

## INSTRUCTIONS FOR PROPOSALS

### PROPOSAL METHOD:

For information concerning plans and specifications, and for any other information or instructions concerning the proposal procedures, please contact:

Stad Tomlinson, Project Manager  
D.S.A., Inc. Construction Management  
207 N. Ridgeway, P.O. Box 702  
Cleburne, Texas 76033  
817/645-8864 office  
903/805-9379 Stad's mobile  
Fax – 817/645-2097  
Email – [stad@dsamgt.com](mailto:stad@dsamgt.com)

Proposals for **Renovations for Calvary Baptist Church, 700 Woodard Avenue, Cleburne, TX 76033** will be accepted until **1:00 p.m. August 30, 2022**, at D.S.A.'s Office 207 North Ridgeway, Cleburne, Texas 76033 at which time proposals will be opened and read publicly.

All proposals submitted shall be identified on the front of the enclosure as to what category of work being proposed.

### CONSTRUCTION METHOD:

Construction work on this project shall be contracted for and performed under a system of construction management wherein the Owner contracts directly with various Prime Contractors for performance of various portions of work.

All contracts and purchase orders will be prepared by the Construction Manager for the account of and signature of the Owner.

Payments to Contractors and Suppliers will be prepared and processed by the Construction Manager after the work, and materials have been approved by the Construction Manager, with Owner's check payable direct to the Contractors and/or Suppliers.

The Owner reserves the right to waive any formalities or to reject any or all proposals. No proposals may be withdrawn until the expiration of 30 days from date proposals are opened. Proposal prices will be accepted according to price of equal work and materials, the ability of the Contractor to man the project and complete the project, as time is very important to meeting time schedules of the Owner.