

*The Housing Authority of the City of
Decatur, Alabama*



**INVITATION FOR BIDS
IFB NO. DHA2024-05**

**ON-CALL PLUMBING/SEWER & DRAIN
SERVICES**

**BIDS DUE
MARCH 27, 2024
at 2:00 P.M.**

**ISSUED
FEBRUARY 29, 2024**

INVITATION FOR BIDS (IFB) No. DHA2024-05 ON-CALL PLUMBING SERVICES

IFB Document

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INTRODUCTION

The Housing Authority of the City of Decatur, Alabama (hereinafter, “DHA or Agency”) is a quasi-municipal corporation authorized by the State of Alabama, Morgan County, to operate in the City of Decatur, Alabama. DHA is governed by a five-member Board of Commissioners (Board) that is appointed by the mayor and serves staggered five-year terms. The Board is the policy-making body of DHA.

Currently, DHA owns and/or administers 3 individual Asset Management Projects (AMPs), comprised of 600 public housing units. DHA also administers 56 apartment units and 40 scattered site single-family rental homes owned and rented by Decatur Housing Development Corporation (hereinafter, “DHDC”). In addition, DHA administers 730 Section 8/Housing Choice Vouchers. DHA currently has approximately 29 full-time regular employees and 1 part-time employee.

Your response to the Scope of Services and/or Technical Specifications must be complete, as it will become part of any contractual agreement. We appreciate the investment of time and resources firms are making by participating in this process. All submitted bids shall be evaluated for responsiveness to the requirements of the Invitation for Bids (“IFB”). Those responses not in accordance with the Invitation for Bids shall be deemed non-responsive and eliminated from further evaluation.

IFB INFORMATION AT A GLANCE

CONTACT DECATUR HOUSING AUTHORITY CONTACT	John Dougherty 256-280-5019 (mobile) or email john.dougherty@decatur-housing.org
HOW TO OBTAIN THE IFB DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. To Access and Download Documents no www https://ha.internationaleprocurement.com/requests.html?company_id=9513 2. Click on the “Login” or “Register your company button in the upper left side. Follow the listed directions. 4. If you have any problems in accessing or registering on the Housing Agency Marketplace, please call customer support at (866)526-9266.
PRE-SUBMISSION CONFERENCE	None scheduled If you would like to visit the property prior to providing your bid, you may schedule an appointment by contacting John Dougherty at 256-280-5019 (mobile) or email john.dougherty@decatur-housing.org . Contractors are strongly encouraged to visit the property.
QUESTION SUBMITTAL DEADLINE no later than seven (7) business days before bidding due date. Via internet system or email to mark.blazer@edtinc.net	<i>All questions pertaining to this IFB must be submitted in writing. Oral communications are discouraged and neither DHA nor the Architect <u>will not be bound by any oral answers or interpretations of the IFB.</u> Written question may be submitted via the internet system or via email.</i>
BID SUBMITTAL RETURN & DEADLINE March 21, 2024 @ 2:00 P.M.	March 21, 2024, at 2:00 P.M. CST Sealed bids are due at the following location: Housing Authority of the City of Decatur 100 Wilson Street N.E., 12 th Floor Decatur, AL 35601 Submittal package must have the following notation on the bottom left-hand corner “IFB for: On-Call Plumbing Services, March 21, 2024, at 2:00 p.m.- Enclose. <i>Documentation must be received in-hand time verifiable by the DHA no later than 2:00 p.m. CST on March 21, 2024.</i>

- 1.0 THE DHA’S RESERVATION OF RIGHTS.** The DHA reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the DHA to be in its best interests.
 - 1.2 Right to Not Award.** Not to award a contract pursuant to this IFB.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days’ written notice to the Contractors.
 - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this IFB.
 - 1.5 Right to Retain Bids.** Retain all Bids submitted and do not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the DHA’s Executive Director (ED), who serves as the Contracting Officer (CO).
 - 1.6 Right to Reject Any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
 - 1.7 No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
 - 1.8 Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing the Housing Agency Marketplace ha.economicengine.com Internet System (hereinafter, the “noted Internet System” or the “System”) and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the DHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the DHA, but not the prospective proposer, of any responsibility pertaining to such issue.
 - 1.9 Right to Reject - Obtaining Competitive Solicitation Documents.** The ha.economicengine.com Internet-based software is the only official and appropriate venue to obtain the IFB documents (and any other information pertaining to this IFB such as addenda). Accordingly, by submitting a response to this IFB the respondent thereby affirms that he/she obtained all information on the noted software. Any other group such as an association or a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the noted Internet-based software to obtain the documents. The DHA will reject without consideration any response submitted from a firm that has not obtained the documents from the noted Internet-based software.

