



**NOTICE TO CONTRACTORS
CITY OF ALBANY, OREGON**

**INVITATION TO BID
Category of Bid: Construction
Engineer's Estimate: \$60,000**

Bids due at 2:00 p.m., (Pacific Time), Tuesday, December 17, 2024

The City of Albany hereby extends an invitation to submit bids for:

PK-241121, City Library Lighting Replacement: Replace fixtures and lighting in the Main City Library with energy-efficient LED lighting and assist the City to complete the Energy Trust Application and related documents.

Optional Prebid Meeting: A meeting will be held on Wednesday, December 4, 2024, 10:00 a.m. to 11:00 a.m. in the upstairs Conference Room at Main City Library, 2450 14th Avenue SE, Albany. Contractors are strongly encouraged to attend. The meeting provides Contractors an opportunity to review site conditions and ask questions regarding lighting upgrades. Contractors or their representative must sign in on the attendance sheet.

This procurement is being made in accordance with 2 CFR § 200.320 and ORS 279B.060. The Proposer must comply with *Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*. LED lighting will be funded by the City's Energy Efficiency and Conservation Block Grant Program (EECBG).

Bids shall be submitted to Diane Murzynski in the Finance Department, at procurement@albanyoregon.gov and received **not later than 2:00 p.m., on Tuesday, December 17, 2024**. Bids will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line must include the project number and name as follows: **PK-241121, City Library Lighting Replacement**. The body of the email must plainly identify (1) the Project name, (2) the bid opening time and date, (3) the bidder's name, and (4) the contractor's license number (per ORS 701). Immediately following the filing deadline, the bids will be opened and publicly read using a virtual hosted meeting, <https://global.gotomeeting.com/join/623409989>. Interested parties may also dial in using their phones (1-571-317-3122, access code 623-409-989). Bid totals will be posted on the City's website at <https://albanyoregon.gov/bids>.

Contract bid documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>. It is imperative those who download the contract bid documents check the website regularly for addenda, clarifications, and other pertinent notifications. All who are known by the City of Albany to have received a complete set of the contract bid documents will receive notification when additional items are posted. Please email contracts@albanyoregon.gov to be added to the Plan Holder's list. Please note all questions must be submitted to contracts@albanyoregon.gov and Rick Barnett at rick.barnett@albanyoregon.gov by Tuesday, December 10, 2024, 12:00 p.m. The last day for addenda will be Thursday, December 12, 2024, at 12:00 p.m.

Each Bidder must have access to a current set of City of Albany *Standard Construction Specifications*, which can be found on the City's website at <https://albanyoregon.gov/standard-construction-specifications>. All public improvements are required to conform to these specifications and bid prices must reflect these specifications. A hard copy of these *Standard Construction Specifications* may be purchased for \$100. Holders of hard copy *Standard Construction Specifications* will be required to purchase a new copy of specifications each time they are updated.

All City contracts contain a statement declaring the bidder agrees to comply with the provisions of ORS 279C.800 through 279C.870 regarding payment of prevailing wages. The City's contract contains a clause which incorporates by reference all of the provisions of ORS Chapter 279C which are applicable to public contracts. Bidders are expected to be familiar with these provisions including, but not limited to, recent changes to ORS Chapter 279C.

No bid will be received or considered unless the bidder is licensed by the Construction Contractors Board for construction projects or licensed with the State Landscape Contractors Board for landscaping projects. Contractor must be licensed by the State of Oregon as an Electrical Contractor, OAR 918-282-0000.

A 10% bid bond, certified check, or cashier's check must accompany each bid on all projects and must be forfeited if the bidder fails to enter into a Contract with the City of Albany within 10 days after the date of the Notice of Award. A scanned copy must be submitted with the bid.

DATED THIS 18TH DAY OF NOVEMBER 2024.



Diane M. Murzynski, NIGP-CPP, CPPO, CPPB
Contracts & Procurement Officer

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