HOUSING AUTHORITY

of the City of Beaumont, Texas

INVITATION FOR BIDS
IFB NO. 16-002

The Housing Authority of the City of Beaumont (HACB) hereby solicits bids from contractors offering to Repair/ Rehab / Paint at our property location Northridge Manor, 4155 Maida, Beaumont, TX 77708 in accordance to the attached Scope of Work.

Any prospective bidder desiring any explanation or interpretation of the solicitation must request it at a pre-bid site visit on 04/04/2016 beginning at 2:00 pm at the Central Office, which is located at *1890 Laurel, Beaumont, TX 77701*. Prospective Bidders will have the opportunity to ask questions at that meeting or in writing by email to stewardka@bmtha.org or by regular mail at 1890 Laurel, Beaumont, TX 77701. Any information given to a prospective bidder concerning this solicitation will be furnished to all interested parties who are present at the pre-bid site visit meeting on 04/04/2016 or will be answered in writing and posted to our web site at www.bmtha.org. The bids must be enclosed in a sealed envelope and labeled as follows:

BID OFFERING TO REPAIR/REHAB/PAINT
EXTERIOR AT NORTHRIDGE MANOR

_____

Vendor Name

INVITATION FOR BID NO. 16-002

DATE AND TIME THE BID IS DUE:

May 2, 2016 ; 4:00pm

ALL BIDS MUST BE ADDRESSED TO:
Housing Authority of the City of Beaumont
Attn: Tammy Shelton
1890 Laurel
Beaumont, TX 77701

The bids must reach the HACB no later than **4:00 p.m. (local time) on 5/2/2016**. Bids received after the deadline will be rejected.

All bids received prior to the deadline shall be opened publicly and read aloud in the Boardroom of the HACB at 4:01pm 05/02/2016. NO COMMITMENT WILL BE MADE TO ANY BIDDER AT THE BID OPENING.

The bids received prior to the deadline will be evaluated according to the evaluation criteria outlined in the HACB Procurement Policy and the contract will be awarded to the overall lowest, responsive and responsible bidder who meets the requirements of this Invitation for Bids.

Bids may not be withdrawn for a period of ninety (90) days subsequent to the opening of bids without the consent of the Owner.

The HACB reserves the right to waive any informality and to reject any and all bids.

3-15-16
Date

Robert L. Reyna
Robert L. Reyna
Executive Director

HOUSING AUTHORITY

of the City of Beaumont, Texas

IFB# 16-002

Northridge Manor
4155 Maida
Beaumont, TX 77708

Repair/ Rehab/ Paint Exterior

1st Solicitation	03/20/2016
2nd Solicitation	03/23/2016
Pre-Bid Meeting	04/04/2016, 2:00pm
Bid Due Date	05/02/2016, 4:00pm
Bid Reading	05/02/2016, 4:01pm
Estimated Award Date	05/13/2016

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Attachment C:	M/WBE Participation
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1.0 PROFILE OF THE HOUSING AUTHORITY OF THE CITY OF BEAUMONT

The HACB is currently governed by the Housing Authorities Law, codified in the Texas Local Government Code. It is a unit of government and its functions are essential governmental functions. It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low income families, the elderly, and the disabled, and implements various programs designed and funded by the U.S. Department of Housing and Urban Development (HUD). The HACB is a Public Housing Agency.

The property of the HACB is used for essential public and governmental purposes. The HACB and its property are exempt from all taxes, including sales tax on all its purchases of supplies and services.

The HACB enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers.

The HACB maintains contractual arrangements with the U.S. Department of Housing & Urban Development (HUD) to manage and operate its low rent public housing program and administers the Section 8 Housing Assistance Payments Programs. The HACB programs are federally funded along with low rent public housing funds, development grants and rental income.

2.0 SCOPE OF WORK

Contractor shall provide all materials, labor, tools, fuel, equipment and maintenance of equipment, permits, and other items necessary to complete the work as stated herein. Repair / Rehab / Paint at our property Northridge Manor as specified in the attached Scope of Work. (Attachment A)

3.0 GENERAL REQUIREMENTS

3.1 References

Contractor shall submit three (3) business references with contact person and telephone number. References shall be of owners of properties for work similar in size, type and scope to that described herein.

3.2 Qualifications

The bidder/ contractor must have a minimum of 3 years of successful and satisfactory experience as a business contractor.

3.3 Contractor Identification

Contractor's staff must wear identification badges or uniforms for identification as employees of the contractor while performing the described services.

