



Instructions to Bidders

for

Housing Authority Partridge and Sterling Window and Door Retrofit Project

**Housing Authority
of the
City of San Buenaventura
995 Riverside Street
Ventura, CA 93001**

Date: July 27, 2020

**Bid Due Date:
2:00PM August 20, 2020**

Instructions to Bidders for Contracts

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1. Bid Preparation and Submission

(a) Bidders are expected to review and comply with Form HUD-5369, Instructions to Bidders for contracts, Public and Indian Housing Programs (construction).

(b) All bids must include Form HUD-5369 – A Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs. and HUD-5370 General Conditions for the Contract for Construction. Theses form must be fully completed and executed.

(c) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site. Failure to do so will be at the bidders' risk. Project plans prepared by Mainstreet Architects + Planners, Inc., are on file in the office of the Housing Authority of the City of San Buenaventura and online at www.https://cybercopyplanroom.com/. Bidders hereby propose to furnish all labor, materials, equipment and services required to remove and replace all the windows, sliding glass doors and front doors at all units in the residential building located at 7995 Telephone Road and 1050 Partridge Drive Ventura, CA.

(d) All bids must be submitted on the forms provided by Authority. Bidders shall furnish all the information required by the solicitation. Bids must be signed, and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)

(e) All bids must include AIA Document A305 Contractor's Qualification Statement.

(f) Section 3 Business Preference Documentation: For any bidder claiming a Section 3 Business Preference, he/she shall fully complete and execute the Section 3 Business Preference Certification form and any other documentation required by that form.

(g) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents for Housing Authority Partridge and Sterling Window and Door Retrofit Project."

2. Explanations and Interpretations of Prospective Bidders

(a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.

(b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

3. Submittal Requirements

(a) Before beginning of construction submit bid samples and or product data for all proposed materials, fixtures, equipment, hardware and appliances to Architect and Authority to approve products prior to installation. Data to include manufacturer product information indicating material characteristics, performance criteria and product limitations.

(b) During project, submit to Architect shop drawings of building components of sufficient detail to show fabrication, installation, anchorage and interface of the work with work of other trades, prior to installation.

(c) All materials, fixtures, equipment, hardware and appliances to be approved by Architect and Authority before installation and installed per manufacturers recommendations and instructions.

4. Amendments to Invitations for Bids

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Bidders shall acknowledge receipt of any amendment to this solicitation by identifying the amendment number and date on the bid form. Authority must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the bid requirements.

(c) Amendments will be on file in the offices of Authority at least 7 days before bid opening.

5. Late Submissions, Modifications and Withdrawal of Bids

- (a) Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered.
- (b) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to Authority will be considered at any time it is received and may be accepted.
- (c) Bids may be withdrawn by written notice, or by email received at any time before the exact time set for opening bids; provided that written confirmation of email withdrawals over the signature of the bidder is mailed and dated prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for bid.

6. Bid Opening

All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read immediately after receipt of bids. The time and place of opening will be as specified in the solicitation. Bidders and other interested parties may be present.

7. Service of Protest

Denise M. Wise
Executive Director
Housing Authority of the City of San Buenaventura
995 Riverside Street
Ventura, CA 93001

8. Contract Award

- (a) The Housing Authority of the City of San Buenaventura (Authority) will evaluate bids in response to this solicitation based on the comparative cost estimate for the window and door retrofit work. The basis of award is "lowest responsible and responsive bidder whose bid meets the requirements of the solicitation".
- (b) Authority may reject any and all bids and waive informalities or minor irregularities in bids received, in accordance with Authority written policies and procedures.
- (c) Authority may accept any item or combination of items bid.
- (d) Authority may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is

based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

- (e) A written award letter shall be furnished to the successful bidder.

9. Bid Guarantee

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The Bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company authorized to do business in the state where the work is to be performed. Certified checks and bank drafts must be made payable to the order of Authority. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable and after the bid opening.

10. Assurance of Completion

- (a) The successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance shall be in the form of a performance and payment bond in a penal sum of 100 percent of the contract price.

- (b) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as Authority may grant based upon reasons determined adequate by Authority, shall render the bidder ineligible for award. Authority may then either award the contract to the next lowest responsible bidder or solicit new bids. Authority may retain the ineligible bidder's bid guarantee.

11. Preconstruction Conference

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of Authority and its architect/engineer, and other interest parties convened by Authority. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Equal Employment Opportunity, Labor Standards). Authority will provide the successful bidder with the date, time, and place of the conference.