

**AFFORDABLE HOUSING ALLIANCE**  
**59 BROAD STREET**  
**EATONTOWN, NJ 07724**  
**732-389-2859**

**Instructions to Bidders**

To be considered, proposals must be in accordance with these Instructions.

1. Securing Documents:

1.1 Copies of the Contract Documents are on file at \_\_\_\_\_ and may be obtained from the office upon the conditions set forth below.

1.2 A \$10.00 deposit is required for each set of specifications and/or plans received. The deposit will be returned to the Contractor after the bid documents are returned unmarked to the office. In the event that a Contractor intends to bid more than one job at a time, a separate document deposit will be required for each set of specifications and/or plans.

2. Submitting Proposals:

2.1 The Owner will receive sealed proposals from selected bidders at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ at Our Program's office. Bids received after that time will not be accepted.

2.2 Owner reserves the right to waive irregularities in bids and in the bidding and to reject any or all proposals.

3. Bid Form:

3.1 Bids shall be made only upon the provided forms properly executed with all items filled out. Do not change the wording of the Bid Form. Unauthorized conditions, limitations or provisions attached to the proposal shall be cause for rejection of the proposal.

3.2 Each bid shall be addressed and delivered to Our Program office on or before the day and hour set for opening of the bids in the Invitation to Bid. The bid shall be enclosed in a sealed envelop bearing the title of the work.

4. Examination of Specifications, Performance Manual and Site of Work:

Before submitting a bid, each Bidder shall carefully examine and read the Specifications and all other Contract Documents, and visit the site of work. Each Bidder shall be fully informed prior to bidding as to all existing conditions and limitations under which the Work is to be performed. No allowances shall be made to any Bidder because of lack of such examination or knowledge. The submission of a bid shall be constructed as conclusive evidence that the Bidder has made such examination.

5. Addenda:  
Any addenda issued by Our Program representative during the time of bidding are to be included in the proposal, and in closing a contract they will become a part thereof. Acknowledge receipt of addenda on the proposal form in space provided.
6. Contractor's License Law:  
Contractor shall comply with, and require all subcontractors to comply with state and city contractor's license laws and be duly registered and licensed thereunder.
7. Withdrawal of Bids:  
Any bidder may withdraw their bid, either personally, or by written notice at any time prior to the scheduled time for opening of bids.
8. Award or Rejection of Bids:  
The Contract, if awarded, will be to the lowest responsible Bidder, subject to Owner's right to reject any and all bids and to waive any informality in the bids or in the bidding.
9. Valid Dates:  
All proposals shall be valid for at least 90 days from bid opening.
10. Proof of Competency of Bidder:  
Any Bidder may be required to furnish evidence satisfactory to Our Program that shows the contractor and proposed subcontractors have sufficient economic means and experience in the type of work called for to assure completion of the Contract in a satisfactory manner.
11. Execution of Agreement:  
Where Bidder is a corporation, proposals must be signed under the legal names of the corporation followed by the name of the state of incorporation and legal signature of an officer authorized to bind the corporation to a contract.