LETTER TO REQUEST BIDS

March 7, 2018

Langston City is soliciting proposals to provide General Contractor services for the roofing and building repairs of the property located 222 Tolson Ave (City Hall), Choctaw Rd (Water Treatment Plant), 17 Centennial Dr. (Sewer Plant), 2 storage buildings and the Fire Station Langston, OK 73050. There will be a **Pre-Bid meeting on March 30, 2018** at Langston City Hall from **1:00 P.M. – 2:00 P.M.** **Attendance is not mandatory.** Interested General Contractors are noticed that the Town of Langston is a municipality and uses multi-layered financing including City, State and Federal funding.

The period of performance of any contract awarded as a result of this Letter to Request Bids is tentatively scheduled to begin on or about May 1st and be in force through May 30th, 2018 with possible amendments extending the period of performance.

If the Board of Trustees determines it is necessary to increase the contractor's involvement, the Board of Trustees may amend any awarded contract to increase the contractor's involvement. Such an amendment, if any, to increase or decrease the dollar value and extend the period of performance shall be at the sole discretion of the Board of Trustees.

The bidding is open to individuals or organizations that meet the following minimum criteria:

- Bidder must be licensed to perform work in the State of Oklahoma.
- Bidder must have a minimum of 3 years of experience as a General Contractor.
- Bidder must have at least three (3) non-Bidder owned customer references for whom the Bidder has provided similar services during the past thirty-six (36) months preceding the bid due date.
- Bidder must be insured as follows:
    - A Certificate of Insurance for contractor's liability issued in the name of the contractor reflecting per occurrence limit of $1,000,000.
    - An additional insured endorsement-naming Langston City as an additional insured.
    - 30-Day cancellation clause, in favor of all named additional insured.
    - Products/Completed Operations and contractual coverage.
    - Statutory Workers Compensation and Employers Liability coverage ($1,000,000 minimum)
    - All conditions to the satisfaction of lender/funder if applicable.
    - All carriers must be admitted to do business in the state where the property is located.

Bidders who do not meet these minimum qualifications shall be deemed to be non-responsive and will not be evaluated and no score will be assigned.

The proposal is to be brief but should include:

1. Experience on comparable projects.
2. Staff qualifications.
3. Names, addresses and telephone numbers of three business references.
4. Project approach and work plan.
5. Schedule to accomplish the project.
6. Costs or fees.

Proposals will be evaluated by the Board of Trustees based on the response to the information requested above. All six items must be addressed for the proposal to be considered responsive. The **deadline** for submission of responses is **April 13, 2018, 5:00 p.m. local time in Langston City, OK**. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.**

Proposals are to be mailed or hand-delivered to:

Langston City Hall
Charlotte Harris-Town Administrator
222 North Tolson Street
P.O. Box 1256
Langston, Oklahoma 73050

Bidders assume the risk for the method of delivery chosen. LANGSTON CITY BOARD OF TRUSTEES (Board) assumes no responsibility for delays caused by any delivery service or for problems with Bidder's email. Bids and all relevant documentation to the Bid shall be delivered in a sealed opaque envelope; the envelope shall be addressed to the party receiving the Bid and shall be identified with the project name, the Bidder's name and address. The envelope should be titled "LANGSTON CITY BOARD OF TRUSTEES City Hall Bid Submission" and include the General Contractor name, contact persons and telephone numbers. Only written Bids will be accepted. All required Bid documents should be completed, signed and submitted with the Langston City Board of Trustees. intends to award this contract within 30 working days of Bid opening subject to review of the Bids and confirmation of contractor information. A list of the Bids received will be made available to Bidders within 7 days.

Acceptance of Bids (Award)

The LANGSTON BOARD OF TRUSTEES intends to award a Contract to the most responsive qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. The LANGSTON BOARD OF TRUSTEES shall have the right to waive informalities and irregularities in a Bid received, and to accept a Bid which, in the LANGSTON BOARD OF TRUSTEES judgment, is in the City of Langston's best interests.
Owner intends to evaluate bids using the following criteria when applicable;

1) Price
2) Experience & capacity
3) Reputation & license status
4) Previous work experience with municipalities
5) Proposed completion timelines
6) Experience with multi layered financing
7) Insurance to complete overall project

Rejection of Bids

1. The LANGSTON BOARD OF TRUSTEES reserves the right to reject any or all Bids. Or to waive any informality in the bid.
2. A Bid not accompanied by a required security or any other data required by the Bidding Documents.
3. A Bid which, is in any way incomplete or irregular is subject to rejection.
4. No Bidder may withdraw his Bid for a period of thirty days after the date set for award of the Bids.

