

## **INVITATION TO BID**

**OWNER** - The **Hancock Housing Commission**, Hancock, Michigan, acting through its Board of Commissioners, hereby gives notice that sealed bids will be received at the Executive Director's office for the following described project.

**PROJECT** - The work shall consist of **CFP Projects**.

1. Annex Asphalt Shingle Roof replacement
2. Hi Rise Window Sash replacements

**TIME** - Sealed bids will be received until **3:00 p.m.**, local time, on **Thursday, August 17, 2017**, in the Executive Director's office at 1401 Quincy Street, Hancock, Michigan at which time bids will be publicly opened and read aloud.

**PRE-BID WALK-THRU** - A pre-bid walk-thru for general contractors will be conducted on Thursday, August 10, 2017, 1:00 p.m. EST, to review work items. Contractors shall meet at Executive Director's Office.

**BIDS** - All bids shall be addressed to **Ms. Sherry Hughes, Executive Director, Hancock Housing Commission, 1401 Quincy Street, Hancock, Michigan, 49930**. Bids shall be sealed and shall have the name and address of the Bidder and the Contract for which the bid is being submitted on the outside of the envelope. All Bidders shall bid in accordance with and upon the Bid Forms included in the Contract Documents.

**EXAMINATION OF CONTRACT DOCUMENTS** - The Contract Documents are on file for inspection at the **Executive Director's Office, Hancock, MI; U.P. Engineers & Architects, Inc., 100 Portage Street, Houghton, MI**; and local Builders Exchanges.

**PROCUREMENT OF CONTRACT DOCUMENTS** - Copies of the Contract Documents may be obtained from U.P. Engineers & Architects, Inc., 100 Portage Street, Houghton, MI 49931. Each Planholder shall return, in good condition, all Contract Documents within ten (10) days after the opening of bids.

**BID SECURITY** - No Bid shall be received unless accompanied by a certified check or satisfactory Bid Bond payable to the Hancock Housing Commission in an amount not less than five percent (5%) of the maximum bid as a guarantee, that if the Bid is accepted, the Bidder will execute and file the Contract, Assurance of Completion, and Insurance Certification, as required by the Contract Documents, within ten (10) days after the Notice of Award.

**BID REJECTION** - The OWNER reserves the right to reject any and all Bids or waive any informalities in bidding, and to award that which is in the best interest of the OWNER.

**WITHDRAWAL OF BIDS** - No Bid shall be withdrawn for a period of forty-five (45) days after the scheduled opening without the consent of the OWNER.

**GOVERNING LAWS AND REGULATIONS** - The Contractor shall be required to pay not less than the wage rates established for the project by the United States Department of Housing and Urban Development. Copies of these wage rates are incorporated in the Contract Documents. Bidders will be required to comply with the Executive Order No. 11246, as amended. The

requirements for bidders and contractors under this order are explained in the bid documents. A surety which secures a bond must be acceptable to the United States Government. U.S. Treasury Circular No. 570 lists those sureties which are acceptable. This may be obtained by requesting it from:

Audit Staff  
Bureau of Government Financial Operations  
U.S. Treasury Department  
Washington, D.C. 20226

The surety must also be licensed to do business in the State of Michigan.

Sherry Hughes, Executive Director  
Hancock Housing Commission  
Hancock, Michigan 49930