

**SECTION 002113
INSTRUCTIONS TO BIDDERS**

INVITATION

1.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the County Clerk Office before 4:00 p.m. local standard time on May 13, 2025.
- B. Offers submitted after the above time will be returned to the bidder unopened.
- C. Offers will be opened publicly at the next available Commissioners Court meeting currently planned for May 14, 2025, at 10:00 am.
- D. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.

1.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete project named Zavala County Courthouse Annex for a Stipulated Sum contract, in accordance with Contract Documents.

1.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction, including general construction Work.

1.04 CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

BID DOCUMENTS AND CONTRACT DOCUMENTS

2.01 AVAILABILITY

- A. Bid documents may be obtained at the following link: [Zavala County Courthouse Annex Bid Documents](#) (digital only).
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

2.02 EXAMINATION

- A. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- B. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

2.03 INQUIRIES/ADDENDA

- A. Direct questions to the County Judge's Office, email; judge@zavalacounty.org.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

2.04 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Submit requests only for elements for which substitution is specifically allowed in the Project Manual.
 - 3. Provide sufficient information to determine acceptability of proposed substitutions.

- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 10 days before receipt of bids.
- C. Substitution Request Form:
 - 1. Submit substitution requests by completing CSI/CSC Form 1.5C - Substitution Request (During the Bidding/Negotiating Stage). See this form for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. Review and Acceptance of Request:
 - 1. Architect may approve the proposed substitution and will issue an Addendum to known bidders.

SITE ASSESSMENT

3.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

3.02 PREBID CONFERENCE

- A. A bidders conference has been scheduled for 10 a.m. on the 11th day of April at the location of Commissioners Court at 200 E. Uvalde, Crystal City, TX 78839.
- B. All general contract bidders and suppliers are invited. This meeting is mandatory to submit a bid for this project. All general contractors must sign the attendance sign-in sheet provided at this meeting.
- C. Representatives of Architect will be in attendance.

QUALIFICATIONS

4.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders are required to submit AIA A305 with the bid.
- B. Contractor to provide dedicated project manager and full-time on-site superintendent for this project. Provide resumes of these personnel with the bid submission.

4.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

BID SUBMISSION

5.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- D. An abstract summary of submitted bids will be made available to all bidders following bid opening.

5.02 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.

- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

6.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. If no contract is awarded, all security deposits will be returned.

6.02 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment bond as described in 007300 - Supplementary Conditions.
- B. Include the cost of Performance and Payment Bonds in the Bid Amount.

6.03 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.
- B. Taxes: Refer to Supplementary Conditions for inclusion of taxes, procedures for tax rebate claims, and products that are tax exempt.

6.04 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based.

6.05 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
 - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.

OFFER ACCEPTANCE/REJECTION

7.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

7.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.

END OF SECTION

**SECTION 004100
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Zavala County (Owner)
200 E. Uvalde Street
Crystal City, Texas, 78839

1.02 FOR:

- A. Project: Zavala County Courthouse Annex

1.03 DATE: _____ (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name _____
 - 1. Address _____
 - 2. City, State, Zip _____

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by Fisher Heck Architects for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. _____ dollars
(\$ _____), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
 - 1. The cost of the required performance assurance bonds is _____ dollars
(\$ _____), in lawful money of the United States of America.
- E. All applicable federal taxes are excluded and State of Texas taxes are excluded from the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within seven days of receipt of Notice of Award.
 - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 - 3. Commence work within seven days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:

- B. Complete the Work in _____ calendar days from Notice to Proceed
. (Bidder to enter number of days.)

1.08 CHANGES TO THE WORK

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. _____ percent overhead and profit on the net cost of our own Work;
 - 2. _____ percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus _____ of the overhead and profit percentage noted above.

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.
 - 3. Addendum # _____ Dated _____.

1.10 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Document 004373 - Proposed Schedule of Values Form identifies the Bid Sum segmented into portions as requested.

1.11 BID FORM SIGNATURE(S)

- A. The Corporate Seal of
- B. _____
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. _____
- F. (Authorized signing officer, Title)
- G. (Seal)
- H. _____
- I. (Authorized signing officer, Title)

END OF SECTION

**SECTION 004373
PROPOSED SCHEDULE OF VALUES FORM**

THE FOLLOWING IS A COST BREAKDOWN REFERENCED IN THE BID SUBMITTED BY:
(BIDDER) _____
TO (OWNER): ZAVALA COUNTY DATED _____ AND
WHICH IS AN INTEGRAL PART OF THE BID FORM.

PROPOSED SCHEDULE OF VALUES

DIV	DESCRIPTION	TOTAL
01	General Requirements	
	General Requirements	\$ _____
	Allowances	\$ _____
	Total	\$ _____
02	Existing Conditions	
	Total	\$ _____
03	Concrete	
	Total	\$ _____
04	Masonry	
	Total	\$ _____
05	Metals	
	Total	\$ _____
06	Wood, Plastics, & Composites	
	Total	\$ _____
07	Thermal & Moisture Protection	
	Total	\$ _____
08	Openings	
	Total	\$ _____
09	Finishes	
	Total	\$ _____
10	Specialties	
	Total	\$ _____
11	Equipment	
	Total	\$ _____
12	Furnishings	
	Total	\$ _____
14	Conveying Equipment	
	Total	\$ _____
21	Fire Suppression	
	Total	\$ _____
22	Plumbing	
	Total	\$ _____
23	Heating, Ventilation, and Air-Conditioning (HVAC)	
	Total	\$ _____

DIV	DESCRIPTION	TOTAL
26	Electrical Total	\$ _____
27	Communications Total	\$ _____
28	Electronic Safety & Security Total	\$ _____
31	Earthwork Total	\$ _____
32	Exterior Improvements Total	\$ _____
33	Utilities Total	\$ _____
	Subtotal Construction	\$ _____
	General Contractor Bond/Insurance	\$ _____
	Permit/Fees	\$ _____
	General Contractor Fee	\$ _____
	TOTAL PROJECT BID	\$