

INSTRUCTIONS TO BIDDERS

1. Each bidder shall make sure that their bid is submitted in a **SEALED ENVELOPE** marked, "Monroe County Highway Department" and **indicating which specification(s)**, addressed to the Board of County Commissioners with the return address of the bidder shown.
2. **All sealed bids are due in the Monroe County Legal Department, Courthouse, 100 W. Kirkwood Avenue, Room 220, Bloomington, Indiana 47404, BY 10:30 A.M. E.S.T., on Thursday, January 7, 2021, phone 812 349-2525 to drop off.**
3. Be sure to complete the non-collusion affidavit and the affidavit of non-discrimination, otherwise the bid will not be valid.
4. A bidder's bond, payable to Monroe County Treasurer, must accompany any bid proposal. **(Bid bond not required for this submittal)**
5. Please read and follow the Legal Notice when completing the bid proposal, as well as all specifications. Should you have any questions regarding specifications, please contact the Monroe County Highway Department Office at (812) 349-2555.