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2.0 SCOPE OF WORK/TECHNICAL SPECIFICATION: DHA is seeking bids from licensed contractors with demonstrated professional competence and experience to provide environmental remediation that meets all local, state, and federal guidelines for environmental hazard removal for seventeen (17) residential apartments. DHA has attempted to identify all of its needs, the detailed services may or may not be all-inclusive.

3.0 BID FORMAT.

3.1 Two-step Bidding Process. All bidders will initially submit the documentation/information detailed within the following listed **Step #1 of the Table below**. Then, the DHA anticipates that it will notify the apparent low bidder to submit, within 5 days after being notified to do so, the information detailed within the following detailed Step#2 within the same Table.

3.1.1 Bid Submittal. As may be further described herein, DHA intends to retain a Contractor pursuant to a “Low Bid” basis, also taking into consideration responsiveness and responsibility. Therefore, so that DHA can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the Table below. None of the proposed services may conflict with any requirement the DHA has published herein or has issued by addendum.

SUBMIT	
STEP #1	Description
1	Initial documentation/information to be submitted unfolded within a sealed envelope by all bidders prior to the posted bid submittal deadline.
1	Form of Bid: This Form is attached hereto as Attachment A to this IFB document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
2	form HUD-5369-A Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs. This Form is attached hereto as an Attachment to this IFB document. This 4-page Form must be fully completed, executed where provided thereon and submitted as a part of the bid submittal.
3	form HUD-5369-C Certifications and Representations of Offerors Non-Construction Contract. This Form is attached hereto as an Attachment to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted as a part of the bid submittal.
4	Bid Compensation Form. Contractor’s proposed cost to DHA

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STEP #2	Documentation/information to be submitted, within 5 days, ONLY by the apparent low bidder which directed to do so by DHA.
1	Licensing. A copy of the bidder’s business license allowing the contractor to provide such services within the City of Decatur, and/or the State of Alabama.
2	Proposed Services. As more fully detailed within the Scope of Work/Technical Specifications of this document, and the Specifications, drawings (if applicable) each attached hereto, the bidder shall, at a minimum, clearly detail within the information submitted under this tab documentation showing: <ul style="list-style-type: none"> ➤ A brief description of the proposed safety and quality assurance program
3	Profile of Firm Form: The Profile of Firm Form is attached hereto to this IFB document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the step#2 bid submittal.
4	Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services. Identify additional staff within areas (5) and (6) of the <i>Profile of Firm Form</i> . Such information shall include the bidders qualifications to provide the services.
5	Client Information: The bidder shall submit a listing of at least (3) former or current clients, including Public Housing Agencies, for whom the bidder has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include: <ul style="list-style-type: none"> ➤ The client’s name; ➤ The client’s contact name; ➤ The client’s telephone number; ➤ A brief description and scope of the service(s) and the dates the services were provided.
6	Form HUD-92010 (08/06) Equal Employment Opportunity: The bidder must submit under this tab a copy of its Equal Opportunity Employment Policy.
6	Form HUD-50070 Certification for a Drug-Free Workplace-Form Attached
6	Form HUD-50071 Certification of Payments to Influence Federal Trade
6	E-Verify Form- The 1-page form must be fully completed, executed where provided thereon and will be a part of the contract.
7	Subcontractor/Joint Venture Information (Optional Item): The bidder shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm. Please remember that all information required from the bidder under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
8	Other Information (Optional Item): The bidder may include hereunder any other general information that the bidder believes is appropriate to assist the DHA in its evaluation.
	Insurance Certificates. The apparent successful bidder will also direct its insurance broker or carrier to deliver directly to DHA (by email is preferred) the insurance certificates detailed with 5.31 through 5.3.5 herein. Note: The apparent successful bidder WILL NOT deliver these certificates - the insurance broker or carrier will do so.
	Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the “Option” tabs), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK. “DO NOT eliminate any of the tabs.

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3.2 Entry of Proposed Fees.

3.2.1 The proposed fees shall be submitted by the bidder and received by DHA on the **Bid Compensation Form** provided only. A bidder must enter a **proposed fee** for each item (*failure to provide a bid fee may deem your bid to be unresponsive*) "No Bid" will not be allowed for any item, though a "No Charge" will be allowed for certain items.

