

DATE: July 22, 2011

Subject: Invitation for Bid (IFB)
As needed Carpentry Services
Conyers Housing Authority

To: Prospective Respondents

The Conyers Housing Authority, GA (hereinafter called the "CHA") will receive sealed bids from organizations or individuals interested in providing services for **As needed carpentry services for the period of one year with the option to renew annually up to three (3) years. Carpentry services will be paid per hour with all materials furnished by the CHA.**

Sealed bids shall be due no later than August 5, 2011 3:00 pm local time at the following address: Conyers Housing Authority, 1214 Summer Circle, Conyers, GA 30012. **NO BIDS WILL BE ACCEPTED AFTER THIS DEADLINE. The sealed bids will be opened by the Conyers Housing Authority Executive Director on August 5, 2011 at approximately 4:30 pm.**

A Pre-Bid Conference and General Walk-thru will be held on Wednesday August, 3 2011 at the Conyers Housing Authority, 1214 Summer Circle Conyers, GA 30012. Specifications will be available for those qualified at the Pre-Bid Conference and at the CHA Office. All questions regarding the bid should be submitted in writing to Michael Dineen, Director of Operations, Conyers Housing Authority, 1214 Summer Circle, Conyers, GA 30012. (E-mail: mdineen@conyershousing.com & Fax 770-918-8759) **ATTENDANCE AT THE PRE-BID CONFERENCE IS STRONGLY ENCOURAGED.**

Any firm submitting a bid must have all licenses, accreditation's and permits required to bid on and perform the scope of work contained in this package as required by all Federal, State, and Local agencies.

The CHA reserves the right to accept or reject any or all bids, to waive informalities, and to award the contract to the other than the low bidder, should it be deemed in its best interest.

No oral interpretations will be given to any offeror as to the meaning or intent of the Contract Documents or be effective to modify any of the provisions of the documents.

No bid shall be withdrawn for a period of sixty days subsequent to the submission of offers, without prior written consent of the CHA.

The successful candidate shall be required to possess all applicable licenses, certifications, insurance and bonding.

CHA prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age, or disability and will pursue an affirmative policy of fostering, promoting and conducting business with minority owned enterprises.

SECTION 3/MWBE CONTRACTORS ENCOURAGED TO BID

CONYERS HOUSING AUTHORITY

BY: Michael Dineen

TITLE: DIRECTOR OF OPERATIONS

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