

**Invitation to Bidders
City of Scranton
Office of Economic and Community Development**

Sealed bids will be received by the City Controller's office, 2nd floor, City Hall, 340 North Washington Avenue, Scranton, Pa. 18503, until 11:00 a.m. on, Tuesday November 15, 2011 at which time they will be opened and read aloud in Council Chambers by the Office of Economic and Community Development representative for the following:

**FIRE HEADQUARTERS WINDOW RENOVATIONS
AT
518 MULBERRY STREET**

PROJECT # 09-02 DOE-SC-0002903

A mandatory pre-bid conference will be held at the site located at 518 Mulberry Street Scranton, Pa. 18503 on Wednesday, November 9, 2011 at 10:00 a.m. All bidders are required to have a representative present at this conference. Only those represented at the pre bid conference will be able to submit a bid. All bidders shall be familiar with and experienced in the removal and replacement of historic wood windows in masonry buildings. The building is listed on the National Register of Historic Places; all work on the project shall conform to the Secretary of the Interior's Standards for the treatment of Historic Properties. Work is to be performed in accordance with the specifications to be obtained from the Office of Economic & Community Development, Scranton Life Building, Suite 812, 538 Spruce Street, Scranton, Pa. A non-refundable check in the amount of Twenty-Five dollars (\$25.00) for copies of such said documents. Each bidder shall enclose a Certified Check, Bank Draft, negotiable U.S. Bond or Bid Bond in the amount of ten percent (10%) of the bid drawn to the order of the City of Scranton, OECD, as a guarantee to keep its offer open until the City accepts or rejects the same and as to the successful bidder until the required surety bonds are furnished. The successful bidder within ten (10) days notification of the award of the contract shall be required to furnish a performance bond and labor and materials bond in the amount of one hundred percent (100%) of the total contract price. The successful bidder will be required to submit certificates of insurance, as specified, including public liability insurance. The contract will be awarded to the lowest most responsible bidder; however, the City of Scranton reserves the right to reject any or all bids or any part of any bid in connection with said project. Bidding shall be in compliance with Section 603 of the Administrative Code of the City of Scranton. The contract, when awarded, will be subject to the Davis Bacon Prevailing Wage Act. All work must be completed by May 15, 2012. The successful bidder shall be an equal opportunity employer. Envelopes containing bids shall be plainly marked specifying work covered by the bid and delivered or mailed to the Office of the City Controller, 2nd floor, City Hall, 340 North Washington Avenue, Scranton, Pa 18503. The OECD requires bidders to submit a statement of bidder qualifications with their bid. The City of Scranton, OECD, encourages minority and women owned businesses to participate in the bidding. The office of Economic and Community Development under the U.S. Department of Energy (DOE) will fund this project 100% through the Energy Efficiency and Conservation Block Grant (EECBG) program pursuant to the American Recovery and Reinvestment Act of 2009 (ARRA).

LINDA B. AEBLI, EXECUTIVE DIRECTOR, OECD