3.2.2 Pricing Item(s). The proposed fees (Pricing Items) shall be submitted by the bidder and received by the DHA. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful bidder will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically otherwise agreed to by the DHA; etc.

Pricing Item No.	Qty	U/M	Service Description	RATE YEAR 1 & 2
Plumbing Services				
1	1,200	Hours	Plumber	\$_____ hourly
2	400	Hours	Plumber Laborer/Helper	\$_____ hourly
3	10	Hours	Backhoe/Mini-excavator	\$_____ hourly
4		Each	Material Markup (percentage)	_____%
Sewer & Drain Services				
5	150	Hours	Sewer & Drain Technician	\$_____ hourly
6	50	Hours	Sewer & Drain Laborer/Helper	\$_____ hourly
7	50	Hours	"Jetter-type" Line Cleaner	\$_____ hourly
8	20	Hours	"Snake-type" Line Inspection Camera	\$_____ hourly
9	20	Hours	"Grinder/Shredder-type" line cleaner (minimum 100')	\$_____ hourly
10		Each	Material Markup (percentage)	_____%

3.3 Additional Information Pertaining to the preceding noted Pricing Items.

3.3.1 Entry of the Fees. Bidders are required to enter where provided within the Bid Compensation Form a reasonable and realistic cost for the required work listed within the Pricing Item Description with the immediate-table above.

3.3.1.1 Though the Agency anticipates that it might form a pool of companies, the Agency reserves the right to make award to one firm only and retains the right to, at any time during the ensuing contract period(s), complete award to more than one contractor if the Agency determines that such is in its best interest. If such occurs, the ensuing contract(s) awards shall

become an Indefinite Quantities Contract (IQC), and the following clause shall apply:

3.3.1.1.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount. As may be further detailed herein, most specifically within the immediate-preceding Section 3.3.1.1 herein, if the ensuing contract becomes an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires the Agency to award to each responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and a Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$2,000; (b) NMCA: \$200,000 (each shall be annual amounts).

3.3.1.1.2 Exceptions Pertaining to the GCMA.

3.3.1.1.2.1 The noted GCMA (but not the entire Contract, only the restrictions pertaining to the set GCMA) will be null and void for any firm that chooses to reject a total of 3 requests from the Agency to be available for work during the contract period.

3.3.1.1.2.2 (PLEASE NOTE: This clause does not pertain to any firm that, as detailed within the immediate-preceding Section 3.3.1.1.2.1 herein, has had the GCMA declared null and void during the current contract period). If, during the final 3 months of the contract period, the Agency has not made a task order award to any Contractor(s) in the pool that would ensure that award(s) to the Contractor reaches the \$2,000 GCMA, the Agency shall retain the right to suspend the process detailed within Section 2.5 herein and complete an award directly to any such Contractor, thereby reaching the GCMA (once the GCMA has been met, this exception is no longer available during that contract period and the procedure set within the preceding Section 2.4 herein is again in affect).

3.3.2 Entry of Proposed Fees on the Bid Compensation Form.

3.3.2.1 Realistic Cost Proposed for each Pricing Item. Each bidder is strongly encouraged to enter where provided on the Bid Compensation Form a realistic cost for each and every Pricing Item, especially the hourly fees required. For example, if the successful bidder enters \$1.00 for an hourly Pricing Item (bidders typically do so in an effort to improve their position in regard to the ranking of bidders), then the \$1.00 is what the successful bidder will charge the Agency for any work that the Agency may retain the successful bidder to provide related to that Pricing Item if the Agency deems such retention is in the Agency's best interests to do so. Accordingly, it is the Agency's opinion that it is very much in the best interests of the bidder to propose a realistic cost for each and every Pricing Item. If, despite this warning, the successful bidder proposes a fee that the Agency deems is not realistic, then the Agency reserves the right to require the successful bidder to, at contract execution, present a cash bond in a suitable amount (i.e., \$5,000.00, which the Agency will hold during the term of the ensuing contract period) to ensure that the successful bidder will fulfill his/her obligation in this matter.

3.3.2.2 No Negotiation of Proposed Fees after the Submittal Deadline. The Agency WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, bidders are strongly cautioned to submit a realistic price for each Pricing Item identified within the preceding Table herein that the bidder chooses to submit a proposed cost for.

