

INSTRUCTIONS TO BIDDERS

- 1.) **TIME OF RECEIVING BIDS.** Sealed bids will be received at the office of the Board of Supervisors, One Thirty West Dudley Street Ste. A, Maumee, Ohio, until 9:00 A.M. EST on Tuesday, February 19, 2019, for the furnishing of all labor and equipment required for the 2019 Farm Custom Rates. Bids will be opened after 9:00 A.M. during the monthly Board of Supervisors Meeting.
- 2.) **BIDS.** All bids must be submitted on the blank form provided by the Board. Bids by operation will be deemed formal. Any operation without a bid will not be performed by the contractor. Bids that contain erasures, alterations, or additions of any conditions, limitations, or provisions may be rejected as informal.
- 3.) **IDENTIFICATION OF BIDS.** All Bids shall be enclosed in a sealed envelope marked – “Bid for 2019 Farm Custom Rates”, and addressed To the Board of Supervisors of Lucas SWCD, Lucas County, Ohio with the name and address of the bidder plainly endorsed thereon. Bids received after the time advertised for the opening of the bids will be returned unopened.
- 4.) **SIGNATURE ON BID.** Each bid sheet and proposal contract documents shall contain the full name of every person, firm or corporation interested in the same and the addresses of each bidder. When firms bid, the name of each member shall be signed and the firm name added. When a corporation is the bidder, the person signing shall state under the laws of what state or corporation is chartered, and the name and title of the officer having authority under the by-laws to sign contracts. Anyone signing the bid, as agent, must file with it legal evidence of his authority to do so.
- 5.) **WITHDRAWAL OF BID.** If a bidder wishes to withdraw his bid, he may do so before the time fixed for the opening of bids, without prejudice to himself by communicating his purpose in writing to the Board of Supervisors and when his bid is reached it will be handed to him or his authorized agent unopened.
- 6.) **AWARDING BID.** The bid will be awarded to the successful bid as stated in section 307.90 of the Ohio Revised Code.

The Board of Supervisors reserves the right to reject any or all bids submitted.