

# INVITATION FOR BIDS

IFB - 2021-001

**PROJECTS:** AL152000001-20  
3500 West Circle {Central}  
Northport, AL 35476

**DATE:** April 29, 2021

The Northport Housing Authority (NHA) will accept sealed bids from general or specialized Contractors for the following services; Installation of Carbon Monoxide Smoke Detectors, Plumbing, Lawn Service, {Tree Removal} Pressure Washing Buildings/ Windows, Mold Testing/Removal, Pest Control, Roof Repair/Replacement/ Window Replacement, HVAC Repair/Replacement, Electrical and minor repairs {to include Apartment Make Ready, Floor/Cabinet Repair/ Replacement} Bathroom Remodeling, Parking Space Configuration, Concrete sidewalk repair/replacement in/outside of a selection of apartments and single family homes. The Authority owns five developments, one scattered site and five single family homes. The work will be scheduled on an as need basis and according to UPCS standards and as directed by the CEO/Executive Director or her designee. {A detailed list of specific developments and requirements are located in the Bid Specification Packets.} The Authority will respond **{ONLY}** via Request and upon receipt of the Contractor's General Contractors License's Number, during regular Business Office either via mail or visiting {Appointment Only} the Central Office of the Authority, Monday-Friday 8:00 a.m. – 4:00 p.m.

The Authority shall accept Bids **ONLY** from Contractors who have successfully completed at least three similar assignments on time for a satisfied Federal, State, County or City Governmental Agency. All Potential bidders shall contact the CEO/Executive Director of the Authority at [housing@northporthousingauthority.org](mailto:housing@northporthousingauthority.org). Sealed bids will be received until **12:00 Noon CST on Tuesday, June 01, 2021**, at the Central Office of the Authority, 3500 West Circle, Suite 39, Northport, AL 35476. All bids will be opened publicly and read aloud at **05:30 P.M. on Tuesday, June 01, 2021, during the regular scheduled Commission Board Meeting.**

All work shall be completed within a specified, mutually agreed schedule {by the U.S. Department of Housing and Urban Development, the Authority and the Contractor} and as indicated on a fully executed "Notice to proceed".

A Pre-Bid Conference will be held **[Virtually]** from the Central Office of the Authority on **Friday, May 07, 2021**, at 10:30 A.M. Teleconference Number 866-528-2256, Access Code 9433123. All interested Contractors are strongly encouraged to attend in an effort to prepare an accurate bid.

Prior to issuance of the plans and specifications, all Contractors must provide evidence that he/she are properly licensed for the classification of the work specified in this IFB. Evidence should be in the form of a copy of current license clearly indicating all classifications and must be in good standing with the State Licensing Board of General Contractors.

Only Contractors who are properly licensed in accordance with the criteria established by the State Licensing Board for General Contractors under the Provision of Title 34, Chapter 8, Code of Alabama, 1975, as amended will be considered for bidding the work. All bidders shall show

such evidence by clearly displaying his/her current license number on the outside of the sealed envelope in which the proposal is delivered. Licensing required by the local municipalities shall be obtained prior to the execution of any/all applicable contracts.

The Authority anticipates awarding a contract to the responsible and responsive bidder whose bid, conforming to all the material terms and conditions of the Housing Authority of the City of Northport and the US Department of Housing and Urban Development and the IFB and is the lowest bid.

Bids must be submitted on proposal forms furnished by the Authority or the Contractor or copies thereof. No bid may be withdrawn after scheduled closing for receipt of bids for a period of sixty (60) days. The owner reserves the right to reject any/all bids and to waive any informalities or irregularities, if in the owner's best judgement, the best interest of the owner will thereby be served.

All bids are the property of and shall be retained by the Northport Housing Authority and therefore, will not be returned to the bidders.

Bidders shall include with their proposal the Non-Collusive Affidavit and Previous Partition Certificate on the correct HUD forms and signed by the bidder. A certified check or Bid Bond payable to the Housing Authority of the City of Northport in an amount not less than five percent {5%} of the amount of the bid and must accompany the bidder's proposal. Performance and statutory labor and material payment bonds will be required at the signing of any Contract and the costs of the bonds shall be included in the Contractor's proposal.

Contractors are required to comply with the requirements of Section three for new employment, training and contracting opportunities found in Title 24 CFR 135.

Each firm or individual must certify that compliance with all applicable equal opportunity requirements governing contracts are met. The bid must include signed Northport Housing Authority Certification of Non Discrimination. {Minority and/or Women owned businesses are encouraged to submit a bid}. The Housing Authority of the City of Northport is an Equal Opportunity Employer.

All questions/concerns regarding the bid documents shall be sent and addressed thru the following email address: housing @northport housing authority.org. Oral communication is discouraged and the Authority will not be bound by any oral answers or interpretations of the IFB.

All work shall be completed within a specified time frame {mutually agreed by the Authority and Contractor} according to the terms outlined in the "Notice to proceed "on any specific assignment.