3.4 Security Clearance

Proper security policies & procedures will be observed.

3.5 Safety

The Contractor shall be completely familiar with, and shall enforce all City of Beaumont, State of Texas and Federal OSHA regulations and requirements as applicable for services performed under this Contract.

Contractor shall observe all safety precautions as not to damage or endanger tenants, employees, property or the public in general.

3.6 The bids submitted must remain open for a period of 90 days from the date of the opening of bids.

3.7 The bid prices shall be included in the bid. All prices shall be on a firm fixed price and are not subject to adjustment based on costs incurred.

3.8 All blanks in the bid package must be completed and the bid must be signed by the authorized representative.

3.9 Bids must be made in the form provided in the bid package.

3.10 Contractor shall only take directions from the HACB Contract Administrator or his designee. If the contractor's actions cause an unapproved increase to the contract price, the contractor will be solely responsible for such an increase.

3.11 The HACB reserves the right to accept or reject any item or combination of items.

3.12 The HACB by written notice to the Contractor, at anytime during the term of the contract, may add or delete like or similar locations and/or services to the list of locations and/or services to be performed.

3.13 The HACB will only make payments to the contractor after completion and acceptance of all or any of the work by authorized HACB staff.

3.0 TRADE NAMES, CATALOGUE REFERENCES, STOCK OR PART NUMBERS, ETC.

Wherever in the specifications any materials or processes are indicated or specified by a patent of proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the performance, materials and/or processes desired and shall be deemed to be followed by the words "or equivalent", if not so stated in the specifications herein.

The burden of proof shall rest with the bidder, in the course of a technical evaluation, to prove that the proposed item(s) are equivalent to the performance, materials, processes, or articles specified.

The HACB shall be the sole judge as to whether item(s) bid are equivalent to those specified.

4.0 CORRESPONDENCE

5.1 Requests for additional information related to this IFB shall be made in ***writing*** and directed to the HACB Purchasing Dept. and must be requested at least seven (7) calendar days before the scheduled IFB due date or at the pre-bid meeting. This will allow issuance of any necessary amendment to the IFB.

5.2 Any interpretation affecting all bidders made prior to the bid due date will be issued in the form of an amendment and published on the web site at www.bmtha.org. The HACB will not be bound by or responsible for any other explanations or interpretations of this IFB package other than those given in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon the HACB or HACB representatives.

6.0 EVALUATION CRITERIA

The HACB will evaluate bids in response to this solicitation without discussion and will award the contract to the lowest most responsive and responsible bidder whose bid conforming to the solicitation will be the most advantageous to the HACB, considering only the price and price related factors specified in the solicitation. The HACB reserves the right to reject any and all bids.

The responsibility of the bidder will be determined by considering such matters as the bidder's integrity, compliance with public policy, record of past performance, financial and technical resources and the ability to perform successfully and timely.

Responsiveness will be determined if the bidder's bid meets the requirements of this Invitation for Bids.

NON PERFORMANCE: SUBSTANDARD SERVICE OR QUALITY WILL BE GROUNDS FOR TERMINATION OF THE CONTRACT.

7.0 SUBCONTRACT

Contractor shall not have the right to subcontract in whole or in part the service called for by this specification, unless approved in writing by HACB.

8.0 PERMITS, CERTIFICATES, AND LICENSES

The contractor shall obtain and pay for all permits, certificates, and licenses required and necessary for the performance of the work specified herein, shall post all notices required by law, and shall comply with all laws, ordinances, and regulations bearing on the conduct of the work specified.

9.0 AVAILABILITY OF RECORDS

The U. S. Department of Housing and Urban Development, the Inspector General of the United States, the HACB, the City of Beaumont, and any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm(s) office or firm, which shall relate to the performance of the services to be provided.

10.0 STANDARDS OF CONDUCT

The successful contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

11.0 REMOVAL OF EMPLOYEES

The HACB may request the successful firm(s) to immediately remove from assignment to the HACB contract or to dismiss any employee found unfit to perform duties due to one or more of the following reasons:

- Neglect of duty.
- Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by records or action or fighting.
- Theft, vandalism, immoral conduct or any other criminal activity.
- Selling, consuming, possession, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment at the HACB.

12.0 SUPERVISION

The successful contractor shall provide adequate competent supervision at all times during the performance of the contract. The Project Manager or his designee must be readily available to meet with the HACB personnel. The successful contractor shall provide the telephone number(s) where its representative can be reached.

