

# Hampton Redevelopment and Housing Authority

## SPECIAL CONDITIONS

As herein, Hampton Redevelopment and Housing Authority may be referred to as all of the following HRHA, PHA. Authority and the Owner

### **SUPERVISION**

The Contractor shall maintain a competent foreman who is satisfactory to the Contracting Officer on the job at all times to supervise the work and coordinate the installation of the systems with all parties involved.

### **PROJECT SITE**

The site of the project is located at Development Services Office, 811 West Pembroke Avenue. Hampton. Virginia.

### **BID SUBMITTAL**

The following documents must be presented prior to Contract Award:

1. Bid Proposal
2. Copy of Contractor's License
3. Copy of City Business License
4. Liability Insurance Certificate
5. W-9 Form

### **CONTRACT DOCUMENTS**

If discrepancies are found the order of determination shall be as listed above. The contract shall consist of the following:

1. HRHA Special Conditions
2. General Conditions Form
3. General Requirements
4. Technical Specifications
5. Signed Contract
6. Contractor's Bid

The procurement and administration of this contract shall adhere fully to the policies and guidelines established within HRHA's Administrative Policies and Procedures Manuals, and Virginia State Procurement Act.

### **SPECIFICATIONS AND DRAWINGS**

The specifications may be accompanied by drawings which indicate the extent of work to be accomplished. What is called for by one shall be as binding as called for by both. In the event of conflicting information refer to the contract documents. Upon award, Contractor shall be required to execute plans and specifications as requested by the Authority. HRHA will furnish the Contractor without charge one (1) copy of the specifications and drawing. Additional copies required will be the Contractor's responsibility