

INSTRUCTIONS TO BIDDERS

1. Form of Bids. Bids must be submitted on the enclosed bid form.
2. Submission of Bids. Bids must be enclosed in a sealed envelope, and the outside of the envelope must have the following on it:

Bid of: (Name of Contractor & Business Address)

N.D. Contractor's License No: (No. and Class of License)

Date License was Issued or Renewed: _____

ATTN: Mr. Cody VanderBusch

SEALED BID DO NOT OPEN
North Dakota Industrial Commission
Oil & Gas Division, Dept. 405
600 East Boulevard
Bismarck, N.D. 58505

3. Examination of Site. Prospective bidders may make a visual inspection of the well and well site to ascertain the nature and location of the work and the conditions which can affect the work and its cost. The Commission is not bound by any oral statement concerning the condition of the well or well site made by its staff or agents prior to the execution of the reclamation contract.
4. Bidder Qualifications. No contract will be awarded unless: (a.) the bidder holds a current contractor's license in the class within which the value of the project falls and is issued at least ten days prior to the date set for receiving bids, and the bid envelope contains a copy of the license or a certificate of its renewal issued by the secretary of state (N.D.C.C. §43-07-12); and (b.) the bidder files along with its bid, or after being notified that it is the successful bidder, a certificate from the ND State Tax Commissioner that bidder has paid all delinquent income, sales, and use taxes, if any (N.D.C.C. § 43-07-11.1).

5. Bid Deadline. All bids are due in the office of the Industrial Commission, Oil and Gas Division, by 3:00 p.m., April 22, 2016. The office is at 1016 E. Calgary Ave., Bismarck, ND. Bids received after this deadline will not be considered.
6. Review of Bids. The public opening of the bids will be held at 3:00 p.m., April 22, 2016, at the Industrial Commission, Oil and Gas Division, 1016 E. Calgary Ave., Bismarck, ND.
7. Withdrawal of Bids. Bids may be withdrawn by bidder's written request received prior to the time set forth in paragraph 5.
8. Rejection of Bids. The Commission may reject any and all bids and may waive any technical or formal defect in a bid.
9. Notification of Award. The successful bidder, if any, will be notified of the award within thirty days after the bid opening.
10. Contract. The bidder whose bid is accepted must enter into a written contract with the Commission within ten days after the award is made. The contract contains, among other things, provisions requiring the contractor to acquire insurance and to provide bonds.
11. Cancellation of Award. The Commission may cancel the award of any contract without any liability to the Commission at any time before execution of the contract by all parties.
12. Title to Material and Objects on Site. The Commission retains title to all equipment on the well site.
13. Changes in Specifications. The Commission may, during the bidding period, advise bidders by letter of alterations to the Reclamation Specifications. All such changes are included in the work covered by the bid and are a part of the specifications.