



# PHENIX CITY Alabama

## BUILDING DEPARTMENT

1119 Broad Street | Phenix City, AL 36867 | Ph: 334-448-2740 | Fx: 334-448-2742 | phenixcityal.us

DR. R. GRIFF GORDY  
Mayor Pro Tem / At Large

STEVE BAILEY  
Councilmember District 1

EDDIE N. LOWE  
Mayor

VICKEY CARTER JOHNSON  
Councilmember District 2

ARTHUR L. DAY, JR.  
Councilmember District 3

WALLACE B. HUNTER, City Manager  
MELONY LEE, City Clerk  
GIL GRIFFITH, Chief Building Official

### BID FORM

THIS IS AN INQUIRY - NOT AN ORDER

Date: November 8<sup>th</sup>, 2021 Bids Close On: December 14<sup>th</sup>, 2021 Time: 2:00 PM EST.

Bids to be delivered to: *Purchasing Agent, City of Phenix City, Alabama, 601 12<sup>th</sup> Street, Second Floor, Phenix City, Alabama 36867*

Please quote us prices on the articles or services listed below. The right is reserved to accept or reject all or any part of your offer, and to accept the offer the City Council considers the most advantageous to the City. Any suggestions as to quantity to secure a better price are welcome.

Item No.	Quantity	Item	Unit Price	Total
		SEE ATTACHED		

BIDS MUST BE RETURNED IN A SEALED ENVELOPE TO THE ADDRESS ABOVE. MARKED: BID # ECON22-01

IF YOU MAIL YOUR BID BY FED EX OR AIRBORNE, ETC., PLEASE WRITE ON THE ENVELOPE ALSO: BID # ECON22-01  
NO BIDS WILL BE ACCEPTED AFTER 1:30PM EST, ON THE BID OPENING DATE. PLEASE NOTE THAT THE TIME IS EASTERN (GEORGIA).  
BIDS WILL BE OPENED AT THE MARTIN IDLE HOUR COMMUNITY CENTER LOCATED AT 3743 MOON LAKE DRIVE, PHENIX CITY, ALABAMA.

FOR ADDITIONAL INFORMATION, CALL: Harlan A. Price, Architect (706) 327-8212

#### GENERAL CONDITIONS OF BIDDING - READ CAREFULLY

- Quote on alternates if unable to furnish items listed. State on face of bid exactly what you are furnishing. (Brand or Manufacturer's Name).
- Any catalog, or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade.
- Furnish specifications on all items bid.
- The City of Phenix City is exempt from all Federal Excise Taxes. DO NOT include tax in your bid price or invoice.
- PRICE MUST BE ITEMIZED. The City of Phenix City reserves the right to award item or total bid.
- ALL bids must be quoted f.o.b. Phenix City.
- In case of a discrepancy between the unit price and the extension, the unit price will be taken.
- Due to legal requirements of the City for processing payments, cash discounts should be quoted ten days after end of month, when possible.
- In the event no bid is to be submitted note same on invitation and return with the general provisions included herein. Also advise whether future invitations for type of supplies or services covered by the inquiry are desired.
- The successful bidder will be required to have all applicable state and city business licenses.
- This original request for proposal, along with any attachments, **MUST BE SUBMITTED IN DUPLICATE.**
- A bid bond must be submitted with all bids.

The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made \_\_\_\_\_ Cash discount \_\_\_\_\_ % \_\_\_\_\_ Days

Name of Business \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Representative - Must sign by hand

Business Telephone: \_\_\_\_\_



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**NOTICE FOR BIDS**  
**PHENIX CITY ECONOMIC DEVELOPMENT OFFICE ADDITION**  
**BID # ECON22-01**

Sealed Bids will be accepted for the Addition to the Phenix City Economic Development Office located at 931 Broad Street, Phenix City, Alabama.

PDF Files of the bid documents will be emailed to each prime bidder upon request for the bidders to use to print the hard copies needed to price. Please call or email ([hprice@aidgarch.com](mailto:hprice@aidgarch.com)) to request PDFs. Partial sets will not be e-mailed.

The Bid Proposal shall include the following:

1. The Bid Amount, including division breakdown.
2. An estimated construction schedule timeline.
3. A listing of the documents, with dates, used to execute the bid.
4. A listing of any responses to questions, with dates used to execute the bid.
5. Copy of the required Bid Bond.

Proposals received after the applicable due date and time prescribed are considered to be late and will not be accepted.

Each bidder must hold an Alabama Commercial Contractors License with a Building Construction (BC) Major Classification or Building Construction under Four Stories (BCU4) Major Classification. Bidder must have also held a contractor's license for at least five (5) years and have constructed at least five (5) projects of similar complexity. Contractor is to provide, when requesting bid documents:

1. A copy of the bidder's contractor's license.
2. A listing of five (5) similar complexity completed projects, with client contact information.

Bidders will be notified of who the winning bidder is as soon after the opening as a decision can be made. Bids must be submitted to the Phenix City Council for final approval before the bid can be awarded. The winning bidder may be interviewed to ensure compatibility. The winning bidder will be expected to provide the following with-in 5 days of notice to proceed:

1. A cost breakdown by component on AIA Document G703 (Winning bidder shall submit pay requests on AIA Document G 702, Application and Certificate for Payment with accompanying AIA Document G703.)
2. A list of subcontractors being used with contact information.
3. A detailed construction schedule.

Drawings and specifications may be examined by contacting:

Architectural Innovations Design Group, LLC – 1206 1<sup>st</sup> Avenue – Columbus, Georgia 31901.  
Harlan A. Price, Architect – (706) 327-8212 – email: [hprice@aidgarch.com](mailto:hprice@aidgarch.com)



Bids would be accepted in the Finance Department until **1:30 P.M. EST on December 14, 2021**. Please write on sealed envelope: **BID # ECON22-01**.

Bid Opening will be **2:00 P.M. EST on December 14, 2021 at the Martin Idle Hour Community Center** located at 3743 Moon Lake Drive, Phenix City, Alabama.