The LANGSTON CITY BOARD OF TRUSTEES reserves the right at its sole discretion to reject any or all bids prior to the execution of a contract. This Letter to Request Bids does not obligate LANGSTON CITY BOARD OF TRUSTEES to contract for the services specified herein. The final selection, if any, will be the bid that in the opinion of LANGSTON CITY BOARD OF TRUSTEES best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the City of Langston. The Board of Trustees is not obligated to select the lowest price bid. Langston City shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids.

It shall be mandatory on the Contractor to whom the Contract is awarded, and upon any Subcontractor engaged by the Contractor, to comply in every respect with the provisions r requirements of the State of Oklahoma, applicable to contracts for the construction of public works, and with all applicable City, County, State and Federal Laws and Ordinances. Bidder certifies that it is not disbarred from participating in any federally funded project.

Any contractor or supplier in performing under any contract for or related to this project will not discriminate against any worker, employee or applicant, or any member of the public because of race, color, religion, gender, national origin, age or disability. Such action will include, but not be limited to the following: Employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor or supplier further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this project. The contractor or supplier further agrees that this clause will be incorporated in all subcontracts or job-consultant agreements entered into by contractor or supplier in connection with this project.

Drug-Free Workplace Requirements – Comply with the Drug-Free Workplace Act of 1988 (42 U.S.C. 701) and certify that they will comply with drug-free workplace requirements in accordance with the Act and with HUD's rules at 24 C.F.R. part 24, subpart F.

Access to records

Provide access to the LANGSTON CITY BOARD OF TRUSTEES, or any of their duly authorized representatives, to any books, documents, papers and records of the Contractor or sub-contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts and transcriptions.

The Contractor will retain all records for five years after the Owner, the Contractor or the Sub-contractors make final payments and all other pending matters are closed.

Certification

The Contractor hereby provides the following certifications to the TOWN in connection with this contract:

A. No public appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of the LANGSTON CITY BOARD OF TRUSTEES, influence an officer or employee of any agency, a member of LANGSTON CITY BOARD OF TRUSTEES, officer or employee of Langston City with the execution of this Contract.

B. The Contractor has not paid or given, and will not pay or give, any third person any money or other consideration for obtaining this contract, other than normal costs of conducting business and costs of professional services such as architects, engineers and attorneys.

C. The Contractor will require that the language in subsections (a), (b) and (c) above be included in the award documents for all subcontracts and that all subcontractors will certify and disclose accordingly.

The Bidder represents that the following are true:

1. They have read and understand all of the bid documents and have submitted a bid that is in compliance with these documents.
2. The Bidder has visited the site and is familiar with conditions.
3. The Bidder will supply all materials, equipment, labor and systems required to complete the job in compliance with the bid documents.
4. The Bidder has carefully studied the bid documents and reported any inconsistencies to the Owner.
5. The Bidder has bid the job with no material variances that have not been approved by the Owner.
6. The Bidder is eligible to bid on projects funded in part with Federal funds.
7. The Bidder has submitted a bid to complete the entire job.
8. The Bidder is able and willing to commence work on this project by May 14, 2018.

If selected, the bidder will provide the LANGSTON BOARD OF TRUSTEES the following documents within one week of the notice of award:

1. A completed and signed Owner/Contractor Agreement
2. Any Letter of Credit or other documentation required by Project Lenders or funders
3. Proof of Workers Compensation Insurance coverage
4. Proof of General Liability Insurance coverage
5. Certification of Non-Discrimination
6. Certification of Compliance with Davis-Bacon Act (if in effect)
7. Certification of Compliance with all Environmental Standards
8. Sworn Owner's Statement (with the list of subcontractors)

Prior to execution of the contract, the LANGSTON BOARD OF TRUSTEES or its lenders or funders will have the right to approve or disapprove any contractors / subcontractors based upon compliance with Federal requirements.

In submitting a bid in response to this Letter to Request Bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids.

Any requests for information about this project are to be directed to the Town Administrator named above.

Thank you for considering this solicitation.

Sincerely,

Contractor: _____

Signed by: _____

Print Name: _____ Date: _____