



MEMORANDUM

TO: Interested Bidders
FROM: Capstone Building Corp.
DATE:
RE:

Capstone Building Corp. will be accepting bids from subcontractors and vendors for Divisions 2 through 16 on the referenced project on _____. Bids should be received in Capstone Building Corp.'s office by 2:00 PM (C.S.T.)

Capstone Building Corp.
3415 Independence Drive
Birmingham, Alabama 35209
Telephone: (205) 803-5226
Facsimile: (205) 803-5230

Verbal quotations should be confirmed in writing within 48 hours of Bid Date above. **YOUR BID WILL NOT BE CONSIDERED IF WRITTEN CONFIRMATION IS NOT RECEIVED.** The Owner and the General Contractor reserve the right to reject any and all bids.

Plans and specifications may be examined at the following locations:

Capstone Building Corp.
3415 Independence Drive
Birmingham, AL 35209

Questions should be directed to _____ at Capstone Building Corp.



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The following conditions will apply to bids:

1. Subcontractors must include their State license number where the project is located and their Federal Identification Number.
2. The enclosed Bidder Information Sheet must be completed and returned by subcontractors prior to bid date.
3. The job is to be bid per plans and specifications. Substitutes forbidden unless expressly permitted under the individual section of the specifications.

Voluntary alternates, methods and substitutions which could materially reduce the cost of construction should be brought to our attention and specifically identified in your bid.

4. Contracts will be awarded to responsible bidders only. The contracts will include the following conditions:
 - A. Subcontractors will be responsible for hoisting required for their work.
 - B. Subcontractors will clean up and dispose of their debris daily and remove it from the jobsite. At the end of each day, the superintendent will clean up and dispose of any debris left by subcontractors with our labor on an overtime basis and back charge the subcontractor responsible.
 - C. Subcontractors will make provision to store materials necessary to complete the work. There will be no storage in the building. Materials stored in the building at the end of the workday will be removed as outlined in "B" above.
 - D. Active and near active subcontractors will attend scheduling meetings every two weeks. The schedule derived at these meetings will be a part of the contract.
 - E. The subcontractor agrees to supply up to (number to be determined) craftsmen at the direction of the superintendent, provided there is work for these men to do.
 - F. The Capstone Building Corp. Safety Program shall be the minimum safety standard for each contractor. As a condition of the subcontract, each contractor will submit a Fall Protection Program to Capstone Building Corp. prior to beginning work that applies to their scope of work. The contractor will also provide Capstone Building Corp. a copy of their Safety Program as required to enhance the Capstone Building Corp. program.



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- G. The subcontractor must carry General Liability Insurance and Workman's Compensation Insurance. As a minimum, the limits must be for the amounts noted on the attached sample certificate. The certificate must also include all language noted on the sample. Subcontractor is to include those coverage's in the bid or provide an add to the bid to incorporate those coverage's.
 - H. The attached Subcontract or Purchase Order and exhibits will form the basis of the contract. All subcontractors and vendors shall review this information and include any concerns in writing in their bid.
 - I. For subcontracts where Payment and Performance Bonds are required the attached Payment and Performance Bond forms will be used.
 - J. Subcontractor agrees that it will comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, which makes it unlawful for an employer to hire or continue to employ an alien *knowing* the alien is or has become unauthorized with respect to such employment or fail to comply with the I-9 requirements. **Immigration Laws Compliance Resources are available on Capstone Building Corp.'s website at [www.capstonebuilding.com/subcontractors/bidding forms](http://www.capstonebuilding.com/subcontractors/bidding_forms).**
5. **PLEASE RETURN CONTRACT DOCUMENTS** to our Birmingham office 48 hours after bid date.

These instructions and notes hereby become a part of the plans and specifications for the _____ project.

BY: _____

Attachments

cc: JC/DS/LW/File (w/attachments)