

# PINE BLUFF WASTEWATER UTILITY

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1520 S. OHIO ST. • PINE BLUFF, ARKANSAS 71601-6055 • PHONE: (870) 535-6603 • FAX (870) 535-6243

## INSTRUCTIONS FOR BIDDING

1. Submit bids using the bid form on provided in the bid packet.
2. Address all bids to Pine Bluff Wastewater Utility, Attention: Procurement Analyst. Please indicate the identifying bid number on the envelope containing your bid.
3. DO NOT include Federal Excise Tax in bid. Utility will furnish exemption certificate.
4. State the Manufacturer, Brand Name, Model, etc. for each item bid.
5. Samples of items, when required, must be furnished free of charge. If those samples are not called for within 30 days from date of bid opening, they will be disposed of by the Utility.
6. Bids received after stated bid opening time will not be considered.
7. Read all conditions and verify amounts before submitting bids. No changes or additions will be allowed after the bid opening.
8. Guarantees and warranties should be attached (as a part of the bid) as they may be a consideration in awarding a contract.
9. Delivery date or contract completion time is to be shown on the bid. If time is of the essence, the delivery date may be a determining factor in the award.