

**[NAME OF PROJECT]  
OAKLAND COUNTY, MICHIGAN**

Sealed proposals will be received by the Office of the Oakland County Water Resources Commissioner, Oakland County, Michigan, Building 95 West, One Public Works Drive, Waterford, Michigan 48328-1907 ("Owner") for the construction of certain facilities and structures, including the following approximate quantities:

[insert description of project]

**PROPOSALS TO BE RECEIVED AND PUBLICLY OPENED AND READ AT THE FOLLOWING DATE AND TIME:** (Month, Day, Year, Time)

Bidders shall review and comply with the Information for Bidders, which is incorporated by reference, and carefully review all Contract Documents, as defined in the Information for Bidders. Bids submitted after the exact time specified for receipt will not be considered.

Starting on ( ), the Drawings and Specifications under which the work will be performed will be on file and may be examined at the Office of the Oakland County Water Resources Commissioner at Building 95 West, One Public Works Drive, Waterford, Michigan. Bidding Documents can be obtained online from the Michigan Inter-Governmental Trade Network (MITN). For questions about MITN, refer to [www.oakgov.com/purchasing/bidder-registration/pages/default.aspx](http://www.oakgov.com/purchasing/bidder-registration/pages/default.aspx).

Copies thereof for bidding purposes may only be obtained for a non-refundable fee of ( ) Dollars if picked up, or ( ) Dollars if mailed, (Check Only – Payable to (Insert Consulting Engineer) for each set of Contract Documents and set of plans from the Office of (Insert Consulting Engineer and address). Plans and specifications are also available for viewing (not to be used for bidding purposes) on line at: (insert web address).

A pre-bid meeting is scheduled for ( ) at ( ), local time, at the Office of the Oakland County Water Resources Commissioner, Building 95 West, One Public Works Drive, Waterford, Michigan 48328-1907. All prospective Bidders are requested to attend this meeting.

A site visit is schedule for ( ) at ( ), local time, at the project site located at ( ). (strike if no site tour)

Questions, comments, or concerns of any Bidder regarding bidding or the Contract Documents or the project, must be submitted in writing at least \_\_\_\_ days prior to the date specified for the opening of Bids. No inquiry received less than \_\_\_\_ days prior to the date fixed for the opening of Bids will be given consideration. Submit all questions to (in writing) Engineer at:

[insert Engineer's Contact Information]

Addenda issued to Bidders prior to the date of receipt of proposals shall become a part of the Contract Documents and all proposals shall include the work described in each and every Addenda issued.

Failure to attend the meeting shall not relieve the Bidder from compliance with all applicable federal and state laws and regulations, including without limitation the Equal Employment and Minority, Small, and Women's Business Regulations.

P.L. 111-88 requires compliance with the Davis Bacon Act and adherence to the current U.S. Department of Labor Wage Decision. Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents (see Wage Decision included herein) must be paid on this Project. The Wage Decision, including modifications, must be posted by the Contractor on the job site. A copy of the Federal Labor Standards Provisions is included and is hereby a part of this contract. (delete this paragraph if not required)

A certified or cashier's check or bid bond for a sum not less than five percent (5%) of the amount of the proposal will be required for each proposal.

Owner reserves the right to accept any proposal, to reject any proposal and to waive irregularities in the proposals.

Jim Nash  
Oakland County Water Resources Commissioner