



Invitation for Bid (IFB) Conditions to Bid - Construction

IFB No. **22-017**

Exterior Lighting at Lett, Miller & Farley

PROCEDURE: Bidders must submit proposed pricing where provided on the last page of this form only! The HA will accept the proposed pricing in person, by fax, email or by mail delivery only! The HA will NOT accept proposed pricing verbally or by telephone!

1.0 HA CONTACT: All questions pertaining this IFB documents shall be addressed to Greg Sparks 410 Court St. Portsmouth, Ohio 45662 (hereinafter, the Director of Planning & Development), Telephone: 740-354-4547; e-mail: greg@pmha.us.

2.0 APPLICABILITY: By submitting a bid to the HA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, form HUD-5370 (11/2023), *General Contract Conditions for Construction Contracts*, which is attached hereto.

3.0 HA RESERVATION OF RIGHTS: The HA reserves the right to:

3.1 Reject any or all bids, to waive any informalities in the IFB process, or to terminate the IFB process at any time, if deemed by the HA to be in the best interest of the HA;

3.2 Terminate a contract awarded pursuant to this IFB at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful bidder;

3.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this IFB;

3.4 Reject and not consider any bid that does not, in the opinion of the Director of Planning & Development, meet the requirements of this IFB, including but not necessarily limited to incomplete bids offering alternate (not including "or equal" items) or non-requested items or services;

4.0 BIDDER'S RESPONSIBILITY: Each bidder must carefully review and comply with all instructions provided herein, provided within any named attachments and those provided within the noted Internet system.

5.0 DEADLINE: Each bidder shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the Director of Planning & Development, it is in the best interests of the HA to do so.

5.1 Bid submission by: **11:00 AM Friday - April 26, 2024** or sooner if possible.

6.0 HOLD PRICES/NON-ESCALATION: By submitting a bid, and whereas the bid sum submitted is a firm-fixed bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices during the term of the work.

7.0 CONSTRUCTION CONTRACT (CC): The HA will procure the applicable goods or services by issuance of a Construction Contract (which shall have the same meaning as a "contract"). CC's will be issued on an as-needed basis only. By submitting a bid, the successful bidder thereby agrees to confirm receipt of the CC in the manner directed by the HA.

7.1 AWARD CRITERIA: If an award is completed pursuant to this IFB, and unless otherwise instructed in writing by the Director of Planning & Development, award shall be made to the responsive and responsible bidder that submits the lowest cost.



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- 8.0 INVALID OR ALTERNATE BIDS: Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HA, may invalidate the bid submitted. Furthermore, the HA shall reserve the right to reject, without consideration, alternate bids, meaning those that do not meet the requirements of this IFB.
- 9.0 BID COSTS: There shall be no obligation for the HA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this IFB.
- 10.0 SHIPPING COSTS: Each bid sum submitted shall include completion of the specified services at the HA site or location, as specified within this IFB or on the PO issued.
- 11.0 ASSIGNMENT OF PERSONNEL: The HA shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to the HA if the HA believes that such change is in the best interest of the HA and the completion of the work or provision of the items.
- 12.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED: The successful bidder 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 ensuing PO or contract) without the prior written consent of the Director of Planning & Development or Contracting Officer. Any purported assignment of interest or delegation of duty, without the prior written consent of the Contracting Officer shall be void and may result in the cancellation of the PO or the contract with the HA.
- 13.0 LICENSING AND INSURANCE REQUIREMENTS: Prior to award (but not as a part of the bid submission) the *successful bidder* will be required to provide:
 - 13.1 An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount;
 - 13.2 An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA 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 deductible of not greater than \$1,000;
 - 13.3 An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$500,000. 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 \$50,000/\$100,000 and medical pay of \$5,000.
 - 13.4 A copy of the bidder's business license allowing that entity to provide such services within the jurisdiction of City of Portsmouth;
 - 13.5 A copy of the bidder's license issued by the State of Ohio licensing authority allowing the bidder to provide the services detailed herein. If Applicable
- 14.0 Documents that apply to this IFB:
 - 14.1 This Conditions To Bid form;
 - 14.2 form HUD 5370 (11/2023), *General Contract Conditions for Construction Contracts* (attached);



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- 14.3 Applicable HUD Wage Rate Decision OH20210003 1/1/21 (attached).
- 14.4 A copy of **24 CFR Part 75**, known as Section 3 (included by reference--a copy will be delivered by the HA to any firm upon submission to the Contracting Officer of a written request for such). The successful bidder hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. The successful bidder shall be required to, as detailed therein, "provide economic opportunities to low- and very-low income persons," meaning, the successful bidder shall meet the newly established HUD Benchmarks for Section 3 Labor Hours, he/she must submit a work plan showing how he/she will meet these new Benchmarks for: **Section 3 Workers 25% & Targeted Section 3 Workers 5%.**
- 14.5 The HA reserves the right to require the successful bidder/contractor to utilize any form required by HUD to complete the required work and by submitting his/her bid each contractor agrees to do so at no additional charge.
- 15.0 Technical Specifications or Statement of Work (SOW) that applies to this IFB:
 - 15.1 All information related to the scope of work, specs and drawings are located on the web. Please go to the eProcurement website to find them.

The eProcurement web site is located at the following url:

<http://ha.economicengine.com/>



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Each bidder shall submit his/her bid on this form only, which shall be completed and returned to the HA as detailed herein.

Unit No.	Address	Quantity		Proposal Amount Per Unit*
1.	Material/Equipment			
2.	Labor			
	Contractor's Overhead		%	
	Contractor's Profit		%	
Total Amount Proposed**:				\$

*First, place within the above an amount for each noted unit to complete the required work. Second, add the unit costs to arrive at a Total Amount Proposed.

**In the case of any discrepancy between the "Total Amount Proposed" and the recalculated sum of adding each of the individual bid amounts entered (e.g. the bidder makes a mistake in adding the amount to arrive at a Total Amount Proposed), the HA reserves the right to choose either the new calculated sum or the original Total Amount Proposed submitted, either as may be in the favor of the HA.

The undersigned bidder hereby bids the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this bid, the undersigned bidder agrees to abide by all terms and conditions listed within any document issued by the HA pertaining to this issue.

COMPLETED BY:

Signature	Date	Printed Name
Company Name	Address (Street; City; State; Zip)	

