

## SPECIAL INSTRUCTIONS TO BIDDERS

**CM @ RISK:** *FCI Constructors, Inc.*  
1023 East Lincolnway  
Cheyenne, WY 82001  
Phone: 307-778-3085  
Fax: 307-778-3659

**ARCHITECT:** *Pappas & Pappas and Klipp Architects*  
2617 East Lincolnway, Suite A  
Cheyenne, Wyoming 82001  
Phone: 307-637-5227  
Fax: 307-68-1461

**BID DATE:**            ***11/17/2009 @ 2:00PM***

**Submit bids to:**            **FCI Constructors, Inc.**  
**1023 E Lincolnway**  
**Cheyenne WY 82001**  
**Attn: Shawn Cross**  
**Fax 307-778-3659 (or) email to: [scross@fciol.com](mailto:scross@fciol.com)**

**Submit questions to:** **Shawn Cross – 970-535-4725 or [scross@fciol.com](mailto:scross@fciol.com)**

**General Information:**

FCI Constructors, Inc., Construction Manager/General Contractor is requesting proposals from parties interested in furnishing subcontract services for the project. Bids are to be included in this project as a complete package.

**Prequalified Contractors:**

Mechanical, Electrical and Food Service contractors have been selected through a prequalification process. Therefore **FCI will not accept other bids in these areas of work, other than the following list of contractors:**

23B Mechanical: Heather Plumbing, Kimmel Mechanical, MSI, Trinity Mechanical, and Wray Plumbing & Heating.

26A Electrical: Crossroads Electric, Glanz Electrical Contracting, Interstates, Merit Electric, Simpson Electric, and Superior Electric.

11A Food Service Equipment: Wild West Equipment/Furnishings, and Great Lakes.

**All other trades are open for bidding.**

**Plan Availability:**

The Drawings and Project Manual will be available for review at the plan rooms listed below and in FCI's Longmont & Cheyenne Offices (call ahead for availability), and at [www.fciol.com](http://www.fciol.com). Please return the plans in a timely manner, as they are limited.

<p><b>Builder's Exchange of Northern Colorado</b> 223 S Link Lane Fort Collins, CO 80524 970-484-1616</p>	<p><b>McGraw-Hill Dodge Plan Room</b> 1114 W. Seventh Ave., Suite 100 Denver, CO 80204 303-584-6711 303-584-6764 fax</p>
<p><b>ISqFt (online plan service)</b> <a href="http://www.isqft.com">www.isqft.com</a> 1-888-768-4569</p>	<p><b>Cheyenne Planning Service</b> 3016 Bent Ave., P.O. Box 1913 Cheyenne, WY 82003 307-638-9779 307-778-9830 fax</p>
<p><b>Bid Center</b> 800 E A Street Casper WY 82602 307-234-9331 307-237-4014</p>	<p><b>Wyoming Plan Service</b> 384 W Collins Dr Casper WY 82601 307-265-1284 307-266-2339 fax</p>

**Proposed Preliminary Schedule:**

<b>Bid Documents available to Subcontractors:</b>	<b>10/27/2009</b>
<b>Prebid Job Walk</b>	<b>11/05/2009 @ 2:00PM</b>
<b>Last Day for Substitution Request:</b>	<b>11/11/2009 @ 12:00PM</b>
<b>Last Day for Questions:</b>	<b>11/11/2009 @ 12:00PM</b>
<b>Last Addendum issued (if necessary):</b>	<b>11/12/2009</b>
<b>Bids Due to FCI – Cheyenne</b>	<b>11/17/2009 @ 2:00PM</b>
<b>Project Completion</b>	<b>See Attached Schedule</b>

**If your current and projected workload limits your ability to properly perform this project, do not bid the project.**

**Prebid Meeting/Job Walk:**

A non-mandatory prebid meeting/job walk is scheduled for **11/5/2009 at 2:00PM**. The prebid will begin at the entrance of the CCC Building under the blue steel arches. Contractors from all trades are invited to attend the prebid.

**Form of Contract:**

The CM @ Risk will require the use of the contract documents attached herein for the project. By submitting your proposal for this project, subcontractor is indicating their willingness to accept the contract and attachments in the form provided without further amendment other than inclusion of scope of work, contract sum, etc.

