Please reference this Bid Clarification in your proposal.

1. The **Bid Form** has been revised.

2. Other forms pertaining to bidding (that have not been changed) have been placed in the “Bid Clarification No. 3” folder. To make the process a bit simpler, all forms that are needed for bidding have been placed under “Bid Clarification No. 3” folder in the [NEED TO INCLUDE WITH SEALED BID](#) folder.

3. REMINDER:
   - Time and Date for Receipt of Bids:
     Sealed Bids are due in strict accordance with the following date and time:

     **BID DUE DATE AND TIME:**
     Bids are due October 24th at 3:00PM (local time).

     Location for receipt of bids:
     PRIOR TO BID DAY:
     On or before noon the day prior to the bid opening
     Mail or Hand Deliver Bids to:
     W. M. Jordan Company Inc., ECSU Moore Hall and G.R. Little Library
     (HAND DELIVERY)
     1712 Eastwood Road, Suite 200
     Wilmington, NC 28403
     Attention: Abby Cobb
     (MAIL)
     1712 Eastwood Road, Suite 200
     Wilmington, NC 28403
     Attention: Abby Cobb

     Note: If a bidder opts to mail bid forms to W. M. Jordan Company Inc., the bidder is solely responsible for confirmation of receipt at the address listed above prior to the date and time listed above. It is strongly recommended that delivery tracking with signature confirmation be utilized to track shipments and confirm receipt by the Construction Manager.
Hand Delivered Bids to:

ECSU G.R. Little Library Auditorium, Science Drive Elizabeth City, NC 27909
by 3:00PM

DO NOT MAIL BID FORMS DIRECTLY TO ELIZABETH CITY STATE UNIVERSITY.

Proposal Submission Requirements:
All bids must be submitted on the Proposal Forms supplied by the Construction Manager. All Bids must conform in every respect to the bid documents and all applicable spaces shall be filled in.
DO NOT MAKE ATTACHEMENTS OR CLARIFICATIONS/QUALIFICATIONS TO THE BID FORMS. Failure to fill in all Instructions to Bidders applicable spaces may be ground for rejection of a Proposal. If a bid items has NO value or results in a NO CHANGE adjustment, then the Bidder must use “$0” in the blank. Use of “N/A” (not applicable), or “N/C” (no change), or “NIC” (not in contract), MAY render the Bid “non-responsive”. Proposals shall be sealed and plainly marked “Bid” with the name of the Project, Bid Package Number, name and address of the Bidder.

For a Bid to be considered, each envelope shall contain one (1) original of:
A. Bid Proposal Form
B. Bid Proposal Affidavit
C. Bid Acknowledgements
D. Identification of Minority Business Participation
E. HUB Affidavit “A” -OR- Affidavit “B”
F. Cash Deposit, Certified Check, or Bid Bond in the amount of 5% of Bid, if applicable (Only required if "base bid" (i.e. do not consider bid alternates) is over $300,000.00 - reference section 9.2 "Bid Bonds" below for additional information.)
G. Vendor Maintenance Form — Not Needed
H. Employment Verification Form

PLEASE REFER TO THE BID MANUAL AND INSTRUCTIONS TO BIDDERS FOR MORE INFORMATION