

**COUNTY OF BRUNSWICK, NORTH CAROLINA
INSTRUCTIONS TO BIDDERS**

1. Each bidder must submit a proposal on the Bid Proposal Form herewith provided. All proposals must be signed by a duly authorized individual.
2. Proposals will be opened promptly and read at the hour and on the date as set forth in the advertisement in the Office of Public Utilities Administration Office, Utilities Operations Center, 250 Grey Water Road NE, Supply, North Carolina 28462. Bidders or their authorized agents are invited to be present. Any bid received after the date and hour specified will not be accepted or considered.
3. The County shall be the sole judge as to the suitability of the item(s) offered for the use intended. Factors to be considered in awarding the contract will be price, timing of delivery, quality, and service.
4. The names of a certain brand, make, or definite specifications are to denote quality standards, but does not restrict bidders to the specific brand, make or manufacturer name; it is to set forth and convey to the prospective bidders the general style, type of character, and quality of the item(s) desired.
5. The bidder must furnish with the bid, detailed specifications of the item(s) proposed to be furnished. If the item(s) offered differs from the provisions contained in these specifications, such difference must be explained in detail.
6. Prices quoted shall include all discounts to be considered in making the award and shall be net, and also shall include delivery to the facilities of County of Brunswick, North Carolina. State and local taxes, as applicable, shall not be included in the base bid price, but shall be listed separately on the bid form.
7. The County of Brunswick shall have a period of forty-five (45) days after the opening of bids in which to award the contract to the lowest responsible bidder(s) after taking into consideration servicing capability, workmanship, and a history of satisfactory service.
8. The County reserves the right to reject any and all bids and to waive informalities.
9. If bidders have questions, please direct them to Steve Hlastala, Brunswick County Public Utilities Wastewater Collections Superintendent, (910) 253-2681 <shlastala@brunscoco.net>.
10. Bidders shall state terms of manufacturer's warranty on the Bid Proposal Form, along with any other warranties provided by the bidder.
12. Bidders shall provide on the Bid Proposal Form guaranteed delivery time from date of notification of award.