

**INVITATION TO BID
and
BID FORM**

CITY OF SELMA
P.O. Box 450
Selma, Alabama 36702-0450
334-874-2102 - Office
334-874-1239 - Fax

Requisition No. GPE-02-22-24
Bids to be opened at 11:30 O'Clock A.M.
Date February 22, 2024

Gentlemen:

The City of Selma, Alabama will receive bids at the Office of the Purchasing Agent until the above time and date and then opened as soon thereafter as practicable. The City reserves the right to reject any or all bids or any portion thereof. A copy of "General Instructions to Bidders" are on the reverse side.

CITY OF SELMA

Purchasing Agent

Items To Be Bid

Item No.	Quantity	Description	Unit Price	Extension
1.		<p>SCOPE OF WORK – PLEASE SEE ATTACHED City of Selma George P. Evans Reception Center 2 Lawrence Street Selma, AL 36701</p> <p>PLEASE SEE ATTACHED SCOPE OF WORK AND SPECIFICATIONS! <u>LOCAL BUSINESS AND STATE CONTRACTOR'S LICENSES, LIABILITY AND WORKER'S COMPENSATION INSURANCE WITH THE CITY OF SELMA LISTED AS THE CERTIFICATE HOLDER, MUST ALL BE SUBMITTED WITH THE SEALED BID PROPOSAL!</u></p>		

TOTAL BID _____

We are in position to furnish the items bid at prices shown and can make shipment within days after receipt of purchase order.

Terms, _____

FIRM _____

BY _____

All Bidders must use bid form and **show on envelope Requisition No.** and opening date.

ADDRESS _____

(Duplicate Copy for Bidders File.)

City, State and Zip Code

CITY OF SELMA, ALABAMA

GENERAL INSTRUCTIONS TO BIDDERS

Unless otherwise stated on the Invitation to Bid, the following instructions shall be applicable to all bids received by the City of Selma, Alabama:

1. Sealed bids will be opened at time, place and date stated on the attached invitation. Bidders or their authorized representatives are invited to be present at bid openings.
2. Prices and notifications should be in ink or typewritten and prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration. If Bidder is unable to furnish item specified and desires to offer a substitute as an equal full description of item must be given.
3. No taxes of any kind are to be included in the bid prices. The City will furnish tax exemption certificates when necessary.
4. All prices must be firm for a minimum of thirty (30) days. No errors will be corrected after bids are opened.
5. Factors to be considered in awarding bids will be price, delivery and suitability for use by the City.
6. If you do not quote, please return the Invitation to the City and state reason, otherwise, your name may be removed from our mailing list.
7. The City of Selma reserves the right to:
 - (a) Award bids by Lump Sum or individual items unless otherwise noted on your bid.
 - (b) Reject any or all bids and to waive technicalities when in the opinion of the City Council the best interest of the City will be served.
 - (c) Make null and void the purchase order to the successful bidder if delivery cannot be made at the specified time.
8. Bid awards will not be official until Bidder is formally notified by the City of Selma Purchase Order.
9. All prices quoted are to be F. O. B., Selma, Alabama to the location designated on Purchase Order.
10. These General Instruction to Bidders are hereby made an official part of all bids. Please observe the above instructions and conditions, as failure to do so may constitute grounds for rejection of your bid.
11. All Bidders must use our bid form and show on the envelope Requisition Number and Opening Date. Duplicate copy for Bidders file.

GEORGE P. EVANS RECEPTION CENTER

*Scope of Work to be done at G. P. Evans Reception Center, 2 Lawrence Street, Selma, AL. 36701
Requisition No. GPE-02-22-24*

The scope of work is: Exterior- Pressure wash the entire exterior of building, Scrap peeling paint, prime and paint the entire exterior of building (including all trimming and windows and doors) using only oil base paint, strictly no diluting of any sort to the paint, applying two (2) coats of paint, replacing any rotten or damaged wood. Replace damaged gutters on the front of building (approximately 20 ft.), Replace two (2) lanterns on the front of building, replace two (2) awnings (front and side of building), replace roll-up door, repair damaged area above roll-up door. Interior-Scrap peeling paint, prime and paint the entire inside (all rooms including restrooms, kitchen, storage rooms, etc.) using above mentioned paint consistency (including all trimming and windows and doors), replace any damaged ceiling insulation, seal any areas between the ceiling and the walls to prevent air or invasive weeds from entering. Remove all carpet from floor, scrap, paint and add crystalize glitter, install LVP on entire stage.

General Contractor Bid Price MUST include cost of ANY subcontractors.

Lowest Responsible Bidder; must have Business License, both Local and State Contractor's License; must also have Liability Insurance and Worker's Compensation Insurance and list the City of Selma as the Certificate Holder. **All requested documents must be submitted with the Bid Proposal. Sealed Bid Proposals Only!**

Timeline – Time is of the essence, penalty clause for failure to complete on time; six (6) weeks to complete.

Date: All Bids are due to the Selma City Clerk's Office, 222 Broad Street, Selma, Alabama 36701, on or before February 21, 2024, no later than 4:00 p.m.

Bid Opening Date: February 22, 2024; Time: 11:30 a.m.; Location: City Hall-Council Chambers, 222 Broad Street, Selma, Alabama 36701

Time of Performance-daily: 8:30 a.m. – 4:30 p.m. (Monday – Friday), during normal business hours of operation.