All Bids must be sealed and marked with IFB and Project numbers on the bottom left corner of the envelope and **HAND DELIVERED** to the Central Office of the Authority, 3500 West Circle, Suite 39, Northport, AL 35476 and labeled "According to any/all specialized service". Attention Ruby N. Burton, CEO/Executive Director, no later than the date and time specified above. Any bid that is not sealed or marked accordingly may be rejected.

All Bids must be sealed and marked IFB -2021-001 and the Project Numbers on the bottom left



corner of the envelope and **HAND DELIVERED** to the Central Office of the Authority, 3500 West Circle, Suite 39, Northport, AL 35476 and labeled "According to the Specific Service {s}." Attention: Ruby N. Burton, CEO/Executive Director, no later than the date and time specified above. Any bid that is not sealed or marked accordingly may be rejected.

The Housing Authority of the City of Northport is an Equal Opportunity Employer and a Section Three Participant. The Authority reserves the right to reject any/or all bids, to waive any informalities in the specifications or bidding process or to cancel in whole or in part this request for bids, if in the best interest of the Authority to do so. More than one Contractor may be selected for the same service {s} to ensure repairs/services are available/completed on schedule and {to include any/all emergencies.} Please visit the Authority's Website@NorthportHousingAuthority.org for future references.

The Tuscaloosa News

May 01 & May 08, 2021

## SCOPE OF SERVICES

The Scope of Services for this IFB is for the following; Installation of Carbon Monoxide Smoke Detectors, Plumbing, Lawn Service, {Tree Removal} Pressure Washing Buildings/ Windows, Mold Testing/Removal, Pest Control, Roof Repair/Replacement/ Window Replacement, HVAC Repair/Replacement, Electrical and minor repairs {to include Apartment Make Ready, Floor/Cabinet Repair/ Replacement} Bathroom Remodeling, Parking Space Configuration, Concrete sidewalk repair/replacement in/outside of a selection of apartments and single family homes.

The plan is to begin the work as expeditiously as possible {based on the Authority's FYE scheduled } and complete individual tasks as notified in a fully executed notice to proceed and agreed upon by the Authority, the Contractor and the US Department of Housing and Urban Development. Contractor shall refer to Specifications and General Notes for further clarification. Contractor shall provide temporary toilet facilities and temporary electrical services as required. Contractor shall remove all old materials and waste daily from the site. All materials removed through demolition shall be the responsibility of the Contractor (Owner shall not be liable for disposal of materials). Contractor shall take care to avoid damage to owner's property, tenant property and all utilities on site. Damage caused by Contractor's vehicles or personnel shall be repaired/corrected immediately. Contractor shall follow any/all daily instruction's as provided by the Owner's Maintenance Supervisor or Clerk of the works.

The Developments identified as needing services/repairs are {Development wide}

## BID REQUIREMENTS

All bids in excess of \$100,000, a certified check or bid bond payable to the Northport Housing Authority in an amount not less than five (5) percent of the amount of the bid. Performance and Payment Bonds and evidence of insurance **{Liability & Workers Compensation}** required in the bid documents will be **required** prior to signing the contract.

Contractors must be willing to comply with Section Three Requirements for new employment, training and contracting opportunities as outlined in Title 24, CFR 135. Prior to issuance of the plans and Specifications, all Contractors must provide evidence that he/she are properly licensed for the classification of the work specified in this IFB. **Evidence should be in the form**

***of a copy of current license clearly indicating all classification and must be in good standing with the State Licensing Board for General Contractors.***

Specifications and Bid packets may be obtained by emailing the Authority's CEO/Executive Director at [housing@northporthousingauthority.org](mailto:housing@northporthousingauthority.org).

Bids must be submitted on bid forms furnished by the Owner or Contractor or copies thereof. All bidders bidding in amounts exceeding that established by the State Licensing Board for General Contractors must be licensed under the provisions of Title 34, Chapter 8, Code of Alabama, 1975. The bidder shall show such evidence by clearly displaying his/her current license number on the outside of the sealed envelope in which the bid is delivered. General Contractors who obtain specifications and wish to withdraw from the Bidders list may do so by written request at any time prior to the scheduled closing time of the receipt of bids. No bid may be withdrawn after scheduled closing for receipt of the bids for a period of sixty (60) days. The Owner reserves the right to reject any or all bids and to waive informalities or irregularities if, in the Owner's judgment, the best interest of the Owner will thereby be served.

A Pre-Bid Conference will be held ***{Virtually}*** for this IFB as outlined below. All bidders are strongly encouraged to attend in order to prepare an accurate bid submission:

**DATE:** May 07, 2021  
**TIME:** 10:30 AM  
**LOCATION:** Teleconference {866-528-2256/ access Code 9433123}

#### **ACKNOWLEDGEMENT OF ADDENDUM**

The bidder shall acknowledge in his/her bid receipt of any addendums to this IFB by signing the document on the acknowledgement line of the addendum. Bidder's failure to acknowledge an addendum may result in rejection of the sealed bid.

#### **BID RETENTION**

All bids are the property of and shall be retained by the Northport Housing Authority and therefore, will not be returned to the bidder.

