

CONTRACT DOCUMENTS INFORMATION

IV43CDOCINFO

BIDDING INFORMATION

Complete bidding information, including planholders list, bid results, and contract documents return information is available online at

CoupSmith.com

HOW TO REVIEW DOCUMENTS

Documents are not available for review in the Architect's or Owner's offices.

Reference sets of Documents will be on file at the following Plan Rooms:

McGRAW-HILL CONSTRUCTION - DODGE

1333 South Mayflower Avenue, Third Floor, Monrovia, California 91016 / 626.932.6131

SAN DIEGO DAILY TRANSCRIPT

2131 Third Avenue, San Diego, California 92101 / 619.232.4381

AGC PLAN ROOM

4355 Ruffin Road, Suite 103, San Diego, California 92123 / 858.874.8560

YUMA SOUTHWEST CONTRACTORS ASSOCIATION

2741 South 8th Avenue, Yuma, Arizona 85364 / 928.539.9035

HOW TO OBTAIN DOCUMENTS

Contract Documents are not available for pick-up at the Architect's or Owner's offices.

Documents may be obtained by one of the following 3 options, as described on the following pages:

OPTION 1: HAVE DOCUMENTS SHIPPED TO YOU (Deposit Required)

OPTION 2: PICK UP DOCUMENTS AT PRINTER'S SHOP (Deposit Required)

OPTION 3: PURCHASE DOCUMENTS

OPTION 1: HAVE DOCUMENTS SHIPPED TO YOU

- ① Complete the attached CONSTRUCTION DOCUMENTS REQUEST FORM. Send the form and *TWO CHECKS* to Coup & Smith Architects , as follows:

NOTE! TWO CHECKS MUST BE PROVIDED AS STATED BELOW. If only one check is received for combined deposits and shipping / handling charges, it will be returned with no action taken.

CHECK 1: Deposit of \$150.00 for *each* set (maximum of two sets for a general contractor or 1 set for a subbidder).

Check 1 must be made payable to **COUP & SMITH ARCHITECTS**.

Check 1 will be held pending the bidder's return of the bid documents. If documents are returned within 10 days of the bid date, the check will be returned to the bidder. Otherwise, the check will be deposited as a forfeited deposit.

CHECK 2: Applicable **non-refundable** shipping and handling charges.

Check 2 must be made payable to **COUP & SMITH ARCHITECTS**.

Check 2 will deposited immediately.

Non-refundable shipping and handling charges are as follows:

UPS (United Parcel Service) GROUND SERVICE: \$25.00 per set.

UPS NEXT DAY SERVICE: \$50.00 per set.

- ② Upon receipt of the two checks, the Architect will contact the printer and authorize shipment of the appropriate number of sets.
- ③ Deposits and shipping and handling charges must be sent to the Architect, and must be received prior to the release of documents. The printer will not accept deposits from bidders, and will not ship documents unless the Architect has received a deposit and applicable shipping and handling charges.
- ④ Alternate shipping methods such as shipping by other carriers (FedEX, etc.) or by using a planholder's account number are not available.

OPTION 2: PICK UP DOCUMENTS AT PRINTER'S SHOP

① Complete the attached CONSTRUCTION DOCUMENTS REQUEST FORM. Send the form and check to Coup & Smith Architects in payment of the deposit of \$150.00 for each set (maximum of two sets for a general contractor or 1 set for a subbidder). Make the check payable to **COUP & SMITH ARCHITECTS**.

DO NOT SEND THE FORM OR THE CHECK TO THE PRINTER.

② Upon receipt of completed form and the deposit check, the Architect will contact the printer and authorize release of the appropriate number of sets. The Architect will also notify the contractor by email that submitted the deposit, advising that documents may be picked up at the printer:

ADVANCE REPROGRAPHICS / 2102 Hancock Street, San Diego, California 92110

③ **DO NOT ATTEMPT TO PICK UP DOCUMENTS AT THE PRINTER UNTIL YOU HAVE BEEN ADVISED BY THE ARCHITECT THAT THEY ARE READY FOR PICK UP.**

④ Deposits must be sent to the Architect (*not* to the Printer), and must be received prior to the release of documents. The printer will not accept deposits from bidders, and will not release documents unless the Architect has received a deposit.

