



## **NOTICE TO BIDDERS**

**The Housing Authority of The City of Greenville (HACG)** is accepting proposals for the furnishing of labor for modernization project at 309 Paige Drive, Greenville, NC located in the Moyewood Community. The deadline for the submission of proposals is **Monday, February 25, 2019** at 4:00 pm at which time they will be publicly opened.

**A Pre-Bid Conference is scheduled for this project Monday, February 18, 2019. Contractors are invited to the bid open at 4:00 pm, located in the Conference room at 1103 Broad Street, but shall notify the Housing Authority of their intent to do so. Contractors are requested to contact Hubert Dixon at (252) 814-5649 to schedule a date and time to visit the property and pick up a scope of work for the modernization of 309 Paige Drive located in Greenville, NC 27834.**

All documents may be obtained by contacting Hubert Dixon, Housing Authority of the City of Greenville, 1103 Broad Street, Greenville NC 27834. All proposals may be delivered or E-Mail to [dixonhu@ghanc.net](mailto:dixonhu@ghanc.net). Contractors will be given a bid package with the documents listed below. All forms shall be completed and returned in a sealed envelope to the attention of **Hubert Dixon, Special Project Technician, Housing Authority of the City of Greenville, 1103 Broad Street Greenville, NC 27834**. Contractors who fail to submit required documents shall be disqualified at bid open.

### **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 & Workman's Compensation
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. E-Verify Form
7. Contractor Qualification Statement
8. Bid Form
9. Representation, Certifications, and Other Statement for Bidders (sign)

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

