



## **NOTICE TO BIDDERS**

**The Housing Authority of The City of Greenville (HACG)** is accepting proposals to furnish labor and materials for the installation of 11 22v dryer outlets and 11 dryer ducts. The bid package may be obtained at the HACG Central Office located at 1103 Broad Street, Greenville, NC or by contacting Huber Dixon at 252-814-5649, or via email at [dixonhu@ghanc.net](mailto:dixonhu@ghanc.net). All forms shall be completed and returned, in a sealed envelope, to Hubert Dixon at the central office. Contractors who fail to submit required documents shall be disqualified at bid open. Proposals must be received by Monday, February 25, 2019 at 3:00 pm at which time they will be publicly opened.

A Pre-Bid Conference is scheduled for this project Monday, February 18, 2019 at 3:00 pm at the HACG Central Office conference room. Contractors are requested to contact Hubert Dixon at 252-814-5649 to schedule a date and time to visit the property in the Kearney Park Community. Contractors will be given a bid package with the documents listed below.

### **THE FOLLOWING CONTRACT DOCUMENTS ARE REQUIRED AT BID OPENING AND ARE INCLUDED IN THE BID PACKAGE**

(Contractor: place a check beside the items on the list, confirming the respective documentation is included in the envelope)

Completed Form of Bid

(This solicitation requires bidding on all items, failure to do so will disqualify the bid)

HUD 5369-A – Representations, Certifications, and other Statements of Bidders (**MUST BE SIGNED**)

\_\_Prime Contractor's Qualification Statement (**MUST BE SIGNED**)

\_\_E-Verify Requirements Affidavit (**MUST BE SIGNED & NOTORIZED**)

\_\_Certificate of Insurance General Liability and Workman's Compensation (Certificate Hold Greenville Housing Authority)

**Failure not to include any of the above will disqualify the bid.**

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All contractors are hereby notified that they must have proper documents completed and submitted, and a copy of section 3 workers if applicable, to their respective trades, whether or not Federal Funding is involved.

**Contractors will be responsible to ensure that economic opportunities, to the greatest extent feasible, follow Section 3 Requirements 24 CFR Part 135.1 and Section 3 Clause 24 CFR Part 135.38 and HACG, section 3 guidance.**

The successful bidder will receive a Notice to Proceed and counseling for the faithful performance of the contract. This is a prevailing wage project. Housing Authority of the City of Greenville reserves the right to reject any or all bids, to waive any defects in same, or to choose to enter into a contract strictly in accordance with price considerations, and/or to choose other than the highest bidder, if it be deemed in the best interest of the Housing Authority of the City of Greenville.

Under no circumstances will the Housing Authority be responsible for the cost of preparing a bid or proposal.

Contractor shall perform the work in a workmanlike manner according to industry standard practices. Any deviation from agreed specifications, involving extra costs, will be executed only after written confirmation of Owner is obtained in advance.

**CONTRACT DOCUMENTS:**

1. This Instrument
2. Certificate of Insurance General Liability
3. Davis-Bacon Wage Decision No. NC190007 each week
4. HUD -5370-EZ (General Contract Conditions)
5. HUD Table 5 Mandatory Contract Clauses for Small Purchases Other Than Construction

## 6. Workman's Compensation

Refer to provisions for Equal Employment Opportunity. Payment of not less than the minimum salaries and wages indicated in the project manual must be paid on this project. Bid opening will be at the Central Office at the Housing Authority of the City of Greenville and proposals may be delivered or mailed to the following address:

Housing Authority of the City of Greenville  
P.O. Box 1426  
Greenville, NC 27834