

CONTRACT DOCUMENTS

Contract No.: -

Title: -

Location: -

Date: -

SAMPLE

Contract No.:

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SPECIAL INSTRUCTIONS TO BIDDERS

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SPECIAL INSTRUCTIONS TO BIDDERS

1. Named Parties

For the purposes of this contract the following parties are identified:

Owner:

Engineer:

Contract Administrator

Inspector

Contact for Enquiries

Telephone No

Fax No

2. Tender Procedure

The following policy regarding the submission of tenders and the tender opening procedures will be applicable for this project. Tenderers are requested to adhere strictly to the instructions concerning submission.

(a) All tenders must be sealed and submitted to:

Name:

Title

Address:

By the following time, as determined on the clock located at the location receiving bids:

Time:

Date:

(b) Tenders received later than the time specified will not be accepted, regardless of the postal seal date. Tenders must be plainly marked to reveal the contents and the Tenderer's name and address.

(c) Tenders shall be submitted in the two envelopes supplied, as follows:

i) The first envelope shall contain:

* "Agreement to Bond", duly signed and sealed (no copies or facsimiles will be accepted).

* Tender deposit in the form of a _____ and in the amount of \$_____.

ii) The second envelope shall contain:

* Form of Tender (including addenda if applicable).

Please note that the tender specifications shall not be included in the second envelope. In the event the first envelope does not contain the proper documents, the second envelope will not be opened.

(d) Tenders will be opened the same day that tenders close.

Time: _____

Location: _____ S

Firms submitting tenders will be permitted to attend the tender opening.

(e) The total tender price will be announced for each tender opened, (excluding HST).

3. Estimated Construction Cost

The estimated tender value of the project is as follows (excluding HST).

Estimated Tender Value \$

4. Tender Award

The award of this tender is subject to the Owner obtaining approval from:

Tentatively, construction may commence, but is not guaranteed, by:

5. Maintenance Holdback

The following maintenance holdback will apply to this contract:

6. Liquidated Damages

The liquidated damages for this contract shall be _____ Dollars (\$_____) for each and every day's delay as outlined in Special Provisions - General.

7. Additional Insured

The following parties are identified to be included as additional insured for this project:

SAMPLE