OPTION 3: PURCHASE DOCUMENTS

① Documents in excess of the limit of 2 sets for a general contractor and 1 set for a subbidder may be purchased directly from the printer at a cost established by the printer. All arrangements pertaining to purchasing such additional sets should be made directly with the printer at:

ADVANCE REPROGRAPHICS / 2102 Hancock Street, San Diego, California 92110
619.297.7734

② **THE COST OF PURCHASED SETS IS NOT REFUNDABLE.**

HOW TO RETURN DOCUMENTS

① The DEPOSIT REFUND will be given for all Contract Documents which are returned complete and in good condition to the Architect within TEN (10) days after the date of Bid Opening. The deposit will be forfeited if documents are not turned in within that period or if documents are in a damaged or dismantled condition.

② SHIPPING AND HANDLING CHARGES ARE NOT REFUNDABLE.

③ DOCUMENTS MUST BE RETURNED TO THE OWNER:

IMPERIAL VALLEY HOUSING AUTHORITY
1401 D Street
Brawley, CA 92227

Attn: Bill McNees

DO NOT RETURN DOCUMENTS TO THE ARCHITECT OR TO THE PRINTER.

If documents are incorrectly returned to the Architect or printer instead of to the Owner, a shipping and handling charge of \$25.00 per set to have the documents delivered to the Owner will be deducted from the deposit before it is refunded.

④ Deposits will be refunded within thirty days of receipt of acceptable returned documents.

⑤ Do not return documents purchased directly from the printer. The cost of such purchased documents is not refundable.

CONTRACT DOCUMENTS REQUEST FORM



ALL REQUESTS FOR CONTRACT DOCUMENTS MUST INCLUDE THIS FORM, A DEPOSIT CHECK PAYABLE TO *COUP & SMITH ARCHITECTS*, AND, IF APPLICABLE, A SEPARATE CHECK PAYABLE TO *COUP & SMITH ARCHITECTS* FOR NON-REFUNDABLE SHIPPING AND HANDLING CHARGES.

PLAN HOLDER INFORMATION

- NAME _____
- STREET ADDRESS _____
 NOTE! DO NOT USE P. O. BOX ADDRESS.
- CITY / STATE / ZIP CODE _____
- TELEPHONE NUMBER (_____) _____
- EMAIL ADDRESS _____
 IMPORTANT! ADDENDA ARE DISTRIBUTED BY EMAIL
- GENERAL CONTRACTOR SUBCONTRACTOR SUPPLIER

DEPOSIT / SHIPPING & HANDLING CHARGE COMPUTATION

ALL CHECKS FOR DOCUMENTS DEPOSITS ARE HELD UNTIL 10 DAYS AFTER BID OPENING.
 ALL CHECKS FOR SHIPPING & HANDLING CHARGES ARE DEPOSITED IMMEDIATELY UPON RECEIPT.
 Checks which are returned for non-payment will be subject to a \$25.00 handling charge.

- DOCUMENTS DEPOSIT (Check payable to *COUP & SMITH ARCHITECTS*).
 _____ SETS* @ \$150.00 PER SET\$ _____
 *LIMIT OF 2 SETS FOR GENERAL CONTRACTOR, 1 SET FOR
 SUBCONTRACTOR OR SUPPLIER
- PLANS WILL BE PICKED UP AT PRINTER'S SHOP (NO SHIPPING CHARGE)
 DO NOT PICK UP PLANS UNTIL NOTIFIED BY THE ARCHITECT TO DO SO.
- SHIPPING & HANDLING CHARGES (NON-REFUNDABLE)
 (Separate check payable to *COUP & SMITH ARCHITECTS*)
 - UPS-GROUND
 _____ SETS @ \$25.00 PER SET\$ _____
 - UPS-NEXT DAY
 _____ SETS @ \$50.00 PER SET\$ _____
- TOTAL ENCLOSED\$ _____

Mail this form and checks to: **COUP & SMITH ARCHITECTS**
P.O. Box 80518
San Diego, California 92138