#### **EQUAL OPPORTUNITY REQUIREMENTS**

Each firm or individual shall certify compliance with all applicable equal opportunity requirements governing contracts. The bid must include signed Northport Housing Authority Certification of Non Discrimination. {Minority and/or Women owned businesses are encouraged to respond} The Housing Authority of the City of Northport is an Equal Opportunity Employer.

#### **CONTRACT AWARD**



The Authority anticipates awarding a contract to the responsible and responsive bidder whose bid, conforming to all the material terms and conditions of the IFB and is the lowest bid.

Bidders must include with his/her bid, one (1) original and one (1) copy of the bid, along with the following required documents and forms; {located within the Bid Specification Packet} in addition to the requirements in the specifications contained within this solicitation:

1. **Bid Form**
2. **Bid Bond**
3. **One copy of the Company's current business license or federal ID Number**
4. **All forms must be signed in ink and notarized where applicable.**
  - Beason Hammond Affidavit**
  - AL160116 Residential Construction Wage Determination**
  - HUD-2530 Previous Participation**
  - HUD-2554 Supplemental Conditions of Contract for Construction**
  - HUD-5369 Instructions to Bidders for Contracts**
  - HUD-5369-A Representations and Certifications of Bidders**
  - Non-Collusive Affidavit**
  - Section 3 Clause**
  - Section 3 Participation Election Form**
  - NHA Certification of Non-Discrimination**

All bids must be sealed and marked with the IFB number and Project Name on the bottom left corner of the envelope and **Hand Delivered** to the Northport Housing Authority's Central Office, 3500 West Circle, Suite 39, Northport, AL 35476, and labeled "**ACCORDINGLY**" Attention Ruby N. Burton, CPM, CEO/Executive Director, no later than the date and time specified above. Any bid that is not sealed and /or marked accordingly may be rejected.

#### INQUIRIES

All questions must be submitted in writing to the Authority at least ten (10) business days prior to the bid due date. Questions submitted after the deadline will not be addressed. Questions may be submitted by e-mail to [housing@northporthousingauthority.org](mailto:housing@northporthousingauthority.org). Oral communication is discouraged and the Authority will not be bound by any oral answers or interpretations of the invitation for bids.

#### COMMENCEMENT, EXECUTION AND COMPLETION

The Contractor will be required to commence work under this contract within ten (10) days after its receipt of a written Notice-To-Proceed from the Northport Housing Authority.

#### COMPLETE AND ACCURATE SUBMISSION

A bidder's failure to provide accurate information in response to this IFB may disqualify the bidder from further participation in the IFB process. A sealed bid may be corrected, modified or withdrawn, provided that the correction, modification or request for withdrawal is made by the bidder, in writing, and is received at the place and prior to the date and time designated in the IFB for final receipt of sealed bids. After such date and time, the bidder may not change any provision of its bid in a manner prejudicial to the interest of the Owner and/or fair competition.

#### RIGHTS AND REMEDIES

The rights and remedies of the Northport Housing Authority , as stated in the foregoing, shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

### **TERM OF SERVICE**

The successful contractor shall complete the services required under this contract within the time schedule established in the "Notice To Proceed" issued by the NHA.

### **INSURANCE**

Prior to the execution of the contract for services, the contractor shall provide proof of current Commercial General Liability Insurance (\$1,000,000.00 minimum), Workers Compensation and Employers Liability Insurance (\$1,000,000.00 minimum), as required by law. If awarded a contract, the contractor will agree to name NHA as an additional insured on all commercial or comprehensive general liability policies for the duration of the contract. Additionally, contractor shall state that a thirty day notice of prior cancellation or change will be provided to NHA.

### **GENERAL CONDITIONS**

Bidder understands that the NHA reserves the right to reject any or all bids and waive any informalities or irregularities. In the event of equal low bids, the NHA may consider making a selection by drawing lots.

NHA, in accordance with the executive orders 11625 and 12138, encourages participation by businesses owned and operated by minorities and women and Section 3 Business Concerns. It is the policy of NHA to use the best good faith efforts, consistent with applicable federal regulations and executive orders, to fully promote participation and utilization of disadvantaged and historically underutilized businesses in all areas of Authority contracting. Bidders are expected to demonstrate diligence to achieve participation and utilization of disadvantaged and historically underutilized businesses for performance of the work under this procurement. The NHA has established an administrative goal of 20% of the award of contracts to Disadvantaged & Historically Underutilized Business.

Any dispute, claim or controversy arising out of or relating to this IFB, shall be settled by binding arbitration in Tuscaloosa, Alabama, administered by the National Arbitration Forum (NAF) under its code of procedure, currently in effect, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. There shall be one arbitrator, named in accordance with the procedure. The parties are waiving their right to seek remedies in court, including the right to jury trial. The arbitration will be conducted in accordance with the Federal Arbitration Act (FAA). The arbitrator shall decide the dispute in accordance with the substantive law of the State of Alabama.

**NORTHPORT HOUSING AUTHORITY  
RUBY N. BURTON, CEO/ EXECUTIVE DIRECTOR**

Concurrence by:

CEO/Executive Director

