

INSTRUCTIONS TO BIDDERS

Smith Addition, XXX Avenue, Sunnyvale, CA

DUE DATE FOR PROPOSALS: Monday, October 2, 2003, 5 p.m.

Proposals shall be made upon the form provided therefor, and all blank spaces in the form shall be fully filled; numbers shall be stated both in writing and in figures; the signature shall be in longhand.

PROPOSALS SHALL NOT CONTAIN ANY RECAPITULATIONS OF THE WORK TO BE DONE. No oral proposals or modifications will be considered.

The signed original proposal shall be delivered to the Designer's office on, or before, the Due Date. A faxed copy is acceptable, provided that the original is delivered within 3 business days. The Designer's Fax No. is xxx-xxx-xxxx.

No formal bid opening is planned, and bidders will be notified of the results by the end of the week by the Designer.

Should a bidder find discrepancies in, or omissions from, the drawings or specifications, or be in doubt as to their meaning, the bidder should at once notify the Designer, who, if she deems it advisable, will send a written instruction to all bidders. Neither Owners nor Designer will be responsible for any oral instructions.

Before submitting a proposal, bidders should carefully examine the drawings and specifications, visit the project site, fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the contract.

The competency and the responsibility of bidders and of their proposed subcontractors as well as the Contractor's schedule for the work will be considered in making the award of the contract. The Owners do not obligate themselves to accept the lowest or any other bid.

Any bulletins or Addenda issued during the time of the bidding are to be covered in the proposal, and in closing a contract they will become a part thereof.

Bidders and their subcontractor may view the premises by arrangement with the Owners, Bob & Jackie Smith: 408-XXX-XXXX.

Bidders are encouraged to suggest modifications of methods or materials that would reduce the cost of construction without changing substantially the layout, features, quality level or appearance of the building. Such modifications, and the amount to be saved by the Owner, should be listed on a separate sheet and attached to the bid proposal.