**DOCUMENT 002214**

**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS - TOTAL BID**

COORDINATE ARTICLE AND PARAGRAPH NUMBERS WITH OTHER REQUIRED SUPPLEMENTARY INSTRUCTIONS TO BIDDERS. NUMBER IN THE ORDER OF THE DOCUMENT NUMBERS.

This Supplement modifies the Instructions to Bidders.

**4. PREPARATION OF BIDS**

Add the following:

1.

4.1.5. Download the document contained within the ‘REQUIRED DOCUMENTS’ component within Bid Express®, complete it, and upload the completed document using the upload feature within Bid Express®. Failure to upload the completed document will result in disqualification of the bid.

Add the following:

INSERT THE CLIENT NAME IN THE BLANK SPACE. WORD PROCESSING PERSON: DELETE UNDERLINING BEFORE ENTERING INFORMATION.

4.8 On the Bid Form, Item 1 is the price to perform the work required in accordance with the contract documents and will be the amount of a contract between the Office of General Services Design & Construction Group and the bidder. Item 2 is the price for the work described in the Elevator Preventative and Corrective Maintenance Contract (Document 008091), the Elevator Preventative and Corrective Maintenance Contract General Conditions and the documents referenced in these warranty instruments and will be the basis of the amount of a contract between the [CLIENT] and the manufacturer or authorized representative of the manufacturer.

4.9 The Contract for Item 1 includes all Contract Documents except for the work described in the Elevator Preventative and Corrective Maintenance Contract (Document 008091), the Elevator Preventative and Corrective Maintenance Contract General Conditions and the documents referenced in these warranty instruments. The Contract for Item 2 includes the Elevator Preventative and Corrective Maintenance Contract (Document 008091), the Elevator Preventative and Corrective Maintenance Contract General Conditions and the documents referenced in these warranty instruments.

**13. AWARD OF CONTRACT**

Change 13.1 to Read:

13.1 The Contracts may be awarded to the bidder submitting the lowest responsible, reliable Total Bid as will best promote the public interest. The State will reject as incomplete any bid which does not include a price for each item.

The Total Bid will be determined using the following formula:

DELETE "(Accepted Alternates)" IF NOT APPLICABLE.

(Item 1 price) + (Item 2 price) + (Accepted Alternates) = Total Bid

Change 13.2 to Read:

13.2 If alternates are included in the bidding documents, the State reserves the right to accept or reject any or all alternates.

**END OF DOCUMENT**