13.0 CANCELLATION

Irrespective of any default hereunder, the HACB may at anytime at its discretion cancel the contract in whole or in part, and in such event the firms shall be entitled to receive equitable compensation for all work completed and accepted, prior to such termination or cancellation.

14.0 COMPENSATION

The successful contractor must have the financial resources to complete the scope of work and services. Payments shall be made on a monthly basis after the submission and approval of a proper invoice to the Construction Coordinator, Joe Guillory.

15.0 CONTRACT TERM

Due to the nature of the Scope of Work, this contract is not long term or extendable.

16.0 NON APPROPRIATION CLAUSE

The **CONTRACTOR** understands that the **HACB** is a governmental entity and should it not be funded for any period during the term of this contract, any sums due for the remainder of the term shall be forgiven and **HACB** shall not be liable for payment. The **HACB** is required to give the **CONTRACTOR** written notice within fifteen (15) days after learning that the funds will not be available.

17.0 CONFLICT OF INTEREST

No employee, officer or agent of the HACB shall participate directly or indirectly in the selection or in the award of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in an agency selected for award is held by:

- an employee, officer or agent involved in making the award; or
- his/her relative including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father- in- law, mother- in-law, son- in-law, daughter- in-law, brother-in-law, sister- in- law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister; or
- his/her business or professional partner; or
- an organization which employs, negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

18.0 INSURANCE

Contractor shall furnish HACB with evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods. Contractor shall furnish HACB with certificates of insurance showing that the following insurance is in force and will insure all operations under this IFB, and name HACB as an additional insured. Required insurance levels are as follows:

Workers' compensation in accordance with the State of Texas rules and regulations.

General liability insurance with a single limit for bodily injury of $1,000,000 per occurrence and property damage limit of no less than $1,000,000 per occurrence. The insurance may have a combined aggregate of coverage amounting to no less than $1,000,000. Such insurance shall protect Contractor against claims of bodily injury or death and property damage to others. The insurance shall cover the use of all equipment and vehicles used on the site(s) not covered by Contractor's automobile liability. If Contractor has a "claims made policy," then the following additional requirements apply:
The policy must provide a "retroactive date" which must be on or before the execution date of the Agreement and the extended reporting period may not be less than five years following the completion date of the Agreement.

Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than $1,000,000 per occurrence.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of Texas. Contractor shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty- (30) day's prior written notice has been given to HACB.

19.0 M/WBE PARTICIPATION:

The Contractor agrees to utilize its good faith and best efforts to subcontract with minority business enterprises and women business enterprises (herein called M/WBE) certified as such or recognized by HACB as a certified M/WBE.

20.0 USING BEST EFFORTS TO FULFILL M/WBE REQUIREMENTS:

In the event HACB has a reasonable belief that Contractor will not use his/her/its best efforts to meet the M/WBE participation goal, HACB reserves the right to pull work from the contract. Best efforts may be established by a showing that Contractor has contacted and solicited bids/quotes from subcontractors and worked with the Housing Authority to seek assistance in identifying MBE/WBEs.

FAILURE TO USE YOUR BEST EFFORTS TO MEET THE M/WBE PARTICIPATION GOAL MAY CONSTITUTE BREACH OF CONTRACT AND SUBJECT THE CONTRACT TO TERMINATION.

21.0 PERTINENT FEDERAL REGULATIONS NON-DISCRIMINATORY AND EQUAL OPPORTUNITY

Prohibitions against Discrimination and the Requirement of Equal Employment Opportunity

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the bidder.

The bidder must adhere to prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 and prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1989.

The requirements of Executive Order 11246 relating to equal employment opportunity in connection with federally funded programs must be met by the bidder.
The bidder must also meet the requirement of Section 3 of the Housing and Urban Development Act of 1968 relating to the training and employment of individuals and contracting of business from the metropolitan area in which the federally funded program is located.

The bidder must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.

22.0 BID FORM

INVITATION FOR BIDS NO. 16-002

BID DUE DATE: 05/02/2016, 4:00pm

TO: PURCHASING DEPT.

We/I offer to provide Repair/Rehab/Paint services for the HACB property at 4155 Maida , Beaumont, TX at the price listed below in accordance with the specifications stated herein.

I/We have understood the Instructions to Offerors and all their implications.

I/We have understood the Certifications and Representations of Offerors. Contract required from me/us and I/We have certified by signing Form HUD-5369-A that the information contained in these Certifications and Representations, is accurate, complete and current.

I/We agree to keep the bid open for a period of 90 days from the date of the opening of the bid.

