

**NOTICE INVITING BIDS  
BID SCHEDULE NO. BTAC 23-01**

Proposals for a roof replacement and repairs in the City of Burbank at 1304 W Burbank Blvd, Burbank, CA 91506 in accordance with the Burbank Temporary Aid Center's (BTAC) Bid Schedule BTAC 23-01, will be received by the Executive Director at 1304 W Burbank Blvd, Burbank, CA 91506 no later than **4:00 p.m. on Thursday, January 25, 2024**. Proposals shall be marked "**Bid under Bid Schedule BTAC 23-01**". Bids submitted after 4:00 p.m. on Thursday, January 25, 2024, will not be accepted.

Each proposal must be accompanied by a certified or cashier's check or by a corporate surety bond which must be in a form furnished by the Burbank Temporary Aid Center (BTAC) in an amount \$2,500, as guarantee that the successful bidder will promptly execute a valid contract with BTAC in the form provided to perform all said work in accordance with the contract documents.

The Notice Inviting Bids covers a project(s) that is federally funded, the bid documents, contract documents, certifications, forms, bid procedure, and contract award shall comply with all applicable federal regulations as authorized by, but not limited to, Title I of the Housing and Community Development Act of 1974 and 1987, 42 U.S.C. 5304-5320, Title II of the National Affordable Housing Act, 42 U.S.C. 12741-12839, and Section 3 of the Housing and Community Development Act of 1968 and 1992.

The Contract Documents of Bid Schedule No. BTAC 23-01 shall consist of this Notice Inviting Bids, Instructions to Bidders, Bidder's Proposal, Bidder's Statement of Experience, Bidder's Bond, Agreement, Insurance, General Conditions, City and/or Federal Requirements, and Construction Plans, all on file at the offices of BTAC. All said Contract Documents are hereby referred to and made a part of this Notice Inviting Bid.

Proposed bidders will be able to pick up a bidder's packet at the office of the Burbank Temporary Aid Center on Wednesday, January 3, 2024, and have access to the approved construction plans via Dropbox link or email. Please call [\(818\) 848-2822](tel:818-848-2822) for more information.

The Contractor shall obtain a Business Tax Registration from the City of Burbank, License Division, Municipal Services Building, 150 N. Third Street, 1<sup>st</sup> Floor, Burbank, 91502 prior to commencement of work.

**A MANDATORY job walk for all prospective bidders will be held at 1304 W Burbank Blvd, Burbank, CA 91506, on Wednesday, January 10, 2024 at 1:00 pm.**

The building consists of two buildings adjoined with one building being a one-story building and the other building having both a first- and second-story roof. The project consists of maintenance and report of approximately 3,800 square feet of roofing and replacement with recover system of approximately 2,000 square feet of roofing. A second opportunity to walk the property may be offered later but interested contractors **must attend** the walk-through on Wednesday, January 10, 2024.

**Please note:** This project is subject to prevailing wage.

For general information regarding the project, please contact the point of contact with your respective questions.

Federal Requirements - Marcos Gonzalez at [mgonzalez@burbankca.gov](mailto:mgonzalez@burbankca.gov) or by calling 818-238-5212.

All other questions – George Eaton @ [gaeatonconsulting@outlook.com](mailto:gaeatonconsulting@outlook.com) or by calling 562-233-0158