

**OREGON UNIVERSITY SYSTEM  
STANDARD RETAINER CONTRACT**

**SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

**Project Name: Rogue Credit Union at SOU**

**The following modify the Oregon University System “Instructions to Bidders, Form B-2” for this procurement. Where a portion of the Instructions to Bidders has been modified by these Supplemental Instructions to Bidders, the unaltered portions shall remain in effect.**

**[Submission of Bids by email]** Complete Bids (including all attachments) may be emailed and must be electronically received by the Closing Date and Time **June 18, 2015 at 4:00 p.m. Local Time**. The Bid must be emailed to: **Drew Gilliland** [\*\*mailto:soubid@sou.edu\*\*](mailto:soubid@sou.edu). The email subject line must be “**Bid for [Project Name]**.” Bidders submitting an electronic Bid will receive an automatic email reply. Bidders that do not receive an automatic reply **must** telephone and confirm electronic receipt of the complete emailed document(s) before the Closing Date and Time. Bids delayed or lost by email system filtering or failures may be considered at Owner’s sole discretion.

**In addition** to electronic submission, the original copy of the Bid must be postmarked no later than **June 19, 2015**. The envelope/package containing the Proposal must be clearly marked “**Bid for Rogue Credit Union at SOU.**”

**Project Schedule:**

Advertisement for Bids June 3, 2015

**Mandatory Pre-bid Conference June 10, 2015, 9:00 a.m.**

Deadline for Written Submittal of  
Questions/Requests for Clarifications June 12, 2015, 4:00 p.m.

SOU to Issue Written Addendum in  
Response to Questions June 15, 2015, 4:00 p.m.

**Bid Deadline June 18, 2015, 4:00 p.m.**

Anticipated Notice of Intent to Award June 19, 2015

Finalize Contract June 26, 2015

**Construction Schedule:**

Construction Start June 29, 2015

Substantial Completion August 14, 2015