

**SECTION 10
ADDITIONAL BIDDER INFORMATION**

10.1 Bidding Document may be obtained from the Architect:

Firm Name: St. Tammany Fire Protection District No 1 Headquarters
Contact Name: Chad Duffaut
Address: 522 Robert Blvd
City, Louisiana Zip Code: Slidell, La 70458
Phone:
E-mail: cduffaut@slidellfire.org

10.1.1 A plan deposit of \$400.00 is required for each set of complete bidding documents requested. No partial sets will be issued.

10.1.2 Deposits on the first set of documents issued to bonafide prime bidders (bidders submitting bids for the entire project on the specified project bid forms) will be fully refunded (100%) upon return of complete bound documents, received by the architect in good condition no later than ten (10) days after the bid date as specified in the Advertisement for Bids. All other sets of documents will be refunded (50%) of the deposit upon return of complete bound documents, received by the architect in good condition no later than ten (10) days after the bid date as specified in the Advertisement for Bids.

**SECTION 11
POST-BID SUBMITTAL FORMS**

11.1 Only the apparent low bidder is required to submit the following completed forms within ten days after bid opening. These blank forms are included in the project specifications manual.

- Attestation Clause Form
- Verification of Employees Affidavit
- Non-collusion Affidavit

11.2 The Bidder SHOULD NOT include these forms in the bid envelope.

11.3 The apparent low bidder has a maximum of 10 days from the bid opening to produce any required post bid submittal forms. If the apparent low bidder does not submit the proper information or documentation as required by the bidding documents with the ten-day period, such bidder shall be declared non-responsive, which will result in the automatic disqualification of the bid.

END OF INSTRUCTIONS TO BIDDERS