



REQUEST FOR PROPOSALS

PROJECT IDENTIFICATION

FITNESS CENTER REMODEL

@

(73-00) CENTRAL OFFICE

THE HOUSING AUTHORITY OF THE CITY OF TULSA will receive **PROPOSALS** for the above, until **2:00pm** on **January 31, 2018**, in the **CONSTRUCTION SERVICES DEPARTMENT** of the **TULSA HOUSING AUTHORITY, 415 East Independence, Tulsa, Oklahoma 74106**, at which time and place all bids will be publicly opened and read aloud. No Faxed or Telephoned Bids will be accepted.

DOCUMENTS ARE ON FILE AND MAY BE EXAMINED AND/OR OBTAINED from the HOUSING AUTHORITY OF THE CITY OF TULSA at the above address, or you may view online at the following website: www.tulsahousing.org. There will be a \$20.00 non-refundable document fee for printed copies. For documents to be mailed there will be a \$5.00 fee (separate check from the deposit). Contractor must provide an express account number for next day mailing. **BUSINESS, PERSONAL, or CASHIER CHECKS ONLY. NO CASH.** Any questions should be directed to Beth Cole – 918-581-5729

A Bid Bond is required with each bid equal to 5% of the total bid submitted. The Bond may be a Surety Company Bond, a Certified Check, Bank Draft or US Government Bonds. All must be payable to the HOUSING AUTHORITY OF THE CITY OF TULSA.

THE HOUSING AUTHORITY OF THE CITY OF TULSA cannot convey their tax exempt status to Contractors or Subcontractors. The bidders shall include the applicable City, County, State and Federal taxes in their bid.

BID RECEIVING: Each **PROPOSAL** shall be placed in an envelope addressed to the **CONSTRUCTION SERVICES DEPARTMENT, HOUSING AUTHORITY OF THE CITY OF TULSA, 415 E. Independence, Tulsa, OK 74106** and **SEALED**. Outside of the envelope shall be plainly marked "**BID DOCUMENTS**" SHOWING CLEARLY, **Date** and **Time** to be opened, **PLUS** the **Site location** and **Item** to be bid. THA has a Central Mail Opening Department, therefore, mail to be opened for BIDS, MUST BE CLEARLY MARKED.

**NOTE: Please reference the HUD Form 5369 – Instructions to Bidders for Contracts Public, and Indian Housing Programs, page 2 of 4, item #5 Late Submissions, Modifications, and Withdrawal of Bid; regarding use of the U.S. Postal Service for bid submissions. Bids Submitted in unmarked Envelopes will not be opened. Bids submitted by FEDEX or UPS should be submitted in an interior sealed envelope with the outside of the envelope plainly marked " BID DOCUEMNTS" Showing clearly, Item to be bid, Date and Time to be opened. Bids submitted by FEDEX or UPS that are not contained in a sealed interior envelop will be placed back in the FEDEX or UPS folder and deemed Non-Responsive.*

THE HOUSING AUTHORITY OF THE CITY OF TULSA reserves the right to reject any or all bids or to waive any informality in the bidding.