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Oakhurst Dairy – New Milk Cooler**SECTION 00200 – INSTRUCTION TO BIDDERS****I. Bids**

- A. Sealed bids for the Construction of a new milk cooler as called for in the Specifications dated August 29, 2003 and shown on the Drawings for Oakhurst Dairy will be received until noon, September 25, 2003. Bids must be plainly identified on the envelop/cover sheet as follows:

“Bid For General Contract for Oakhurst Dairy – NEW MILK COOLER”

- B. The envelop/cover sheet shall contain the Bidder’s name and address.
- C. Bids must contain a completed “Proposal Form” as found in specification section 00410.
- D. Bids will be received via facsimile or mail at the following address/number:

OAKHURST DAIRY  
364 Forest Avenue  
Portland, Maine 04101

Attn: Bill Bennett  
Phone: 207-772-7468  
Fax: 207-879-1253

- E. A copy of all bids shall be faxed to:

FACILITIES DESIGN, INC.  
3904 Abel Drive  
Columbia, PA 17512

Attn: Mark Matuzak  
Phone: 717-285-9442  
Fax: 717-285-3102

**II. Rejection Of Bids**

- A. The owner reserves the right to reject any and all bids and to waive informalities or to accept any bid, should it be deemed in the interest of the Owner to do so.

**III. Form Of Proposal**

- A. All bids shall be submitted in accordance with the Proposal Form (Section 00410) as attached hereto.

**IV. Bid Documents**

- A. The following form the **Bid Documents**
1. These Instructions to Bidders (Section 00200).
  2. Proposal Form (Section 00410).
  3. AIA Document A201 – 1997 General Conditions of the Contract for Construction.

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4. Drawings as scheduled in the Specifications (Section 00015).
  5. Inclusions and specification sections as listed in the table of contents of the Specifications for the New Milk Cooler for Oakhurst Dairy.
- B. Bidder shall notify Facilities Design, Inc., immediately of any apparent omission or conflicts found to exist in the Bid Documents, and which affect the price.
- V. **Regularity of Bids**
- A. Any bid, which is not based on the requirements of the Bid Documents, will be considered irregular and may not be considered.
  - B. Bids will be considered informal and may be rejected by Owner unless properly signed in the Bidder's handwriting, and dated, including the Lump Sum Price, as called for on the Proposal Form, and are fully executed. Bids will also be considered informal if the Proposal Form contains any written memoranda that may qualify any quotation it contains. Any explanation, or statement, that the Bidder wishes to propose shall be included with the Proposal Form but written separately and independent of the Proposal.
  - C. Substitutions considered by the contractor during the bidding process will be solely at the contractors risk. Approval of substitutions is at the discretion of the owner and their consultants.
- VI. **Bid Withdrawal**
- A. No bid may be withdrawn within forty-five (45) days after the Bid opening.
- VII. **Proposed Schedule Of Work**
- A. The Contractor shall perform his work, in coordination with other Contractors on site, to meet the following schedule of work:
    1. October 17, 2003 – Award of Contract
    2. November 3, 2003 – Mobilize/breakground
    3. December 1, 2004 – Substantial Completion/owner occupancy
- VIII. **Subcontractors And Major Suppliers**
- A. The Contractor shall supply, where indicated on the Proposal Form, a list of the subcontractors and major suppliers intended for use on this project and their specialty and major suppliers and their items. This list is mandatory. Bids submitted without a list of subcontractors and major suppliers are subject to rejection. The owner reserves the right to reject any subcontractor should it be deemed in the interest of the Owner to do so.
  - B. All work specified in Sections 13060 through 13064 shall be under the responsibility of a single cold storage subcontractor from the following list of prequalified cold storage contractors. The contractor shall seek approval by the owner and engineer of a subcontractor other than one listed prior to submitting their bid.
    1. DABMAR COMPANY, INC  
ATTENTION: KEN ROOT  
PHONE: (610)948-9550

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2. POLYTEMP  
ATTENTION: KEVIN VOGHT  
PHONE: (410)687-9000
  3. NCS EAST, Inc.  
ATTENTION: LEE KROW (President)  
PHONE: (610)647-8050
  4. INSULATED PANEL COMPANY (IPANCO)  
ATTENTION: ROBERT J. DEPPEN, JR.  
PHONE: (312)421-0090
  5. DELTA T CONSTRUCTION COMPANY  
ATTENTION: JERRY SUTTON  
PHONE: (262)781-9243
- C. All work specified in Section 15650 and 15651 shall be under the responsibility of a single refrigeration subcontractor from the following list of prequalified refrigeration contractors. The contractor shall seek approval by the owner and engineer of a subcontractor other than one listed prior to submitting their bid.
1. AAA ENERGY SERVICE  
ATTENTION: Chris Gill  
PHONE: (207)883-1473
  2. MILLER REFRIGERATION  
ATTENTION: FRED MILLER  
PHONE: (207)657-3691
  3. NORTHEAST DISTRIBUTORS, INC.  
ATTENTION: KEN PETERSON  
PHONE: (781)447-0073
  4. DABMAR COMPANY, INC.  
ATTENTION: KEN ROOT  
PHONE: (610)948-9550

**IX. Copies Of Drawings And Specifications**

- A. Bidders will be furnished one set of Drawings and Specifications at no cost which will be available from:
- FMC Cadd Drafting Services  
75 Bishop St., #3  
Portland, ME 04103  
Phone: 207/878-8511  
Attn: Sherri Zulick
- Additional copies may be obtained from FMC (at the contractor's expense) at a cost to be determined by FMC Cadd Drafting Services.
- B. The successful Bidder will be furnished one additional paper set of Plans, one additional vellum reproducible set of Plans, and (2) two sets of Specifications free of charge. The Contractor shall purchase any additional sets from FMC Cadd Drafting Services at a cost to be determined by FMC Cadd Drafting Services.

End of Section 00200