

## NOTICE TO CONTRACTORS

Sealed bids shall be either mailed to the City of Glendale Engineering Department, 5850 West Glendale Avenue, Glendale, Arizona, 85301, or hand-delivered to the Engineering Department office, third floor, 5850 West Glendale Avenue, Glendale, Arizona, for furnishing all plant, material, equipment and labor, and to complete construction of: **PROJECT NO. 091008 -MORCOMB HOUSE REHABILITATION**. The work on this project is for the rehabilitation of two historic buildings, one a residential house and the other a gas station. Both historic buildings are located on the same property at 6040 West Myrtle Avenue. The work includes repair of the exterior adobe and stucco walls, doors and windows, porch, vents and damaged soffits; repair and re-paint interior walls, doors, casework, concrete floors, and ceiling; and install new metal and asphalt shingle roofs.

Bids must be received by the Engineering Department of the City of Glendale no later than 10:00 A.M., JANUARY 19, 2012. Any bid received after that time will not be considered and will be returned to the bidder. At that time, the bids will be publicly opened and read aloud in the Engineering Department Conference Room, 5850 West Glendale Avenue, Glendale, Arizona.

A pre-bid conference will be held on JANUARY 12, 2012, at 9:00 A.M., on site at 6040 W. Myrtle, Glendale, Arizona. Bidders, contractors, and other interested parties are invited to attend this conference which will be conducted by the Engineering Department to answer any questions.

**NATIONAL PARK SERVICE APPROVAL:** The Contractor's and all sub-contractor's qualifications must be approved by the National Park Service in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties before this project can be awarded. The apparent three lowest and qualified bidders will be required to submit their qualifications and the qualifications of their proposed sub-contractors to the City within seven (7) calendar days after the bid opening.

Plans, specifications and contract documents may be examined, and copies may be obtained at City of Glendale Engineering Department, 5850 West Glendale Avenue, Glendale, Arizona. A non-refundable charge of \$40.00 shall be paid for each set of plans and specifications issued from this office.

Each bid shall be in accordance with the plans, specifications and contract documents, and shall be set forth and submitted on the BID DOCUMENTS included with the project specifications book. The BID DOCUMENTS may be removed from the project specifications book and submitted independently of such book. Each bid shall be accompanied by a proposal guarantee, in the form of a certified or cashier's check or bid bond for ten percent (10%) of the amount of bid, made payable to the order of the City of Glendale, Arizona, to insure that the successful bidder will enter into the contract if awarded to him and submit the required Certificate of Insurance, Payment Bond and Performance Bond. All proposal guarantees, except those of the three lowest qualified bidders, will be returned immediately following the opening and checking of proposals. The proposal guarantees of the three lowest qualified bidders will be returned immediately after the contract documents have been executed by the successful bidder. The proposal guarantee shall be declared forfeited as liquidated damages if the successful bidder refuses to enter into said contract or submit the Certificate of Insurance, Payment Bond and Performance Bond after being requested to do so by the City of Glendale, Arizona.

The City of Glendale reserves the right to reject any or all bids or waive any informality or irregularity in a bid. No bidder may withdraw his bid for a period of ninety (90) days after opening and reading of the bids.

The City of Glendale is an equal opportunity employer and minority business enterprises and women's business enterprises are encouraged to submit bids.

CITY OF GLENDALE, ARIZONA

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