**Substitutions:**

It is the intent of the Bid Documents that the work be complete in all respects and to meet the intent of the Contract Documents. **This work is to be bid exactly as specified.** Where details and/or specifications are incomplete or unclear, the Bidder should request clarification **in writing** from FCI Constructors prior to bidding. Competition is encouraged for equipment. Please forward applications for pre-bid substitution acceptance to Shawn Cross with FCI by deadline noted above.

Any exceptions taken to any part of the Bid Documents must be noted prior to Bid Date, and may result in bidder being disqualified or reduced in standing. Exceptions taken after Notification of Award of work may, at FCI's/Owner's option, result in disqualification.

**Alternate Pricing:** Please see bid package documents to verify necessary alternate pricing. Alternate pricing shall be submitted on the bid form following this Instructions to Bidders document.

**Submission of Bids:****Bids shall be submitted on the BID FORM supplied by the CM @ Risk.**

Fill in all blank spaces for bid prices **in ink**, and submit one (1) copy. The Bidder must include all unit cost items and all alternates shown on the Bid Form. Total bid prices are to be written both by words and by figures in case of conflict the written word will apply.

**Bids shall be completed and signed in ink.**

Bids by partnerships must be signed with the partnership name by one of the partners, followed by the signature and designation of the partner signing.

Bids by corporations must be signed with legal name of the corporation, followed by the name of the state in incorporation and by the signature of the president, secretary, or other person authorized to bind it in the matter. The name of the person signing shall be typed or printed below the signature.

If erasures or other changes appear on the bid forms, each erasure or change must be initialed by the person signing the bid.

Do not deface or alter any portion of the original bid. Remarks should be shown as annotations to the bid. All bid forms, and any other documents required to be submitted with the bid, **shall be faxed to FCI Constructors, Inc. at 307-778-3659, emailed to Shawn Cross at [scross@fciol.com](mailto:scross@fciol.com), or hand delivered in a sealed envelope to FCI's Cheyenne office: 1023 East Lincolnway.**

The bidder assumes full responsibility for timely delivery at the location specified for receipt of bids.

Bids received after the exact time noted above will not be considered. Any bid modification received after the exact time noted will not be considered.

All bids will be opened in the FCI office in the presence of the owner and architect.

#### **MODIFICATION OR WITHDRAWAL OF BID**

Bids which modify any of the provisions of the Bidding or Contract documents will not be considered.

A bid that is in the possession of the CM @ Risk before the bid opening time may be altered by telegram, email, letter or FAX bearing the signature or name of the person authorized for bidding, provided it is received prior to the date and time of the bid opening.

Bid Forms or packets received by the CM @ Risk after the bid opening time may be opened provided the forms had been received and are in the possession of the CM @ Risk mailroom prior to the bid opening.

A bid that is in the possession of the CM @ Risk may be withdrawn by the bidder up to the time of the bid opening.

Bids may not be modified, withdrawn or canceled for forty-five (45) days after the bid opening date. Bid bonds are not required

#### **BIDDING IRREGULARITIES**

Any bidding irregularities will be handled on a case-by-case basis as mutually agreed upon by Laramie County Community College and FCI.

#### **GENERAL PROVISIONS**

Perform the proposed work for the proposed price which includes, but is not limited to, the furnishing of labor, materials, shop drawings, engineering, equipment, transportation, tools, plans, appliances, appurtenances, scaffolding, temporary provisions, supervision, hoisting services, insurance, bonds, applicable taxes, escalation, overhead and profits necessary for the completion of the work in accordance with and described, indicated, or reasonably inferred from all of the proposed subcontract documents either attached or included or listed in the project specifications and drawings.

**BIDDER MUST RETURN THE BID PROPOSAL SHEETS SPECIFIC TO YOUR TRADE. EACH SHEET MUST BE INITIALED AND SIGNED WHERE INDICATED. ANY VALUE ENGINEERING ALTERNATES, CLARIFICATIONS, QUALIFICATIONS, OR EXCEPTIONS MUST ALSO BE SUBMITTED ON BIDDER'S LETTERHEAD AT TIME OF BID.**

**BID PACKAGE WORK SUMMARY**  
**Bid Package #1**

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