



August 17, 2026

INVITATION TO BID

1. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS

Please note, the City of Auburn is updating its online bid notification system to better communicate with those interested in bidding on City Projects. To receive notifications, bidders need to register in the City's [Vendor Self Service \(VSS\) System](#).

Those already registered in VSS will need to add their NIGP commodity codes. Previously entered codes were removed from all vendor records in VSS during the system update. Please note, NIGP commodity codes are required for vendors to receive bid notifications.

Sealed bids will be received by the City of Auburn, Alabama ("City"), until 10:00 a.m., local time, on Thursday, **September 3, 2026**, in the Office of the City Manager, 144 Tichenor Avenue, Auburn, Alabama, and then publicly opened and read at the City Meeting Room, 122-B Tichenor Avenue, for furnishing all labor, materials and equipment necessary for the completion of the following project:

CITY HALL MODIFICATIONS

The City is requesting bid prices to construct improvements and safety modifications to Auburn City Hall including renovations to the Customer Service Desk and the Reception Desk areas, minor reconfigurations to existing office area, improved HVAC controls throughout the building, and other miscellaneous improvements. Additive alternates to the project include all labor, materials, and equipment necessary to replace the flooring in the first-floor west wing of the building (OCM Wing) and ADA parking lot improvements on the west side of the building. The work shall be done in accordance with the construction drawings and specifications. **Informal pre-bid meetings will be held at City Hall on August 19th at 2:00pm CST and August 20th at 2:00pm CST. Contractors are strongly encouraged, but not required, to attend one of the pre-bid meetings. Contractors wishing to attend shall RSVP by emailing Patrick Slaughter at pslaughter@auburnalabama.gov by August 18th at 12:00pm (noon).**

Specifications and contract documents are available for viewing, free of charge, at www.auburnalabama.org/bids. Specifications may be obtained by prime contractor bidders electronically at no charge via email by request. Please email pslaughter@auburnalabama.gov for information on obtaining these specifications. Please contact Patrick Slaughter, Project Manager, 334-501-3008 for additional project information.

Bids must be submitted upon the attached forms furnished by the City of Auburn, Alabama. No bids may be withdrawn for a period of thirty (30) days after the scheduled closing time for the receipt of bids. A sealed envelope containing the original proposal and one (1) copy must be delivered or mailed to:

Purchasing Officer, City of Auburn
144 Tichenor Avenue, Suite 5
Auburn, AL 36830

The envelope must be plainly marked on the outside as follows:

BID:	CITY HALL MODIFICATIONS
OPENING:	10:00 a.m. local time
DATE:	Thursday, September 3, 2026
STATE LICENSE NO:	

Documentation of the issuance of a State contractor's license as required under Title 34, Chapter 8 of the Code of Alabama, 1975, shall be included with the bid proposal and shall be required as a requirement of the award of the contract. State license number and expiration date should be clearly and plainly marked on the outside of the bid proposal envelope. The Contractor's license must include all necessary classifications to complete the work.

2. CONTRACT AWARD

The City reserves the right to select the lowest responsible bidder as the best interest of the City may require, to award the purchase contract from any of the bids, to reject any or all bids, and to waive any informalities in bids received. Bid will be good for thirty (30) days after being opened by the City of Auburn, Alabama.

Award of the contract, if to be awarded, will be made within thirty (30) calendar days after opening of bids to the lowest responsible bidder whose proposal complies with the requirements of the invitation to bid. Should no award be made within the thirty (30) days, all proposals will be rejected unless the successful bidder agrees in writing to a stipulated extension in the time limit for award. The successful bidder will be notified by letter, mailed to the address shown on his proposal, that his bid has been accepted and that he has been awarded the contract.

3. E-VERIFY AND NO-BOYCOTT CLAUSE

All bidders are required to be compliant with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, No. 2011-535 Code of Alabama (1975) § 31-13-9 as amended May 16, 2012, regarding employment practices. For all bidders that employ persons in the State of Alabama, documentation of enrollment in E-Verify should be included with the bid and will be required as a condition for the award of any contract. All bidders are advised that the award of the contract is conditioned on the bidder not knowingly employing, hiring for employment or continuing to employ an

unauthorized alien within the State of Alabama. The awarded contract will contain a provision whereby the bidder pledges not to violate federal immigration law.

