SECTION 00100 - INVITATION TO BID

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| City of Waveland | Waveland Ground Zero Hurricane Museum |
| 301 Coleman Avenue | Waveland, MS  39576 |
| Waveland, MS 39576 | Bid Due Date: 17 September 2015 at 2:00 PM |

Sealed bids will be accepted for the City of Waveland, “Ground Zero Hurricane Museum” located in Waveland, Mississippi, by the City of Waveland at the City Clerk’s Office in City Hall, 301 Coleman Avenue, Waveland, Mississippi, 39576, until Two O’clock P.M. Central Daylight Savings Time on Thursday, 17 September 2015, and then publicly opened and read aloud.  Any bids received after the time and date specified will not be considered and will be returned unopened.

All bids must be addressed to the City of Waveland; marked “GROUND ZERO HURRICANE MUSEUM. BID ENCLOSED.”  The envelope must include the Contractor’s Certificate of Responsibility number and state of issue.  The owner is NOT responsible for bids which are mailed to the wrong address or which arrive in the mail after the designated bid opening time.  Bids may be delivered in person to the Owner’s office prior to the bid opening at the time, date and location listed above.  Bids shall be addressed to the Waveland City Clerk.  Envelopes not so marked are submitted at the risk of the bidder and the City of Waveland assumes no responsibility for premature opening by any City of Waveland employee.

Sealed bids will be accepted on a Contract that includes but is not limited to: mechanical repairs, interior and exterior signage, audio-visual equipment, fixed furnishings and custom millwork.  Bids shall be on a stipulated sum basis. Project is to be completed within ninety (90) calendar days to substantial completion from the date specified in the written “Notice to Proceed.”  It is called to the attention of the Bidder that the time of completion of the work under this Contract is the essence of the Contract.

Plan holders are required to log-in or register for an account at [www.unarchplans.com.com](http://www.unarchplans.com.com) to view and order Bid Documents. All plan holders are required to have a valid email address for registration. Bid documents are non-refundable and must be purchased through the website. Questions regarding website registration and online orders please contact Plan House Printing at (662) 407-0193.  Contract Documents may be examined at the Owner’s Office, or at the office of the Design Architect, unabridged Architecture, 443 Main Street, Bay St Louis, MS, or by calling 228.467.1149.  For information concerning the proposed work, or for appointment to visit the site of the proposed work, contact unabridged Architecture, at telephone 228.467.1149.

Each bid must be submitted on the prescribed form and accompanied by a certified check or bid bond executed on the prescribed form, payable to the Owner in an amount not less than 5 percent of the amount bid.  The project requires 100 percent Performance Bond and 100 percent Payment Bond.  All performance bond, payment bond and certificates of insurance shall be either executed by or countersigned by a licensed resident agent of the surety or insurance company having his place of business in the State of Mississippi and in all ways complying with the insurance laws of the State of Mississippi.  Further, the said surety or insurance company shall be duly licensed and qualified to do business in the State of Mississippi.

Additional information and assistance regarding the bid opportunity, the MS Procurement Technical Assistance Program, and local contract procurement center may be found at [www.mscpc.com](http://www.mscpc.com)  Minority and women’s business enterprises are solicited to bid on this contract as prime contractors and are encourage to make inquiries regarding potential subcontracting opportunities and equipment, material and /or supply needs.

This construction project is financed by the Mississippi Development Authority, Disaster Recovery Division, by a Katrina Community Development Block Grant (KCDBG), Project #R-103-379-01-KCR, and is subject to the rules and regulations of the Housing and Community Development Act of 1974 and all amendments thereof.  Neither the United States nor any departments, agencies, or employees are, or will be, a part of this Invitation for Proposals or any resulting contract.

This project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) (“Section 3”).  Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects, preference is given to low and very low-income persons and businesses residing in the community where the project is located.  Section 3 businesses are encouraged to submit a bid as any responsive, responsible bidder that qualifies as a Section 3 Business Concern will be given a preference during evaluation. A bidder selected for this Project will be responsible for ensuring compliance with all Section 3 requirements including, but not limited to, the hiring and contracting decisions made on the Project.

In order to perform publicly funded work, the successful bidder shall, as applicable, hold or obtain such Contractor’s and business licenses as required by state statutes including certification of responsibility required by Section 31‑3‑21 to have a current certificate of responsibility issued by the State Board of Public Contractors prior to bidding on the project.  The Contractor’s certificate number shall appear on the exterior of the envelope, failing which, said Bid will not be opened or considered.

Before a Contract will be awarded for the work contemplated herein, the Owner will conduct investigation as is necessary to determine the performance record and ability of the apparent lowest responsible responsive qualified bidder to perform the size and type of work specified under this Contract.  Upon request, the bidder shall submit such information as deemed necessary by the Owner to evaluate the bidder’s qualifications.

The City of Waveland is an Equal Opportunity Employer.  Furthermore, the City is committed to ensuring that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on the basis of race, color, religion, sex, national origin, disability, veteran’s or marital status.  The successful bidder must adhere to the Owner’s policy concerning non-discrimination.

The right is reserved by the Owner to reject all bids or any bid not conforming to the intent and purpose of the Contract Documents, to waive any informalities or irregularities therein, and to postpone the award of the Contract.  Bidders shall agree to hold bids open for a period of up to sixty (60) days.

A pre-bid conference will be held at the Project Site: 335 Coleman Avenue, Waveland, MS, on Tuesday, 8 September 2015 at Ten O’clock A.M. Central Daylight Savings Time.