

**BID OPENING LOCATION**

Arkansas Tech University  
Purchasing Department  
Young Building Suite 101  
203 West O Street  
Russellville, Arkansas 72801-2222

**BID OPENING DATE & TIME**

Date: November 21, 2013

Time: 2:00 p.m.

Proposal of \_\_\_\_\_ a corporation organized and existing under the law of the State of \_\_\_\_\_, or

- A partnership consisting of \_\_\_\_\_, or
- An individual trading as \_\_\_\_\_

*(Strike out inapplicable provisions)*

**TO:** Arkansas Tech University  
Purchasing Department  
Young Building East End  
203 West O Street  
Russellville, AR 72801-2222

The undersigned in compliance with your Invitation to Bid to **PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR AN ADDITIONAL OFFICE TO THE HUMAN RESOURCE AREA IN THE OLD ART BUILDING.** and having examined the location(s), specifications/drawings and related documents and being familiar with all the conditions surrounding the project including the availability of labor, hereby propose to furnish all labor, materials, supplies and equipment as described above in accordance with the bid documents at the price stated below. This price is to cover all expenses of any nature incurred in performing the work required under the bid documents, of which this bid is a part. In submitting this bid, it is understood that the right is reserved by the University to reject any or all bids and to waive any formalities.

Bidder acknowledges receipt of the following addenda: \_\_\_\_\_

**BASE BID:** \$ \_\_\_\_\_

**BID PRICES FIRM**

No bid shall be withdrawn for a period of thirty (30) days subsequent to the opening of the bids without the consent of the University.

**CONTRACT AGREEMENT AND PERFORMANCE & PAYMENT BOND**

Upon receipt of notice of the acceptance of the above base bid, the bidder will execute the formal contract/ agreement, if required, within five (5) days and deliver a Performance and Payment Bond in the amount of 100% of the accepted bid as security for faithful performance of this contract and payment of all person performing labor, or furnishing equipment in connection with this contract.

**CONSTRUCTION PERIOD**

If awarded the contract, the undersigned agrees to commence work after **December 20, 2013** and to complete the project no later than **January 5, 2013**.

Further, the undersigned agrees to pay as liquidated damages the sum of **five hundred (\$500.00)** for each day the project exceeds the above allotment of time.

**INSPECTION**

If awarded the contract, the undersigned agrees to allow any Federal or State inspector, acting in their official capacity, access to the project site.

**SUBSTITUTE PRODUCTS:**

Bidders are advised that they may bid other than specified products. If bidder takes no exception to specifications, they will be required to furnish material and/or equipment according to the brand names etc. as specified.