

**SEMSWA Maintenance Program**  
**Mowing and Debris Removal Contract**

**Construction Bid Information Sheet**

- Project Name:** Mowing and Debris Removal
- Project Manager:** Mason Staub
- Schedule:** See attached (important dates including Pre-Bid meeting and Bid Opening)
- Advertisement:** See attached (ad published in The Villager)
- SEMSWA Website:** All documents are also available for viewing and information only through the website.  
  
<http://www.semswa.org/bids.asp>
- Viewing Documents:** Any interested persons may request to view all of the documents available at SEMSWA's office during normal business hours. One hard copy of all of the documents on the CD Bid Package will be made available. A room/table for the person to view the plans will need to be determined.
- Bid Packages:** CD (all documents burned to disk) sold for \$25 (cash or check), Bid Package must be purchased to qualify to bid on project. If interested contractor cannot pick up CD in person, special arrangements can be made.  
  
Includes: Contract documents and specifications, bid tab spreadsheet, additional information including maps.  
  
Interested Contractors will need to come to SEMSWA's office during business hours to purchase Bid Package. A receipt will need to be written once money is collected and given to Dave Agee for deposit.
- Plan Holder's List:** When a Contractor purchases the CD Bid Package they will also need to provide the following contact information including, contact name, mailing address, phone number(s), fax, e-mail address. This list can be maintained as either a spreadsheet or hand written list and will be used to contact the Contractors (aka plan holders) when addendums are issued.
- Addendums:** At least one Addendum will be issued after the Pre-Bid meeting to answer questions that arise prior to and at that meeting. Additional addendums may also be issued prior to the Bid Opening date (see schedule)

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**Contractor Questions:** Interested callers with basic questions about the project bidding should also be encouraged to go to the SEMSWA website for more information or come to SEMSWA's office during business hours, if their questions cannot be easily answered over the phone. Some basic questions might include:

- Where do purchase/pick up plans?
  - At SEMSWA's office during normal business hours
- Do I have to purchase a CD?
  - Yes, to become a plan holder and receive addendums
- Can I just purchase hard copy plans?
  - No, SEMSWA does not have the ability to make copies of the plans, but the electronic files are available on the CD and can be taken to a reproductions shop (ex. Kinko's, Ken's Repro, etc.)
- How much is the estimated cost of the project?
  - See Advertisement for project cost range.
- Where is the project located?
  - See Advertisement for description.
- Who else is bidding on the project?
  - The plan holders list is public information and can be provided if requested.

If the questions are more technical in nature, please go ahead and transfer them to the project manager. For technical questions the Contractors will also need to submit their questions in writing (via e-mail, mail or fax), so that they can be addressed and issued by addendum for the benefit of all (plan holders).

**Bid Opening Info:** See schedule for Bid Opening date, verify conference room booking for time and date in schedule. On the Bid Opening day the contractors will arrive at SEMSWA's office prior to the scheduled time and will present a large envelope/package at the front desk. The person at the front desk will need to make sure to stamp the date and hand write on the package/envelope when it was received. The packages collected at the front desk will need to be securely held until they are all collected by the project manager. The project manager will collect the packages at the scheduled bid opening time. No more packages will be accepted after project manager has started bid opening.