

## Attachment 2

### **ACKNOWLEDGMENT OF UNIFORM BIDDING PROCEDURES FOR PROJECTS RECOMMENDED BY THE WV INFRASTRUCTURE AND JOBS DEVELOPMENT COUNCIL**

The following bidding procedures, effective June 5, 2003, must be followed on all public water and wastewater projects reviewed by the West Virginia Infrastructure and Jobs Development Council, regardless of the specific funding sources recommended:

1. The date, time and place that the bids will be received shall be included in the Advertisement for Bid.
2. The bids shall be read aloud at the time and place specified in the advertisement.
3. The Pre-Bid Meeting, when deemed necessary, is to be held at least 10 calendar days before the bid date.
4. The last addendum issued shall be received by contractors no fewer than five calendar days prior to the bid date.
5. Bid date will be extended if items 3 and 4 cannot be met.
6. Bid date will not follow a weekend or holiday unless absolutely necessary
7. Bid openings should be in the afternoon, when possible.
8. Equipment should be pre-qualified by the Engineer, where feasible.
9. The following items must be submitted with the bid:
  - a. EEO Certification: Only one is required for all agencies.
  - b. Acknowledgment of Receipt of Addenda.
  - c. Bid Bond.
  - d. Signed Bid.
  - e. Federal Requirements when they are involved.
10. Bidding Documents must include a Bid Form and a Measurement and Payment section. Each bid item must be adequately described including how it is to be paid and what is to be included.

**We hereby certify that the above procedures will be followed to the best of our ability.**

Utility: \_\_\_\_\_ Date: \_\_\_\_\_

Utility's Agent/Engineer: \_\_\_\_\_ Date: \_\_\_\_\_