

March 22, 2006

INVITATION TO BID

The City of Auburn will receive sealed bids until 10:00 a.m., Tuesday, April 11, 2006, in the Office of the City Manager, 144 Tichenor Avenue, Auburn, Alabama, and then publicly open and read for furnishing all labor, equipment, and materials necessary for the complete construction of the following project:

**HOUSING RECONSTRUCTION
410 TALBERT DRIVE, AUBURN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2003**

The objectives of this notice are to identify the contractor(s) that can offer the highest quality service at the lowest cost to ensure efficient use of funds provided by the United States Department of Housing and Urban Development (HUD). It is the City's intent to effect the most productive use of funds, minimize operating costs, and provide maximum flexibility in the management of its funds, in compliance with Federal and State laws.

The City of Auburn will provide oversight for the housing construction process. For the purposes of this Invitation to Bid, the contractor will submit one proposal in coordination with the basic housing specifications provided, which will include completion of the construction pricing summary and a detailed listing of materials to be used. The construction of the homes will be funded by Community Development Block Grant (CDBG) funds.

Specifications and contract documents are open to public inspection and available upon request, free of charge, in the Community Development Division, 144 Tichenor Avenue, Auburn, Alabama. Please call Todd M. White, 334-501-7277 for information on obtaining the specifications and contracts.

Guarantee will be required with each bid as follows: At least five percent (not to exceed \$10,000) of the amount bid in the form of a certified or cashier's check or bid bond payable to the City of Auburn, Alabama. The bid bond is required on all projects that are \$10,000 or more.

Your attention in particular is invited to the "Information for Bidder's", which is to be followed in all respects. The City reserves the right to select the lowest responsible bidder as the best interest of the City may require, to award the purchase contract from any of the bids, to reject any and all bids, and to waive any informalities in bids received. The City reserves the right to select additive alternates based on funding. Bids will be good for thirty (30) days after being opened by the City of Auburn, Alabama.

Bids must be submitted upon the standard forms furnished by the City of Auburn, Alabama. No bids may be withdrawn for a period of thirty (30) days after the scheduled closing time for the receipt of bids. A sealed envelope must be delivered to City Hall or mailed, addressed to:

City Manager, City of Auburn
144 Tichenor Avenue, Suite 1
Auburn, Alabama 36830

The envelope must be plainly marked on the outside as follows:

BID: HOUSING RECONSTRUCTION (CDBG)
OPENING: 10:00 AM LOCAL TIME
DATE: TUESDAY, APRIL 11, 2006

The successful low bidder is responsible for acquiring the appropriate business licenses and permits to conduct work with the City of Auburn, including a state license in accordance with Chapter 8, Title 34 of the Code of Alabama 1975. Any non-Alabama bidders must submit a written opinion from an attorney stating the amount, if any, of preference granted by law to businesses in his state of residence.

The award of the contract, if to be awarded, will be made within thirty (30) calendar days after opening of proposals to the lowest responsible bidder whose proposal complies with the requirements of the invitation to bid. Should no award be made within the thirty (30) days, all proposals will be rejected unless the successful bidder agrees in writing to a stipulated extension in the time limit for award. The successful bidder will be notified by letter, mailed to the address shown on his proposal, that his bid has been accepted and that he has been awarded the contract.

The City of Auburn believes fully in equal opportunity in the provision of supplies, equipment, construction and services. Positive steps should be taken to assure that small business, minority businesses and women's businesses are given many opportunities to provide the above-mentioned services when economically feasible. In the case of construction projects, the City of Auburn shall rely on individuals or firms seeking to do business with the City of Auburn to ensure that such above-mentioned businesses are given ample opportunity to participate on a sub-contractual basis.

The contractor agrees in all events to use in the project materials, supplies and products manufactured, mined, processed or otherwise produced in the United States or its territories if the same are available at reasonable prices. If the contractor determines that said items are not available at a reasonable price, he must first contact the City of Auburn and obtain approval for the use of other materials, supplies and products.

In the event a contractor violates the provisions of this section, the City may at its election, assess

against the contractor liquidated damages in an amount of not less than two hundred dollars (\$200.00) nor more than 20% of the gross amount of the contract, as deemed appropriate by the City.

Payments are mailed on each Friday of the month. Pay requests must be reviewed and approved by the appropriate City representatives (architect, if applicable, inspector, project manager and department head) and received by accounts payable at least seven (7) days prior to the scheduled mailing date. The City of Auburn will process only one invoice per month for partial payment to the contractor. If you have any questions concerning billing, contact our accounts payable office at 334.501.7237 or 334.501.7238.

The City of Auburn has a Sales and Use Tax Savings Program. In connection with this contract, the City of Auburn intends to enter into an agreement with the contractor to purchase all or a portion of the tangible personal property necessary for the performance of the contract and thereby save the amount of sales tax thereon by virtue of the City's status as a tax exempt entity. Also, please note that the City of Auburn has a mandatory Partial Payment Request form that must be completed and submitted by the contractor before payment is considered. Copies of the required forms are included in the "Information for Bidders". Payments are mailed on each Friday of the month. Pay requests must be reviewed and approved by the appropriate City representatives (architect, if applicable, inspector, project manager and department head) and received by accounts payable at least seven (7) days prior to the scheduled mailing date. The City of Auburn will process only one invoice per month for partial payment to the contractor. If you have any questions concerning billing, contact our accounts payable office at 334.501.7237 or 334.501.7238.

The contractor will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance, and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$500,000.00 combined single limit. Limits of liability for general liability insurance shall be, at a minimum, \$500,000.00 per occurrence, \$500,000.00 personal and advertising injury, \$500,000.00 general aggregate and \$500,000.00 products/completed operations aggregate. General liability insurance will include coverage for contractually assumed liability. If general liability coverage is on a claims-made basis, the contractor will maintain coverage in force for a period of two (2) years following completion of the work specified in the agreement. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease- each employee and \$500,000.00 accident, \$500,000.00 disease – policy limit.

The certificate of insurance shall provide the City with thirty (30) days written notice of cancellation of any of the coverage named in said certificates. *The City of Auburn will be shown as additional insured under the contractor's general liability and automobile liability insurance policies for the work to be performed.*

The contractor shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the contractor. These certificates shall be made available to the City upon request.

At the City's discretion, the contractor may be required to have in force higher limits than amounts mentioned above and/or broader coverage than normally carried by the contractor. Questions concerning insurance coverage may be directed to the Risk Manager, D'Arcy Wernette at 334.501.7243.

CITY OF AUBURN, ALABAMA

Karen S. Broome
Purchasing Officer

FOR SPECIFIC INFORMATION CONCERNING THIS PROJECT, PLEASE CONTACT TODD WHITE AT 501.7277.