

**City of Easton  
Bidding & Procurement Procedures Summary  
CDBG Funded Physical Projects**

Proceed with construction projects under the CDBG program as follows:

- **Any and all projects of \$2,000 or greater entail Davis-Bacon wage rates.** All files for projects of \$2,000 or more will include some form of acknowledgment by the contractor of the wage regulations attached to the project.
- **Projects up to \$3,000 may be directly contracted without competitive solicitation or formal bidding,** although it behooves your agency to solicit competitive quotes to ensure the best price.
- **Projects from \$3,000 to \$10,000 must be competitively quoted.** For projects of this scope, you must provide written specifications; you may call, fax, and/or mail this information to a number of contractors, who shall, in turn, provide written or verbal quotes. Written quotes are preferred. You will contract for the lowest responsible bidder.
- **Projects of \$10,000 or more must be formally bid.** You must advertise at least once in at least one newspaper as a part of this bidding process; the cost of your ad is a reimbursable expense against your project allocation. You may prepare your own bid package, or you may utilize the enclosed boilerplate bid package. In either case, please review the boilerplate documents to ensure that you clearly understand the steps of the bidding process, from legal notice through public bid opening.
- **Once you have determined the lowest responsible bidder, you must submit the following information for City/Redevelopment Authority review:**
  1. A copy of your bid packet.
  2. A summary of your bidding process (a form is enclosed for your use)
  3. The bid log (a form is included on the Word disk)
  4. A copy of the lowest responsible bid submission.
- **We will expeditiously review this packet and provide you a notice to proceed with contracting, or advise you of errors, omissions or problems.** Upon receipt of our notice to proceed, you may enter into contract.
- **When you enter into contract, please contact our office, so that reimbursement schedules can be established.**

If you have any questions, or require technical assistance during your bidding process, please don't hesitate to contact Carol Tone, Easton Redevelopment Authority, 610-250-6770 or Barbara Kowitz, 610-250-6719.