

**INSTRUCTIONS TO BIDDERS**

1. Unless otherwise required, submit two (2) copies of each bid.
2. Bids, amendments thereto, or withdrawal requests received after the time advertised for bid opening will be void regardless of when they were mailed.
3. Quote prices on units specified with packing included.
4. Attach complete specifications for any permitted substitutions offered, or when amplification is desirable or necessary.
5. If specifications or description papers are submitted with bids, enter bidder's name thereon.
6. If the article bid upon has a trade name or brand, show same in the bid.
7. When required, furnish samples, free of expense, prior to the opening of bids. Label each sample with bidder's name and the item number. Should you wish samples returned, at your expense, when not destroyed in tests, make requests for return within ten (10) days following opening of bids.
8. Show delivery time required after order is received (see "Bid" below).
9. Address and mark bids as indicated in the notices.

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**CONDITIONS**

1. The County reserves the right to reject any and all bids, and to waive all technicalities.
2. Unit prices will govern over extended prices, unless otherwise stated in the notice.
3. Time in connection with discount offered, will be computed from date of delivery of commodities to carrier, when inspection and acceptance is at a point of origin; or date of delivery at destination; or if laboratory inspection is made part of the bid, from date of laboratory report.
4. In case of default of contractor, the County reserves the right to purchase any or all items in default in open market, charging the contractor with any excessive cost. **SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING CONTRACTOR WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.**
5. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given, or refereed to.
6. Prices bid must be based upon payment in thirty (30) days after receipt of order. Discounts for payment in less than thirty (30) days will not be considered in making award.
7. The right is reserved in case tie bids are received to make award as considered to be most advantageous to the County.
8. The right is reserved to reject any bid in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
9. Unless otherwise indicated, prices must be firm.
10. The successful bidder shall indemnify and save harmless the County of Dorchester and all County officials, agent, and employees, for all suits or claims, or any character brought by reason of infringing on any patent, trademark, or copyright.
11. The successful bidder is required to provide a current copy of your Certificate of Insurance, showing the County as a co-insured party.

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**BID**

Date \_\_\_\_\_

In compliance with the invitation, and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items quoted on a prices set forth after the item, and unless otherwise specified, within \_\_\_\_\_ days after receipt of order, delivered, and transportation costs included and prepaid.

**BIDDERS SIGNATURE** \_\_\_\_\_