

GENERAL INSTRUCTIONS TO BIDDERS

PREPARATION OF BIDS: Each person making a Bid:

Certifies that he/she has fully informed themselves of the contents of the Bidding Documents by his/her personal examination of them;

Upon request each prospective Bidder will be given a complete set of the Bidding Documents. Each set of Bidding Documents should contain:

1. General Instructions to Bidders
2. The Advertisement for Bids
3. Amounts for Residential Water Meter Requirements
4. Residential Cold Water Meter Specifications
5. Form for Submission of Bid
6. The Non-Collusive Bidding Certificate
7. The Waiver of Immunity
8. Certification of Bidder regarding Equal Employment Opportunity
9. Iranian Energy Divestment Certification
10. Bidders Statement on Sexual Harassment

Each person preparing a bid shall set forth in the space provided at the end of the Form for Submission of Bid:

1. Their name and title
2. Their business address and telephone number
3. Their signature
4. The name of the person, firm, or corporation on whose behalf the bid is being made (if any)
5. The business address and telephone number of such person, firm or corporation (if not the same as 2 above)
6. The date

Each person preparing a bid shall sign the Non-Collusive Bidding Certificate, the Waiver of Immunity and Certification of Bidder regarding Equal Employment Opportunity. The Bidder's Qualifications form must also be completed and submitted with the bid.

Each price shall be typewritten, or written in ink, in words and in figures. Labeled spaces are provided for this purpose in the Form for Submission of Bid. In the event that the price stated in words is not the same as the price stated in figures, the price stated in words shall be binding.

All prices quoted shall exclude all Federal, State, and Municipal taxes.

Any questions can be directed to Jessica Allison, Treasurer at (607) 526-5132 or email at jallison@elmirawaterboard.org