**Instructions on How To Use The Standard Document Forms**

1. **These documents have been created so that any user can fill out the Forms using PDF Form Filler and MS Word. Some of the features of the Forms are:**
2. **Instructions To Bidders, Supplementary Conditions and Project Specific Amendments. The Forms have text in them but only as an example; amend the text to suit your own needs.**

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Part AA Instructions

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The top of these documents contains a field that automatically fills out the information on every page. This is to allow users the option of identifying that these documents are for a specific project, project number, date, etc.

 Each ‘Part’ of the document allows numbering to suit the sequence of numbers suitable for each project e.g. Invitation To Bid could be Part 1.1, Instructions To Bidders 1.2 etc.

 Page numbering can be added to identify the number of pages in a series of documents and allowing additional pages to be added except for the Supplementary Conditions, which have been fixed. Auxiliary pages have also been included with the document to suit various options.

1. **Stipulated Price Bid Form and Appendices**

 Project information as per the Instructions to Bidders

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Project AAAAAAAAAAAAAA

Project No. AAAAA

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The Project information and number on the top of each page of the Bid Form and each Appendix has a field that automatically fills out the information on each page. Users should note any Appendices they do not wish to use as not applicable.

 Page numbering can be added to identify the number of pages in a series of documents and allowing additional pages to be added except for the two pages of the Bid Form, which have been fixed. Auxiliary pages have also been included with the document to suit various options.

1. **Supplementary Conditions**

 Project information as per the Instructions to Bidders

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Page numbering can be added to identify the number of pages in a series of documents.

1. **Project Specific Amendments and Auxiliary Forms**

The following documents have been provided in MS Word and are not security protected, hence they can be modified as needed proved you are a MS Word user. If you are not a Word user then you can create the documents as needed in other word processor formats:

*Instructions To Bidders* – Two auxiliary pages have been included to allow an expanded list of Subcontractor Sections/Divisions. However, these may be unnecessary if reference is made to the list on Appendix A of the Bid Form as suggested in the Guideline.

*Appendix A – List of Subcontractors* - Two auxiliary pages have been included to allow an expanded list of Subcontractors Sections/Divisions and Subcontractors and Suppliers not Bid as per Instructions to Bidders.

*Appendix B – List of Alternative Prices* – One auxiliary page has been provided to allow for an expanded list of Alternative Prices. Additional pages can be added if necessary by doing a ‘Save a Copy’.

*Appendix D – List of Unit Prices* – One auxiliary page has been provided to allow for an expanded list of Unit Prices. Additional pages can be added if necessary by doing a ‘Save a Copy’.

*Project Specific Amendments* – This auxiliary page has been provided to allow for an expanded list of amendments such as for Insurance requirements.

1. **Formatting and word processing tools**

*Saving Documents* – Documents in PDF can be saved by using ‘Save a Copy’ under ‘File’. This will save another copy of the document that will allow you to name the file for each project if you wish.

*Filling out the Forms* – form fields have been provided for all locations that are identified in the Guideline document by [ ], which are to be filled out by the Bidding Authority.

*Copying* – text can be copied from any other word processor into a field in this document.

*Creating Lines* – lines can be created by holding down the shift button and the \_ button.

*Tab* – automatically moves the user to the next field.

*Enter* – moves the user to the next line in the field.

1. **Guideline Part 2.1 – Word Format**

Included also with the standard Forms is Part 2.1 of the Guideline For Bid Documents in a Word format. This has been provided for users who may wish to incorporate parts of this document into the Division 1 of project specifications.