



Wayman A. Williams,  
Executive Director/CEO

## **NOTICE TO BIDDERS**

Sealed proposals will be received by the **HOUSING AUTHORITY OF THE CITY OF GREENVILLE** on **Monday, December 03, 2018**, and immediately thereafter publicly opened on **Friday, December 07, 2018** and read for the furnishing of material to provide **Modernization on unit 407-A Darden Drive**.

**A PreBid Conference is scheduled for this project Monday, December 03, 2018. Contractors are invited to the bid conference at 2pm, 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 and advise Residents of scheduled date and time of visit.**

All documents may be obtained from Hubert Dixon, City of Greenville Housing Authority, 1103 Broad Street, Greenville NC 27834, 252-329-4052 or via E-Mail at [dixonhu@ghanc.net](mailto:dixonhu@ghanc.net). Contractors will be provided a bid package with the documents listed below. All forms shall be completed and returned in a sealed envelope to **Hubert Dixon, Special Project Technician, Housing Authority of the City of Greenville, 1103 Broad Street Greenville, NC**. Contractors who fail to submit all documents shall be disqualified at bid open.

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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.**

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 make the sale other than 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.

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
3. Notice to Proceed
4. Davis-Bacon Wage Decision No. NC180007 each week
5. HUD -5370-EZ (General Contract Conditions)
6. HUD Table 5
7. Bid Form
8. Interview Forms each week

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 office of The Housing Authority and proposals may be delivered or mailed to the following address:

Housing Authority of the City of Greenville  
1103 Broad Street  
P.O. Box 1426  
Greenville, NC 27834

