR-1 stone and compact per specified requirements at open areas only	Cu. Yd.	\$ 52.50
15	Undercut, dispose offsite, refill with CR-6 or CR-1 stone and compact per specified requirements at open areas only	Cu. Yd.	\$ 67.50
16	Sodding	Sq. Yd.	\$ 5.00
17	Permanent seeding and mulch	Sq. Yd.	\$ 1.50
18	Temporary seeding and straw	Sq. Yd.	\$ 0.75
19	Furnish and install Mirafi 500x or equal	Sq. Yd.	\$ 2.00
20	Furnish and install stabilization fabric, Mirafi 160n or equal	Sq. Yd.	\$ 2.50
21	Furnish and install Mirafi 500x or equal stabilization fabric, MSHA #2 stone 2' deep, and Mirafi 160n or equal filter cloth	Sq. Yd.	\$ 50.00
22	Furnish and install MSHA #2 stone	Ton	\$ 30.00
23	Furnish, install, maintain, and remove super silt fence and grade/restabilize	Ln. ft.	\$ 12.50
24	Furnish, install, maintain, and remove silt fence and grade/restabilize	Ln. ft.	\$ 5.50
25	Remove trench rock, haul and dispose of legally offsite	Cu. Yd.	\$ 225.00
26	Remove open rock, haul and dispose of legally offsite	Cu. Yd.	\$ 125.00
27	Removal of existing sidewalk and spoil as necessary, dispose of legally offsite. Install new 5" sidewalk with W20x20 mesh	Sq. Ft.	\$ 8.50
28	Import CR-6, #2 stone, or #57 stone and compact in place to 98% ton	Ton	\$ 30.00
29	Saw cut and remove damaged paving, dispose of legally offsite, replace with 4-1/2" base course and 1-1/2" surface course	Sq. Yd.	\$ 55.00
30	Concrete curb and gutter	Ln. ft.	\$ 16.00
31	Excavate and legally dispose offsite petroleum contaminated soil	Cu. Yd.	\$ 350.00
32	Import screened topsoil and fine grade in place. No material larger than 1/2" in mix	Cu. Yd.	\$ 55.00
33	6" CMU Wall per sq./ft. of wall surface, includes mortar/joint reinforcement, bullnose corners, labor, scaffold, and all incidentals. This price does not include grout infill. CMU units to be regular hollow for purpose of unit price.	Sq. Ft.	\$ 13.00
34	8" CMU Wall per sq./ft. of wall surface, includes mortar/joint reinforcement, bullnose corners, labor, scaffold, and all incidentals. This price does not include grout infill. CMU units to be regular hollow for purpose of unit price.	Sq. Ft.	\$ 14.00

35	12" CMU Wall per sq./ft. of wall surface, includes mortar/joint reinforcement, bullnose corners, labor, scaffold, and all incidentals. This price does not include grout infill. CMU units to be regular hollow for purpose of unit price.	Sq. Ft.	\$ 15.00
36	Provide 120-volt, 20-Ampere (NEMA.5-20R) receptacle, and 100-lb/ft. 2 #12 and 12G in 25' of 3/4" conduit, and other materials as needed for a complete receptacle addition.	Per location	\$ 475.00
37	Provide 15, 30, 60, 75 or 110-CD ceiling or wall-mounted speaker/strobe and 50-lb/ft. of 14AWG THWN stranded fire alarm cabling in 3/4" conduit minimum. Provide all programming and testing.	Per location	\$ 425.00
38	Provide 300-lb/ft. of CAT-6 cabling and CAT-6 RJ-45 data jack and faceplate and backbox. Provide all terminations, testing and labeling.	Per location	\$ 425.00
39	Provide exit light with wire guards and 50-ft. of conduit and wire.	Each	\$ 450.00
40	Provide a manual fire alarm pull station complete with 50-ft. of fire alarm wiring in 3/4" conduit. Include all testing and programming of device.	Each	\$ 425.00
41	Painting - provide one prime coat and two finish coats	Sq. Ft.	\$ 0.90
42	Temporary walkway - Furnish and install 5' wide temporary walkway consisting of 1"x6" pressure treated planks on 4"x4" pressure treated framing. Framing shall consist of one 4x4 under each side of the walkway and one under the center.	Ln. ft.	\$ 45.00

Note: Unit prices include all costs, taxes, overhead, profit, and bond and shall be total compensation for the work described. All work covered by unit prices shall be performed in accordance with the requirements of the Contract Documents.

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**REFERENCES**

Bidders are hereby required to list three references for whom similar work has been performed within the last three years:

Name: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Nature of Job: \_\_\_\_\_

Person to contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Nature of Job: \_\_\_\_\_

Person to contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Nature of Job: \_\_\_\_\_

Person to contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cited references must be able to confirm, without reservation, your company's ability to provide the level of service mandated in this solicitation. Contact information is to be accurate. The Owner will not be responsible for errors, non-working numbers or persons that are no longer employed by the firm or do not respond. Howards County Board of Education reserves the right to reject any bid based on an unsatisfactory reference. The Board of Education also reserves the right to request additional references as needed.

**SURVEY**

For information purposes, please advise by what methods you were informed of this solicitation. Your response would be very much appreciated.

E- Maryland Marketplace (Y/N) \_\_\_\_\_

Contractor: \_\_\_\_\_

Ad House: Name of Ad House \_\_\_\_\_

Other: \_\_\_\_\_

**COMPANY INFORMATION**

Name of company \_\_\_\_\_ years in business \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

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**CONTRACT ADMINISTRATOR**

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Fax \_\_\_\_\_

Cell phone \_\_\_\_\_

e-mail \_\_\_\_\_

**LIQUIDATED DAMAGES – MINORITY BUSINESS ENTERPRISE PROGRAM**

This contract requires the contractor to make good faith efforts to comply with the Minority Business Enterprise ("MBE") Program and contract provisions. The Board and the Contractor acknowledge and agree that the Board of Education of Howard County will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the Board of Education of Howard County might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision.