ITEM #	PROPERTY NAME	PRICE
	Northridge Manor ***4155 Maida*** ***Beaumont, TX 77708*** ****Repair/Rehab/Paint ****	$_____
	Estimated # of Days for Completion	_____

SUBMIT THE FOLLOWING DOCUMENTS WITH THIS BID SHEET:

1. Original plus one (1) copy of the set of the completed bid packages.
2. Contractor's and/or Bidder Information, Fact Sheet and Questionnaire (Attachment A).
3. Copy of insurance.
4. Certifications and Representations of Offerors Construction Contract (form HUD-5369-A)
5. General Conditions for Construction Contracts (form HUD-5370)
6. M/WBE Participation (Attachment B)
7. References

Date

Name of Bidder

Signature of Authorized Person

The Signature In Print

Business Address

Title

Phone Number

ATTACHMENT A
SCOPE OF WORK
EXTERIOR CAPENTRY & PAINTING

Northridge Manor
4155 Maida Road
Beaumont, TX 77708

A. General Scope of Work:
The successful contractor shall provide all labor, equipment, tools, materials and supplies required to pressure wash all building exteriors, replace all damaged, missing exterior (siding, facial, soffit, trim, post, etc), caulk, prime and paint (including brick) to 81 buildings (80 apartments buildings and 1 office building) in a 3 color paint schemes (all colors chosen by BHA) in accordance with the terms, conditions and specifications. It consists of furnishing all labor, materials, equipment and services necessary and incidental to the completion of the work described therein.

B. Description of Work:

Pressure Washing
Pressure wash all building's exterior using necessary chemical to clean dirt, residue, stain, and mildew without damaging the exterior surfaces.
Hand or power tool clean all scaling, flaking or chipping paint to achieve a sound paintable surface prior to pressure washing.
Counter sink all protruding nails and screw prior to pressure washing.
Rinse surfaces with clean water and let dry thoroughly prior to paint application.

Exterior Carpentry
All buildings shall should be walked and specified on material to replace all damaged, missing exterior.
Material specifications should include type of material, linear footage and location.
Quality and type of lumber replacement should be the same as previously installed or as close as possible.
Material deviations such as masonite instead of wood replacement must be disclosed to BHA for approval and match.
Primer paint should be applied to all surfaces of new wood or material. Color should be different from final coat of paint used; preferably white color should be used.
Caulking should be performed at time of carpentry work. Caulking should be a ten (10) year silicon latex caulk.
Caulk all joints, cracks, and fill all nail holes and puncture scars.
Scrape or cut away any deteriorated, damaged, or ineffective caulking material from corners and joints.
Prime cut-out areas before re-applying caulk.
Brick/mortar damage, cracks should be filled with Polyurethane Mortar Joint Sealant.

Painting
Painting all previously painted surfaces on all property buildings and brick surfaces.
Sand all slick or glossy surfaces to allow proper adhesion for new paint.
Remove all grease, oil, and other foreign materials with approved solvent.

Where old paint exhibits failure of 25% or more of the surface, complete removal of the old finish is required for best results.
Remove all loose and scaling paint. Paint build ups at edges shall be feathered to allow for smooth and adhesive surfaces for new paint.
On all rusted areas remove all oxide corrosion and exposing clean sound metal.
Any stains or graffiti on surface should be removed and/or primed with white pigmented shellac prior to painting.
The Contractor shall provide "Wet Paint" signs as required to protect newly painted finishes.
The Contractor shall not apply paint coating when the SURFACE TEMPERATURE of the area to receive paint is below 50 degrees or above 100 degrees.
The Contractor shall not apply paint coating immediately after rain or during foggy weather.
All visible surface deficiencies shall be corrected prior to application of final coat.

Bid should include all labor, equipment, tools, materials, supplies, delivery, services, permits or anything else required for completion of the required work as outlined and shall be in accordance with all governmental standards, codes, and ordinances.

C. Color Schedule
BHA has three colors selected to be applied on designated buildings of the complex. (Siding, Trim and Doors & Post)

D. Material (must be approved by BHA)
1. Ten (10) year silicon latex caulk.
2. Brick/mortar - Polyurethane Mortar Joint Sealant.
3. Recommended manufacturers for paint and primer. McCown (ext primer -6-609, ext paint 6-900), Sherwin Williams/Duron (loxon block A24W00200, Durcraft C07W00251, B54W00101, A08W001510, PPG/Pittsburgh (3210-1200, 2416-0110G, 4160-6120, 4216-0100L).

