

MEMORANDUM

TO: Prospective Bidders

FROM: Scott Holladay, P.E.
Chief Civil Engineer

The following shall be made a part of this bid proposal as if it were included in the original proposal.

PRE-BID MEETING

There are no Pre-bid meetings for this project.

INSURANCE AND LICENSING REQUIREMENTS

This contract shall not be executed by the Shelby County Commission until the successful bidder has supplied in a timely manner, as outlined in the attached Contract Specifications:

- A. A Section 84 State/County privilege license and all other required license(s).
- B. Proof of Insurance containing additional coverage for the Shelby County Commission, its successors, or assigns.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the Contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information for other details of the bid; or,
- D. Failure to include bid bond.

METHOD OF AWARD

The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsible bidders.

The Shelby County Commission reserves the right to award this Contract for each item if in the best interest of the Shelby County Commission. Upon awarding of this Contract and bid, the Shelby County Commission receives the sole right to end said Contract at the sole discretion.