Legislative Act 2016-312 (the "Act") prohibits the City from entering into contracts with any business entity that is actively engaged in or plans to engage in the boycott of a person or an entity based in or doing business with a jurisdiction with which the State can enjoy open trade; unless such business entity provides the goods or services for at least 20 percent (20%) less than the lowest business entity in compliance with the Act. All bidders understand and agree that in the awarded contract, the lowest responsive bidder must either certify that it is in compliance with the Act and agree that it will not violate the act during the term of the contract; or agree to offer the goods or services for at least 20 percent (20%) less than the lowest business entity certifying compliance with the Act.

4. LICENSING REQUIREMENTS

The successful bidder is responsible for acquiring the appropriate business licenses and permits to conduct work with the City of Auburn. In addition to the business license and permit requirements, the bidder is required to remit all applicable sales and use tax, occupational license fees, and contractors/subcontractors license fee in accordance with City ordinances and codes. In accordance with Section 39-3-5 of State Code, any non-Alabama bidders must submit a written opinion from an attorney stating the amount and criteria, if any, of local preference granted by law to non-resident businesses in his state of residence. Questions regarding business license and applicable taxes may be directed to the Revenue Office at 334.501.7239.

5. EQUAL OPPORTUNITY

The City of Auburn believes fully in equal opportunity in the provision of supplies, equipment, construction and services. Positive steps should be taken to assure that small business, minority businesses and women-owned businesses are given many opportunities to provide the above-mentioned services when economically feasible. In the case of construction projects, the City of Auburn shall rely on individuals or firms seeking to do business with the City of Auburn to ensure that such above-mentioned businesses are given ample opportunity to participate on a sub-contractual basis.

6. US SOURCING

The Contractor agrees in all events to use materials, supplies and products manufactured, mined, processed or otherwise produced in the United States or its territories if the same are available at reasonable prices. If the Contractor determines that said items are not available at a reasonable price, the Contractor must first contact the City of Auburn and obtain approval for the use of other materials, supplies and products. In the event the Contractor breaches the agreement to use domestic

products, and domestic products are not used, there shall be a downward adjustment in the contract price equal to any realized savings or benefits to the Contractor.

7. PAYMENT AND INVOICING

The City of Auburn will process only one invoice per month for partial payment to the Contractor. If you have any questions concerning billing, contact our accounts payable office at 334.501.7237 or 334.501.7238.

8. INSURANCE REQUIREMENTS

The successful bidder will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance, and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit. Limits of liability for general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. General liability insurance will include coverage for contractually assumed liability and explosion, collapse and underground hazards (X,C & U). If the general liability insurance coverage is on a claims-made basis, the successful bidder will maintain coverage in force for a period of two (2) years following completion of the work specified in the agreement at the limits specified in this paragraph. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease- each employee and 500,000.00 disease – policy limit. The successful bidder will be responsible for the payment of any deductibles or self-insured retentions. The successful bidder's insurance will be primary. If the successful bidder carries higher insurance limits than those specified, the higher insurance limits will apply.

The certificate of insurance shall provide the City of Auburn, Alabama (City) with thirty (30) days written notice of cancellation of any of the coverages named in said certificate and provide the City with waivers of subrogation for the coverages listed on the certificate.

The City will be named as additional insured under the Contractor's general liability insurance and automobile liability insurance policies. The Contractor shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the Contractor. These certificates shall evidence waivers of subrogation in favor of the Contractor and the City, and shall be made available to the City upon request.

At the City's discretion, the Contractor may be required to have in force builder's risk coverage and/or higher liability limits than that mentioned above and/or broader coverage than normally carried by the Contractor.

Questions concerning insurance coverage may be directed to the Risk Manager, McCarthy Autry, at 334.501.7247.

9. INDEMNIFICATION

The Contractor agrees to indemnify, hold harmless, and defend the City, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney's fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with the activities of the Contractor, its employees, or its sub-contractors in connection with the work to be performed under this contract. This obligation survives the payment of any losses by the Contractor's insurance carrier.

10. LEGAL ACTION

Legal action arising from the performance of this contract will be filed in the Circuit Court of Lee County, Alabama located in Opelika, Alabama or the Federal District Court for the Middle District of Alabama – Eastern Division located in Opelika, Alabama. The contract will be interpreted according to the laws of the State of Alabama.

11. ASSIGNMENT OF CONTRACT

The contract may not be assigned by the Contractor without written permission of the City of Auburn.

CITY OF AUBURN, ALABAMA

Skylar Burgin

Purchasing Officer

FOR SPECIFIC INFORMATION CONCERNING THIS BID, PLEASE CONTACT **PATRICK SLAUGHTER** AT 334.501.3008.