

Return by March 22, 2019

To: Milwaukee Public Library
Business Office
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

**OFFICIAL BID
PROJECT # MPL-FFE 19-002
MILL ROAD/ GOOD HOPE
FURNISHINGS FIXTURES AND EQUIPMENT - 1**

1. **GENERAL DIRECTIONS TO BIDDERS**

BIDS are submitted to the Board of Trustees, Milwaukee Public Library, City of Milwaukee, Wisconsin.

The contract(s) will be awarded to the qualified responsible bidder(s) who submits the lowest bid(s) per the requirements stated in the bidding documents. The Board of Trustees of the Milwaukee Public Library reserves the right to award contract(s) in whole or in part; to reject any or all proposals; to waive irregularities in any proposal; or to accept any proposal which will be to the best interest of the Board.

- A. In conformity with the Request for Bids, listed herein, the undersigned bidder, having examined the contract documents, and being familiar with the conditions to be met, hereby submits the following proposal for furnishing the material, equipment, labor and everything necessary for the completion of the work listed hereunder, and if its proposal is accepted agrees to execute the proposed contract for the completion of said work, for the prices set forth on the inside pages of this form. Vendor further assures that if the Vendor's performance is contingent upon the acts of another party, the Vendor has the necessary commitment to complete the contract.

The successful bidder agrees to enter into contract on the form prepared by the City, a copy of which will be on file in the Business Office of the Milwaukee Public Library. In no event is bidder to submit its own standard contract terms and conditions as a response to this bid. Only the successful bidder is required to provide an original signed copy of their insurance certificate that complies with the City of Milwaukee's standard insurance requirements and those detailed in the Standard Terms and Conditions.

- B. After forms are completed, FAX , email or place originals and one set of copies in an envelope. If placed in envelope place vendors return address and telephone number on the upper left-hand corner of an envelope.
- C. If award is obtained, the undersigned bidder agrees to comply with the City of Milwaukee Ordinance requiring disclosure of participation in or profits derived from slavery.

2. **WORK SCHEDULE**

- A. Bidders shall deliver and install all furniture, fixtures and equipment no later than date shown below.
- B. Delivery and Installation Substantial Completion: **By August 1st, 2019.**
- C. Can you complete all work within the limits indicated?

Yes ____ No ____

If answer to above is NO, state additional calendar days needed.

_____ days _____ days
(Written) (Repeat in Figures)

3. PROPOSAL

I/We _____
(a corporation, a partnership, an individual - cross out inapplicable)

of _____
Street City County State ZIP

Telephone No.: _____ Fax No.: _____

hereby agree to execute the proposed contract and to furnish proof of insurance in the amount specified and to provide all labor and material required for the completion of the project designated above, for the prices hereinafter set forth, in strict accordance with the Contract Documents, including Addenda Nos. _____ dated _____.

4. ADDENDUM RECEIPT

I/We acknowledge the receipt of Addendum _____ to _____ inclusive.

5. **THE BIDDER HEREBY AGREES THAT THIS BID IS INVALID WITHOUT BIDDER'S SIGNATURE APPEARING IN THE SIGNATURE BLOCK ON THE LAST PAGE OF THIS BID FORM.**

6. BID PROPOSAL:

LUMP SUM BID prices must state the total price for all units scheduled and shown on the plan, including cost of materials and labor to supply and install, incidental pieces, set up and delivery charges. Unit prices will be used to calculate changes due to increases or decreases from original scope.

Use the forms attached to the Project Manual.

7. BIDDER'S OFFICIAL TITLE AND SIGNATURE

This Proposal is submitted by _____
(Bidder)

of _____
Street City State ZIP

a _____
(Sole Trader, Partnership or Corporation)

at _____, Wisconsin. This _____ day of _____, 20.

If a Corporation, answer the following:

Incorporated under laws of what state? _____

Name of Bidder

Signature

Title

(Address)