E. Quality Assurance:
1. All work must meet City, State and Federal codes if applies.
2. Contractor will be responsible for permits and inspections.

F. Site Conditions:
1. The work covered by these specifications is at occupied and unoccupied buildings.
2. All work must be coordinated with the site manager and or site maintenance.
3. The contractor shall leave no area unsecured or unsafe at the end of the day.
4. The contractor shall at all times keep the premises as clean as possible and free from an accumulation of waste materials and rubbish.
5. It shall be the contractor's responsibilities to field verify all existing conditions and dimensions prior to ordering materials.
6. All materials and items removed shall be disposed of off site by the contractor.

G. Work Site Damages:
1. Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to BHA's satisfaction at the contractor's expense.

ATTACHMENT B

CONTRACTOR'S AND/OR BIDDERS INFORMATION, FACT SHEET AND QUESTIONNAIRE (IFSQ)

GENERAL
This document is a part of the bid document and shall be completed in its entirety. Failure to complete and submit subject document may cause the bid/proposal to be considered nonresponsive thus disqualified.

I. INSTRUCTIONS

A. All questions are to be answered in full, without exception. If copies of other documents will answer the questions completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.

B. The Housing Authority of the City of Beaumont and/or its representative shall be entitled to contact each and every reference listed in response to this IFSQ, and each entity referenced in any response to any question in this document.
The Contractor, _____
(Hereinafter "Contractor"), by completing this document, expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the Owner.

C. Only complete and accurate information shall be provided by the Contractor. The Contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Contractor also acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the HACB of any subsequent agreement between the HACB and the Contractor.

D. The completed form is due in with each bid/proposal to the HACB.

E. This form, its completion by the Contractor, and its use by the HACB shall not give rise to any liability on the part of the HACB to the Contractor or any third party or person.

II. GENERAL BACKGROUND

A. CURRENT NAME AND ADDRESS OF CONTRACTOR:

_____

_____

_____

_____

B. PREVIOUS NAME OR ADDRESS OF CONTRACTOR, IF ANY:

_____

_____

_____

_____

C. CURRENT PRESIDENT OR CHIEF EXECUTIVE OFFICER:

_____

_____

YEARS IN THAT POSITION:

_____

D. NUMBER OF FULL TIME EMPLOYEES:

_____

E. NAME AND ADDRESS OF CURRENT AFFILIATED COMPANIES (PARENT, SUBSIDIARY, DIVISIONS):

_____

_____

_____

_____

F. REFERENCES

Please provide three (3) business references, which currently use or have used rehab/repair services from your company for at least the last three years for services similar in size, type and scope to that described herein.

Name:_____

Address:_____

City and State:_____

Name & Phone Number of Contact:_____

Years of Service:_____

Name:_____

Address:_____

City and State:_____

Name & Phone Number of Contact:_____

Years of Service:_____

Name:_____

Address:_____

City and State:_____

Name & Phone Number of Contact:_____

Years of Service:_____

III. COMMENTS

_____

_____

_____

_____

_____

_____

_____

ATTACHMENT C

M/WBE PARTICIPATION

M/WBE PARTICIPATION: The contractor agrees to subcontract with minority business enterprises and/or women business enterprises (herein called W/MBE) certified as such or recognized by HACB as a certified M/WBE.

USING BEST EFFORTS TO FULFILL M/WBE REQUIREMENT: In the event HACB has a reasonable belief that Contractor will not use his/her/its best efforts to meet the M/WBE participation goal, HACB reserves the right to pull work from the contract. Best efforts may be established by a showing that Contractor has contacted and solicited bids/quotes from subcontractors and worked with the Housing Authority to seek assistance in identifying M/WBEs.

FAILURE TO USE YOUR BEST EFFORTS TO MEET THE M/WBE PARTICIPATION GOAL MAY CONSTITUTE BREACH OF CONTRACT AND SUBJECT THE CONTRACT TO TERMINATION.

NOTIFICATION OF M/WBE PARTICIPATION: Contractor agrees to promptly complete and return all M/WBE Confirmation of Participation and M/WBE Confirmation of Payment forms utilized by HACB to confirm M/WBE subcontractor by submitting copies of checks made payable to the respective M/WBE subcontractor signed by the Contractor.

_____

CONTRACTOR **DATE**

Note: This form must bear a signature.

BIDDER'S PROPOSED MBE/WBE PARTICIPATION FORM

Bidder proposes to work with the following MBE/WBE participants:

Name of Participant	MBE/WBE	Certifying Entity (Beaumont Housing Auth)	Percent of Total Work