

# **INFORMATION FOR BIDDERS**

## **1. Receipt and Opening of Proposals**

The City of Manchester, Tennessee (herein called the Owner) invites bids on the form attached hereto, all blanks must be appropriately filled in. Bids will be received at City Hall in Manchester, Tennessee in the city Finance Directors office. Bid will be received until 1:00pm on April 10, 2024 at which time they will be opened and read publicly. The envelopes containing the bids must be sealed, addressed to the City of Manchester, Tennessee and must bear the following information on the outside:

Name of Bidder  
Bidder's Address  
Bidder's Tennessee License Number  
Bidder's License Classification  
Bidder's License Expiration Date  
Name of Project / Contract for which bid is submitted

If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified above.

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within twenty-five (25) days after the actual date of opening thereof.

## **2. Preparation of Proposal**

The bidder must submit his proposal on the forms furnished herein. All blank spaces in the proposal forms must be correctly filled in where indicated for each and every item for which a solicitation has been requested, including all alternates, extensions, sub-totals, and totals, etc. The Bid price must be written in ink in numerals and words. In case of conflict between words and numerals, the words, unless obviously incorrect, will govern. No qualifying letters or statements will be considered.

Totals read at the opening of bids are not guaranteed to be correct, and no award of contract will be made until the bids, extensions, and totals have been checked.

## **3. Qualifications of Bidder**

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

## **4. Security for Faithful Performance**

The Owner may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Bid if evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the agreement and to complete the work contemplated therein. Owner reserves the right to determine award based on the best interest of the city of Manchester and the residences therein.

## **5. Laws and Regulations**

The Bidder's attention is directed to the fact that all applicable State Laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and they will be deemed to be included in contract the same as thought herein written out in full.

## **6. Obligation of Bidder**

At the time of the opening of Bids, each Bidder will be presumed to have inspected the site, and to have read and to be thoroughly familiar with the plans and Contract Documents (including the Addenda). The failure or omission of any Bidder from any obligation in respect to his Bid.