3.3.2.3 Placement in the Pool. The Agency reserves the right to not place any bidder within the aforementioned pool that, in the opinion of the Agency, proposes a cost that is deemed by the Agency to be unreasonable. For example (the following named costs are examples only and not to be utilized as a "target" cost to be proposed), if it is the Agency's opinion that a reasonable fee for the work is \$80.00 per hour (sample only, NOT a recommended target!) and a bidder proposes a fee of \$150.00 an hour (or \$1.00 per hour), then the Agency reserves the right to make a determination that the costs proposed are not reasonable.

3.3.3 Potential Price Escalation. Pertaining to the ensuing contract, the successful bidder may receive an escalation in costs as detailed following:

3.3.3.1 Labor Costs. At the discretion of the ED, at the end of the second one-year contract period (and at the end of any ensuing extended contract period), there may be an escalation of labor costs allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar State of Ohio Prevailing Wage Rates for the Canton area. For example, if at the end of the first contract period the listed prevailing wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will, at the ED's discretion, be entitled to a 5% increase in the labor rates that he/she submitted in response to this IFB. Similarly, for ensuing years, the end-date of the previous contract

period shall be the base-line date to determine the previously listed wage rate.

3.3.3.1.1 Notification must be received from the Contractor. The Contractor must notify the ED, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period(s). Such escalations may occur no more than once in any 12-month period without the express written consent of the ED.

3.3.3.1.2 Right to Reject. As stated within this Section 3.3.3 herein, the Agency reserves the right to reject any such request for an increase in fees if the Agency feels doing so is in its best interests. Similarly, the Contractor has the right to terminate services if the Agency rejects the request for an increase. This will occur in the following manner (procedure):

3.3.3.1.2.1 Step No. 1. The Contractor submits his/her written request for an increase, accompanied by the required documentation, to the Agency ED within the required 60-day period (please see the preceding Section 3.3.3.1 herein); then,

3.3.3.1.2.2 Step No. 2. The Agency considers the requested increase and, within 10 days of receipt of such, issues a written response to the Contractor as to whether the request is approved or is rejected; then,

3.3.3.1.2.3 Step No. 3. If rejected and the Contractor wishes to, as a result, cease providing the services to the Agency, the Contractor has 10 days from the receipt of the written notice of rejection to deliver to the Agency ED a written notice that he/she is hereby invoking his/her right to discontinue the services within 120 days of the date this notice was delivered to the Agency (the specific date 120-days hence shall be written within the notice); then,

3.3.3.1.2.4 Step No. 4. The Agency will then endeavor to ensure that it makes other arrangements to replace the Contractor (i.e., contract with another firm; do the services in-house; etc.); further, if such other arrangements are completed by the Agency prior to the

aforementioned 120-day date, the Agency shall retain the right to deliver to the original Contractor a 10-day written notice to cease services (meaning, the 120-day period is a maximum additional contract period that the Agency may, at its discretion, shorten with such written notice).

3.3.4 HUD Maintenance Wage Rates Determination (MWRD). Please see Attachment, attached hereto. HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements, which is construction-related only), the Agency must ensure that Contractors do not pay its employees that perform such work for the Agency at a rate less than the rates listed on the HUD MWRD.

3.3.4.1 Therefore, by submitting a bid, each such bidder thereby agreeing to, and verifying that he/she will not pay his/her employees at rates less than detailed within the HUD Maintenance Wage Determination attached hereto. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2 (most specifically within Section 10.10.E therein), the Contractor may not be required to submit certified payrolls; however, the Contractor must make its payroll records available to either the Agency or HUD on request, and failure on the part of the Contractor to comply with this requirement will be the sole responsibility of the Contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the Contractor's failure to comply.

3.3.4.1.1 To be clear, unless the Agency declares a job to be construction-related (see the immediate-following Section 3.3.4.2 herein), which will be atypical, the Contractor shall assume that all remaining work assigned by the Agency will be maintenance-related; accordingly, the MWRD will typically apply to the work ensuing from this IFB.

3.3.4.2 Davis-Bacon Prevailing Wage Rates. As may apply by statute, regulation or law, if, at any time during the ensuing contract period(s), the Agency needs the successful bidder to provide services that require the successful bidder to pay Davis-Bacon for a specific task order pertaining to the ensuing contract, then to compensate the successful bidder for any amount that the applicable Davis-Bacon rates are greater than the portion of the applicable hourly fees listed within the Pricing Items identified within the preceding Table No. 4 herein that the Contractor actually pays to each such person performing the work, as verified by payroll records (or any similar hourly fee that is increased as a result of Section 3.3.3 herein), the Agency shall:

3.3.4.2.1 Ascertain the applicable portion of the hourly wage rate(s) that is actually paid to the Contractor's employee; then,

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- 3.4 Bid Submission.** A total of one (1) original signature hard copy bid submittal, shall be placed in a sealed package. Bid submittals shall have a cover and shall be placed unfolded in a sealed package. All bids must **be submitted and time-stamped received in the designated DHA's office by no later than the submittal deadline** stated herein (or within any ensuing addendum) in a sealed package and addressed to:

**Decatur Housing Authority
100 Wilson Street N.E., 12th Floor
Decatur, AL 35601**

The package exterior **must clearly denote the IFB number** and must have the bidder's name and return address. Bids received after the published deadline will not be accepted.

