



City of Alexandria  
 Community Development Department  
 Attn: Rehab Program Manager  
 625 Murray Street, 3<sup>rd</sup> Floor  
 Alexandria, LA 71301

# CmDv CDBG HOUSING MINOR REHAB BID PACKET

**BIDS DUE BY:**  
**THURSDAY, DECEMBER 21, 2017**  
**9:00 A.M.**

**CmDv #1718 – CDBG CARPENTRY**

Attachment #1	Submittal Conditions
Attachment #2	General Conditions
Attachment #3	Contractor's Bid Proposal Price Sheet - <b>Itemize price for each structure</b> - <b>Complete, sign, return in sealed Bid Proposal packet</b>
Attachment #4	Scopes of Work and Photos - <b>Carpentry work descriptions for 2 addresses</b>



Jacques M. Roy  
 Mayor



Community Development Department  
Attn: Rehab Program Manager  
625 Murray Street, 3<sup>rd</sup> Floor, Alexandria, LA 71301  
318-449-5074 Office / 318-449-5031 Fax  
cda@cityofalex.com

## CmDv CDBG Housing Rehab Services Bid Packet - Submittal Conditions

**BID SUBMITTAL DEADLINE / BID OPENING: 9:00 am on Thursday, December 21, 2017**

ATTENTION: *Qualified Contractors*

The City of Alexandria's *Community Development* Department is soliciting bids, on behalf of qualified home Owners, for the purpose of entering into a *Home Improvement Contract* to repair and rehabilitate residential structures. Submittal conditions shall be:

1. The Contractor or their authorized representative may elect to contact the Property Owner directly to schedule a time to review the scope of work described in the bid packet. The City Inspector does not have to accompany the Contractor to visit the house. However, keep in mind that the scope of work is limited to the bid specification provided in the packet. The Property Owner has no authority to alter the scope. The scope of work includes pictures taken by the City Inspector to assist in the description of work. If you have questions concerning the scope of work description, contact the City Inspector at (318) 449-5069.
2. All sealed bid proposals must be delivered to the address in the letterhead above by the deadline specified.
3. The SEALED bid package must bear your *Community Development Qualified Contractor Registration ID#* on the OUTSIDE FRONT of the envelope. Packages without this information will be considered non-responsive, will not be opened and will be immediately rejected.
4. No email, faxed or call-in bids will be accepted.
5. Any bid submitted must be on the Bid Proposal Price sheet(s) (Attachment #4) and signed by the Contractor or authorized party or will be considered non-responsive and will be rejected.
6. The following information is required on EACH bid proposal sheet submitted: Company Name, Date, Street Address, Mailing Address, Telephone Number, DUNS Number and Contractor Authorized Signature. Any proposal without this information will be considered non-responsive and will be immediately rejected.
7. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212.A.1.c.i.
8. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
9. Bidders are responsible for reading all parts of the *CmDv CDBG Housing Rehab Bid Packet*. The terms applicable to the bid award and contract are defined in this entire packet and may affect bid proposal pricing.
10. Contractors shall be responsible to verify if any *Addendums* have been posted to the original bid specification and factor pricing accordingly. Any questions must be submitted as defined in *Addendums*.

We appreciate your interest in working with Community Development on this federally funded program to improve the property standards within our community!



Jacques M. Roy  
Mayor

Attachment #1



Community Development Department  
Attn: Rehab Program Manager  
625 Murray Street, 3<sup>rd</sup> Floor, Alexandria, LA 71301  
318-449-5074 Office / 318-449-5031 Fax  
cda@cityofalex.com

## CmDv CDBG Housing Rehab Bid Packet – General Conditions

The City of Alexandria's *Community Development Department (CmDv)* is seeking to secure bid proposals, on behalf of qualified homeowners, to provide Rehabilitation Repair Services at various privately owned residential properties within the city limits of Alexandria, Louisiana. These bids shall be in accordance with the terms, conditions, and specifications contained in the entire *CmDv CDBG Housing Rehab Bid Packet*. These services include and incorporate the repair and rehabilitation of residential structures, in order to bring them up to current codes and ordinances and extend the useful life of the structure.

