

**Bid Proposal Instructions – 2019**

For most Projects, three files will be provided with a digital Bid Proposal Package:

1. This instruction document

2. The entire Bid Proposal Package in ADOBE ACROBAT PDF format that may be printed and completed by the Contractor (prospective bidder) by hand in ink or typed. For best results, change your printer setup for 8.5”x14” (legal size) paper

3. A digital version (Excel Spreadsheet) for the Contractor’s (prospective bidder) use in completing the Proposal. When completed, this file may be printed. For best results, change your printer setup for 8.5”x14” (legal size) paper.

All forms shall be submitted as required by the Standard Contract Provisions for Improvement Project Contracts 2019, prepared by The Geauga County Engineer’s Office. These are available on the Engineer’s Web page at <http://www.co.geauga.oh.us/Departments/Engineer>

**A 3.14 DELIVERY OF PROPOSAL**

The Proposal for the project shall be placed, together with the properly signed and sealed Proposal Guaranty, in a sealed envelope so marked as to indicate the identity of the Project and the name and address of the Bidder. If forwarded by mail said envelope shall then be placed in another envelope which shall be sealed and addressed for mailing. Proposals shall be addressed to the Public Authority as stated in the Legal Notice. Proposals will be received until the hour and date set for the opening thereof and must be in the hands of said Public Authority by that time, unless otherwise stated in the Legal Notice. Proposals received after the time for opening of bids will be returned to the Bidder unopened.