Therefore, upon a determination by the Board of Education of Howard County that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or contract provisions, the Contractor agrees to pay liquidated damages to the Board of Education of Howard County at the rates set forth below. The Contractor expressly agrees that the Board of Education of Howard County may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the Board of Education of Howard County is anticipated to incur as a result of such violation.

- a. Failure to submit each monthly payment report in full compliance with COMAR 21,11,03.13B (3): \$100.00 per day until the monthly report is submitted as required.
- b. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21,11,03.13B (4): \$100.00 per MBE subcontractor.
- c. Failure to comply with COMAR 21,11,03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.
- d. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.
- e. Failure to promptly pay all undisputed amounts to an MBE subcontractor in full compliance with the prompt payment provisions of this contract: \$100.00 per day until the undisputed amount due to the MBE subcontractor is paid.

Notwithstanding the use of liquidated damages, the Board of Education of Howard County reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.

**WARRANTY TO THE LUMP SUM**

The undersigned affirms that the above Base Bid represents the entire cost of the Project in accordance with the Bid Documents and that no claim will be made on account of any increase in wage, scales, material prices, taxes, insurance, cost indexes or any other rate affecting the construction industry and/or this project. If the undersigned received written notice of the acceptance, at his designated address, within sixty (60) days after the bid opening (or later if the bid has not been withdrawn), the undersigned agrees to execute and deliver a contract and bonds in accordance with the bid as accepted, within seven (7) days after receiving notice, or forfeit the amount of the bid bond.

**AFFIDAVIT**

Special Instructions: An authorized representative of the bidder needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

**Statutory Affidavit and Non-Collusion Certification:**

I, \_\_\_\_\_, being duly sworn, depose and state:

- 1. I am the (officer) and duly authorized representative of the firm of the building construction organization named \_\_\_\_\_ whose address is \_\_\_\_\_

\_\_\_\_\_ and that possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

**FORM CONTINUES ON NEXT PAGE**

2. Except as described in Paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:

- (a) Been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
- (b) Been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (c) Been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
- (d) Been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
- (e) Been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance & Procurement Article;
- (f) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or
- (g) Been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:

(If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.)

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(you may attach an explanation necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction;

5. I affirm that this proposal or bid to the Board of Education of Howard County is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County may terminate any contract awarded and take any other appropriate action.

6. **SEX OFFENDER NOTIFICATION** - Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procurement Article, §11-704. One of the purposes of this law, found in Article 27§ 792, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.

As a contractor working for Howard County Public School System (HCPSS), we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. See §11-722 Criminal Procurement Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000 fine.

Each contractor shall screen their work-forces to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the contractor up to and including termination of the contract.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving a sexual offense, child sexual abuse and crimes of violence.

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The Contractor shall submit to HCPSS a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that employee complies with the requirements. See section 000740 for Criminal Background Information and forms.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the Owner shall constitute breach of contract. Upon submission of a revised affidavit, the Owner has the right to take such actions as may be necessary, in the judgment of the Owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

I DO SOLEMNLY DECLARÉ AND AFFIRM under the penalties of penalties that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Board of Education of Howard County Maryland, and that I am executing and submitting this Form of Proposal on behalf of and with full authority by the bidder named below.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name of Bidder)

\_\_\_\_\_  
(Title of Bidder)

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NOTARY PUBLIC

Name \_\_\_\_\_

Seal \_\_\_\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Legal Name of Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail address)

Contractor's License Number # \_\_\_\_\_

We are/I am licensed to do business in the State of Maryland as a:

( ) Corporation ( ) Partnership ( ) Individual ( ) Other

**FORM CONTINUES ON NEXT PAGE**

**ITEMS FOR BID SUBMISSION**

The bid submission package should include the following:

- \_\_\_\_\_ Form of Proposal – Section 003000
- \_\_\_\_\_ AIA Doc A-310-2010 Bid Bond – Section 000310 (in the amount of 5%)
- \_\_\_\_\_ Attachment "A" – MBE Utilization & Fair Solicitation Affidavit
- \_\_\_\_\_ Attachment "B" – MBE Participation Schedule

**BID ENVELOPE PREPARATION**

1. Bidders shall supply all data required on the enclosed bid forms. Firms are hereby advised that failure to use or fully complete the Howard County Public Schools Bid Forms as defined herein for the submission of Bids may result in their submittal being determined to be technically non-responsive.
2. Bid proposals for each Package/Division must be submitted in a separate sealed envelope with all the required documents. Proposals must be neat, legible, and signed by an authorized officer of the company. The person signing the bid must initial erasure or changes to the forms. Blank spaces must be filled in either ink or typewritten, both in words and figures as requested.
3. Bid forms submitted need to include One Original of the required documents.
4. Bidders must copy and paste the following bid envelope sample label below on the outside of each of their bid submission envelope. It is mandatory that the IFB envelope label be used or this exact information is provided on the envelope of the sealed bid proposal. Failure to do so may cause the bid proposal to be rejected.
5. Any bid proposal received after the time and date specified, or at a different location than specified in this document, will not be opened or given any consideration.

**IFB ENVELOPE LABEL**

IFB Title: #42 Elementary School New Construction  
IFB No.: 045.16.B4  
IFB Due Date: June 21, 2016 or as changed by an Addendum  
IFB Due Time: 11:00 A.M.

Contract Package/Division: \_\_\_\_\_  
Contractor's Name: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_

**END OF FORM**