

**BID SOLICITATION**  
**Administration Office HVAC Upgrades**  
**Contract 21-13A**

Trumbull Metropolitan Housing Authority invites you to submit a sealed bid proposal for **Administration Office HVAC Upgrades**. Site address is 4076 Youngstown Rd. SE, Warren, OH 44484. PROJECT IS SALES TAX EXEMPT.

Proposals shall be submitted via email only and include the following subject line “Sealed Bid 21-13A AO HVAC Upgrades”. TMHA will accept only emailed proposals at [Jsiwec@trumbulltmha.org](mailto:Jsiwec@trumbulltmha.org) and [Lkuty@trumbulltmha.org](mailto:Lkuty@trumbulltmha.org) until **2:00 p.m. local time on Wednesday October 13, 2021** at which time all bids shall be publicly opened via telephone conference. All bids must be made on the bid form provided and include the following:

- A) Contractor Information Form (TMHA Form No. 221)
- B) HUD 5369-A
- C) Non-Collusive Affidavit (Form No. 212)
- D) Completed Original Bid Form and 10% Bid Bond
- E) Statement of Qualifications supporting similar work, including references. On contractor letterhead.
- F) HUD 2530

Except as noted, all above forms are included in your specification book.

A **contractor form table** is provided with this package to make all bidders aware that the successful bidder will be required to complete all necessary forms to meet TMHA and HUD requirements. Also, the successful bidder will be required to provide proof of Workers' Compensation Insurance and adequate levels of General Liability Insurance \$1,000,000 and Automobile Insurance \$1,000,000.

Bid specifications are available beginning September 22, 2021 via SE Blueprint at [www.planroom.plancycle.com](http://www.planroom.plancycle.com). Use search function to find the project. All addendums and project notifications will be conducted through this online platform, therefore registration is required. Questions about the drawings and specifications shall be answered by Tiffany Gravlee, TC Architects at [tgravlee@tcarchitects.com](mailto:tgravlee@tcarchitects.com). All questions must be asked by 5:00pm October 7, 2021 to be considered a part of the bid package.

As indicated on Form HUD-5369, a bid bond or certified check for 10% of total bid will be held until contract is entered into. Performance Bond and Payment Bond equal to 100% of contract amount shall be obtained by successful bidder prior to contract signing. Bid and Contract Bond must be certified by surety broker and must be registered and approved by the State of Ohio.

This contract requires compliance with Davis-Bacon Regulations. Refer to the wage decision in the specification. It is contractor's responsibility to factor into the bid the latest required wages to perform work specified.

TMHA reserves the right to review and rate the qualifications, experience, bid history, and past performance of the bidders under their current and past operating names, regardless of low bid. TMHA reserves the right to waive informalities in bidding and reject any, and all bids.

No bid shall be withdrawn for a period of ninety (90) days subsequent to the bid opening without documentation and the consent of TMHA.

All sub-contractors, if any, must be approved in writing by TMHA prior to working on site. Sub-contractor request shall include all forms as listed on contractor forms table in the specifications.

TMHA has a goal to award 20% of all contracts to minority business enterprises (MBEs).

Firms including sub-contractors debarred from participating when federal funds are involved cannot participate and will not be considered for contract award. No member, officer or employee of the local authority during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

A non-mandatory, but strongly recommended **pre-bid meeting** and **walk through** showing of the sites is scheduled for **Wednesday, September 29, 2021 at 10:00 a.m.** at the project site.