- 3.4.1 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the DHA by the proposer, such may invalidate that bid. If, after accepting such a bid, the DHA decides that any such entry has not changed the intent of the bid that the DHA intended to receive, the DHA may accept the bid and the bid shall be considered by the DHA as if those additional marks, notations, or requirements were not entered on such.
- 3.4.2 Submission Responsibilities.** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by DHA, including the IFB document, and the documents listed within the IFB, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing and submitting the completed documents, the bidder is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of DHA requirements contained within the documents may cause that bidder to not be considered for award.
- 3.5 Bidder's Responsibilities – Contact with the DHA.** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the CO only. Bidders must not make inquiry or communicate with any other DHA staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for DHA not consider a bid submittal received from any bidder who may has not abided by this directive.
- 3.5.1 Addendums.** All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the DHA and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not

mean that prospective bidders may not call the CO—it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective bidders in writing by addendum.

3.6 Bidders' Responsibilities – Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the DHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within 2 CFR § 200.317-200.326 it states:

3.6.1.1 (a) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.

3.6.1.2 (b) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (c) Affirmative steps shall include:

3.6.1.3.1 (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

3.6.1.3.2 (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3.6.1.3.3 (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

3.6.1.3.4 (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.6.1.3.5 (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

3.6.1.3.6 (vi) Requiring the prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

3.6.2 Within HUD Procurement Handbook 7460.8 REV 2 it states:

3.6.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the <Agency> shall make every effort to ensure

that small businesses, MBEs, WBEs, and labor surplus area businesses participate in <Agency> contracting.

3.6.2.2 Section 15.5.B, Goals. <The Agency> is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 Within our DHA Procurement Policy it states that our DHA will:

3.6.3.1 Assistance to Small and Other Business, Required Efforts:

3.6.3.1.1 Including such firms, when qualified, on solicitation mailing lists;

3.6.3.1.2 Encouraging their participation through direct solicitation of bid or bids whenever they are potential sources;

3.6.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

3.6.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

3.6.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development DHA of the Department of Commerce;

3.6.3.1.6 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.6.4 Requirements. Accordingly, please see document regarding Equal Employment Opportunity, which details the information pertaining to this issue that the proposer must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

3.7 Pre-Bid Conference. If a scheduled pre-bid meeting is identified on **Page 3** of this document is held, it is pursuant to HUD regulation, not mandatory. Many prospective bidders have previously responded to an IFB with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference DHA will conduct an overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though the PO may require that some such questions be delivered in writing prior to a response. Whereas

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the purpose of this meeting is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference; however, DHA **will not distribute** at this meeting any copies of the IFB documents.

- 3.8 Recap of Attachments.** It is the responsibility of each bidder to review and include in the bid submittal, if applicable, any of the following attachments pertaining to this IFB, which are hereby referenced below and included as attachments in this IFB.

Attachment	Attachment Description
	This IFB Document
	Bid Cost Form
A	Form of Bid
B	Form HUD-5369-A <i>Representations, Certifications, and Statements of Bidders</i>
C	Form HUD-5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
D	Profile of Firm Form
E	Client Reference Form
F	<i>DHA Supplemental Instructions To Bidders & Contractors (SITBC)</i>
G	DHA Sample Contract Agreement Form <i>(please note that this contract agreement and any noted appendices are being given as a sample only—the DHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the DHA feels it is in its best interests to do so)</i>
H	Davis Bacon Wage Determination - State of Alabama
H-1	HUD -52158 Maintenance Wage Determination
I	E-Verify Form - <i>Contractor's Affidavit</i>
J	form HUD-92010 Equal Employment Opportunity Certification
K	form HUD-4010 <i>Federal Labor Standards Provisions</i>
L	form HUD 5369 <i>Instructions to Bidders for Contracts, Public and Indian Housing Programs</i>
M	form HUD 5369-B <i>Instructions to Offerors, Non-Construction</i>
N	form HUD 5370-C <i>General Conditions for Non-Construction Contracts Section I & II</i>
O	form HUD 5370-EZ <i>General Conditions for Small Construction/Development Contracts</i>
P	form HUD 5370 <i>General Conditions for Construction Contracts-Public Housing Programs</i>
Q	form 9255M <i>Supplementary Conditions of the Contract for Construction Form</i>
R	form HUD 2554 <i>Supplementary Conditions Construction</i>
S	form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i>
T	Standard Form LLL Disclosure of Lobbying Activities <i>(NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)</i>
U	Section 3 Explanation
V	24 CFR Part 75 (Section 3 Policy, Procedures, and Compliance Forms with Instructions)
W	Agency Profile of Properties

