

**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 WEDNESDAY AUGUST 31, 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:

**Women's Resource Center
Facility Renovations
PROJECT # 08-41 IDIS 1826 (FILE 191)**

A PRE-BID CONFERENCE WILL BE HELD AT THE COVENANT PRESBYTERIAN CHURCH LOCATED AT 550 MADISON AVE. SCRANTON, PA 18510 ON MONDAY AUGUST 22, 2011 AT 9:00 A.M. ALL BIDDERS ARE REQUIRED TO HAVE A REPRESENTATIVE PRESENT AT THIS CONFERENCE AND WILL BE REQUIRED TO SUBMIT PHOTO IDENTIFICATION FOR SECURITY CLEARANCE REQUIREMENTS. ONLY THOSE REPRESENTED AT THE PRE BID CONFERENCE WILL BE ABLE TO SUBMIT A BID. WORK IS TO BE PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS TO BE OBTAINED FROM THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT 538 SPRUCE STREET SCRANTON LIFE BUILDING 8TH FLOOR SCRANTON, PA. 18503 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 AND PROVIDE PHOTO IDENTIFICATION FOR ALL EMPLOYEES ON THIS PROJECT FOR SECURITY CLEARANCE REQUIREMENTS. 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, SHALL BE SUBJECT TO THE DAVIS BACON PREVAILING WAGE ACT. 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 BIDDERS QUALIFICATIONS WITH THEIR BID RELEVANT TO THIS PROJECT. 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 HOUSING AND URBAN DEVELOPMENT (HUD) WILL FUND THIS PROJECT 100% THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

LINDA AEBLI, EXECUTIVE DIRECTOR
OFFICE OF ECONOMIC AND COMMUNITY
DEVELOPMENT