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ATTACHMENT 7

**TOWN OF CHAPEL HILL**  
**DEPARTMENT OF HOUSING**  
317 CALDWELL STREET EXTENSION  
CHAPEL HILL, NORTH CAROLINA 27516

Telephone (919) 968-2850  
Fax (919) 932-2935  
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March 2, 2004

Mr. Amoes H. Sheppard, Director  
Asset Management Division  
U.S Dept. of Housing and Urban Development  
1500 Pinecroft Drive  
Greensboro, North Carolina 27407

Dear Mr. Sheppard:

**SUBJECT: Town of Chapel Hill Airport Gardens Rehabilitation Bid Award**

I am writing in response to your February 25, 2004 letter regarding a Letter of Protest against the Town of Chapel Hill's bid award for rehabilitation work at the Airport Gardens public housing neighborhood, and your request for copies of documents pertaining to the work.

As requested, I am providing you with copies of all documents pertaining to the procurement of comprehensive rehabilitation work at the Airport Gardens public housing neighborhood.

Although the contract for the rehabilitation work has been awarded to Carl Garris & Son, Inc., the contract has not been executed by the Town of Chapel Hill. The Council has requested a follow-up report on the issues raised by the unsuccessful bidder before the contract is executed by the Town. We anticipate making a report to the Council on March 22<sup>nd</sup>.

If you have any questions, or need additional information, please call me at 919-968-2850 ext.11.

Sincerely,

Tina Vaughn  
Director

cc: W. Calvin Horton, Town Manager  
Ralph D. Karpinos, Town Attorney

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Enclosures:

Project Specifications

Index of Drawings

Architect's Estimates of Probable Cost

Instructions to Bidders

Notice of Advertisement for Bids

Lists of Contractors on Mailing List

Addendum #1 to Contract Documents

List of Attendees – Pre –Bid Conference

Addendum #2 to Contract Documents

Bid Proposals

Bid Tabulation

Computer Search- Debarred list

January 26, 2004 Memorandum to Mayor and Town Council

Architect's February 13, 2004 letter to Carl Garris & Son, Inc.

Town Manager's February 18, 2004 letter to Walter E. Ricks, III

February 23, 2004 Memorandum to Mayor and Town Council

Certified copy of Resolution adopted by the Town Council on February 23, 2004

Town Attorney's February 26, 2004 letter to Sandra James