

MIDLAND COUNTY ROAD COMMISSION

STANDARD INSTRUCTIONS TO BIDDERS

1. RECEIPT AND OPENING OF PROPOSALS: Sealed bids will be accepted and time stamped upon receipt in the office of the Midland County Road Commission, located at 2334 N. Meridian Rd., Sanford, Michigan, 48657, until the indicated date on the attached Notice to Bidders.
2. BID FORM: **FOR 2019 ONLY** proposals will be accepted on forms provided OR electronically via WWW.BIDEXPRESS.COM.
3. SUBMISSION OF BIDS:
 - (a) Envelopes containing bids must be submitted in a sealed, opaque envelope and marked on the face with the name and address of bidder, date and hour of opening, and name of items or commodity in bid. Bidder may elect to email bid form to brenda@midlandroads.com. Bid form must be filled out completely and indicate the bid item and number in the subject line. All submissions must be received prior to the bid opening time indicated on the bid form. It is the responsibility of the bidder to confirm receipt of the submittal prior to bid opening.
 - (b) Any proposals received after the advertised time for opening shall be declared void. This applies to bids sent by mail as well as those delivered.
 - (c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening.
 - (d) Telephone or faxed bids are not acceptable. Telephone or faxed amendments or withdrawals will not be accepted under any circumstances.
 - (e) Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from date of bid opening.
 - (f) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - (g) Proposals received prior to time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.
4. SALES AND EXCISE TAXES: Midland County Road Commission is a sales tax exempt governmental agency, documentation can be provided upon request. Division 1 of the 2012 Mdot Standard Specifications for Constructions shall apply except as modified herein.

5. RENEWAL: The Road Commission reserves the right to renew the contract for additional one-year terms. Each renewal to be mutually agreed upon by both parties. Pricing, terms, and conditions of the original contract will remain the same for any subsequent one-year renewal period.
6. DELIVERY: Bid price on the materials shall include the cost of delivery to points designated by the Road Commission.
7. MATERIAL CERTIFICATION: All materials shall meet and/or conform to Mdot 2012 Standard Specifications for Construction OR as modified by any special provisions included in the bid item. Certification slips shall be provided upon request.
8. TRAFFIC CONTROL: All construction work performed within the county right-of-way will require appropriate traffic control according to the current Michigan Department of Transportation specifications.
9. INSURANCE:
 - (a) Title VI Certification: The Midland County Road Commission assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.
 - (b) A Certificate of Insurance will be supplied by the bidders for contractor work naming the Midland County Road Commission, its Commissioners and its employees as additionally insured.
10. The Midland County Road Commission reserves the right to reject any and all proposals, to waive any irregularities in the proposals received and to accept the proposal or parts thereof deemed in their opinion, to be in the best interest of the Midland County Road Commission.