4.0 BID EVALUATION.

4.1 Public Opening: At the set date and time, all bids received will be opened and publicly read aloud by the Procurement Consultant, including the company name of the bidder and the total calculated costs proposed. At the bid opening the DHA will only disclose the following information: (a) The company name of each bidder; (b) the calculated total amount bid; and (c) the identity of the apparent lowest bidder. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the DHA will, at a later time, review all bids in detail and will notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible (please remember, as detailed within Section 7(b) (3) of form HUD-5369-B. DHA reserves the right to, as determined by the DHA, “waive informalities and minor irregularities” in the offers received. Bids will be available for inspection by the public after the award has been completed.

4.1.1 Ties: In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2 Responsive Evaluation. After the public opening the "hard copy" bid submittals received will be evaluated in private for responsiveness (i.e., meets the minimum of the requirements). Firms not meeting the minima that are deemed to be non-responsive will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made).

4.3 Responsible Evaluation. The Agency will evaluate each bid submitted as to responsibility (e.g., a firm that is qualified, responsible, and able to provide to the Agency the required services). If the Agency ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance, and resources to provide the required services, the Agency may proceed with award as detailed herein. If the Agency determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

4.3.1 Depending on the amount of the award, it is possible that the Agency may take such contract award to the DHA Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

4.4 Restrictions. Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

5.1.1 An Agreement to Abid. By completing, executing and submitting the Form of Bid, Attachment A, the bidder is thereby agreeing to “abide by all terms and conditions pertaining to this IFB as issued by the DHA, including an agreement to execute the attached “Sample Contract form.” Accordingly, the DHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case the DHA has no power or authority to negotiate any clauses contained within any attached HUD documents.

5.1.2 Contract Period. The Agency anticipates that it will initially award a contract for the period of time that the Agency and the contractor agree upon (as an authorization to begin).

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the DHA pursuant to this IFB:

5.2.1 Contract Form. The DHA will not execute a contract on the successful bidder's form-contracts will only be executed on the DHA form (please see the Sample Contract), and by submitting a bid the successful bidder agrees to do so (please note that the DHA reserves the right to amend this form as the DHA deems necessary). However, the DHA will during the IFB process (prior to the submittal deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the DHA to do so; but the failure of the DHA to include such clauses does not give the successful bidder the right to refuse to execute the DHA's contract form. It is the responsibility of each prospective bidder to notify the DHA, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The DHA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the DHA's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

5.2.1.1 Mandatory HUD Forms. Please note that the DHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.

5.2.1.2 E-Verify Affidavit. The Contractor must certify compliance with Alabama E-Verify requirements, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period. This Form is attached hereto as an Attachment this IFB document. This 1-page Form will be fully completed and executed where provided thereon by the successful proposer and will be a part of the ensuing contract.

- 5.2.2 Assignment of Personnel.** The DHA shall retain the right to demand and receive a change in personnel assigned to the work if the DHA believes that such change is in the best interest of the DHA and the completion of the contracted work.
- 5.2.3 Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the DHA, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 5.3 Licensing and Insurance Requirements.** Prior to award (but not as a part of the bid submission) the *Contractor* will be required to provide:
- 5.3.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.3.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the DHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the DHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$5,000;
- 5.3.3 Professional Liability Insurance.** *(If applicable)* An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$5,000;
- 5.3.4 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 5.3.5 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Decatur, Morgan County, and the State of Alabama.

- 5.3.6 Certificates/Profile of Firm Form.** Pertaining to the aforementioned insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the bid submittal—we will garner the necessary documents from the successful bidder prior to contract execution).
- 5.4 Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.5 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the DHA within 10 workdays of notification by the DHA.