1. All words within the entire *CmDv CDBG Housing Rehab Bid Packet* that are shown in *italics* are defined in Attachment #3. The definitions shall be reviewed by the Contractor for more information and understanding of the intent of the word and/or phrase. These definitions are specific only to this particular bid packet.
2. Any Contractor interested in bidding on *CmDv CDBG Housing Rehab Bid Packets*, must hold an active *CmDv Qualified Contractor Registration*. This includes application, required licenses, required insurances and required documentation acknowledgements.
3. It is the bidder's responsibility to visit the property location and evaluate the work to be performed, in accordance with the entire *CmDv CDBG Housing Rehab Bid Packet*, before submitting a bid. Any oversight on the bidder's part shall not exempt them from the terms of the specifications and/or contract.
  - a. If applicable, an *Addendum(s)* may be posted to inform Contractors of response to additional questions, clarifications and/or changes to the published *CmDv CDBG Housing Rehab Bid Packet*.
4. Bid proposals must be submitted on the Bid Proposal Price Sheet (Attachment #4) provided. Proposals are subject to all conditions listed in Submittal Conditions (Attachment #1). All bid prices shall include any and all material, labor, equipment, disposal, tax and freight charges.
5. The City of Alexandria, on behalf of the Owner, reserves the right to reject for *cause* any and all bids or parts of bids, or accept bids most beneficial to the Owner. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
6. Pursuant to LA R.S. 38:2212.A.1.b, the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
7. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
8. All erasures or corrections on the bid form must be initialed by the Contractor and the City of Alexandria may rely on the apparent authority represented by the initials.
9. Pursuant to LA R.S. 38:2212.1C.2, any manufacturer's preference provided is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.



10. Whenever quantities or usages are provided by the work descriptions, these quantities are estimates only. No guarantee or warranty is given or implied by the City of Alexandria as to the total amount that may or may not be required to complete the work. These estimated numbers may be used to calculate total bid prices.
11. Contractor shall furnish all labor, materials, and equipment necessary to accomplish all of the work required by the entire Bid Packet of the attached properties. Labor shall be performed by skilled, competent craftsmen. The City Inspector shall have the right to have personnel removed from the job who are not performing their services in a workmanlike manner, violating the terms of the bid packet, laws and/or City ordinances.
12. All materials shall be cut and fit tight and nailed in place on the job. Materials shall be free from all pencil and kerfed marks. Best practices shall be used in reference to all installation methods and in accordance with manufacturer's specifications. Finish materials shall be selected by the Contractor to match the quality, color and décor of existing like materials in the house.
13. The Contractor shall exercise proper precaution at all times from the protection of persons and property and shall be responsible for all damages to persons for property, either on or off the site, which occur as a result of his prosecution. Codes shall be observed. Contractor shall take additional safety and health measures as deemed reasonably necessary by *CmDv*. Machinery, equipment, and all hazards shall be managed in accordance with safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws.
14. The Contractor shall be solely responsible for all construction means, methods, techniques, sequences and procedures, and for coordination of all portions of the work under the Contract.
15. The Contractor by the execution of the Contract shall in no way be relieved of any obligation under it due to his failure to receive or examine any form of legal instrument or to visit the site and acquaint himself with the conditions there existing and Community Development will be justified in rejecting any claims based on "Conditions", latent or otherwise.
16. Contractor agrees to provide a drug free workplace which prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Contractor or any of their workers or subcontractors will be prohibited from smoking inside an occupied residence.
17. The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the rehabilitation of the buildings, and shall defend, indemnify, and hold harmless, the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation. Contractor is responsible to account for these conditions in the bid proposal price submitted.
18. The Contractor shall defend, indemnify, and hold harmless, the City and its representatives against all claims arising from injuries to persons or damages to property due to neglect by the contractor.
19. The Contractor shall protect and defend, at Contractor's expense, and indemnify and hold harmless, the City and its representatives, officers, agents, and employees from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensees of Contractor.
20. The successful bidder shall be awarded bids based on the selection of the home Owner. The *CDBG Housing Rehab Program*, however, will use *HUD* funds to only pay the amount up to the lowest responsible, responsive bid price as defined on the *Bid Proposal Price Sheet*, on behalf of the Owner. If a Contractor other than the lowest responsible, responsive bidder is selected, the home Owner shall be responsible to pay the difference in the price, out of pocket, directly to the Contractor. A *Bid Tabulation Sheet Notification* shall be provided to all participating bidders once the home Owner has selected the Contractor and authorized the award of the bid.

21. Any bid price submitted must be honored by the Contractor for ninety (90) calendar days after the bid opening date. This is to provide a pool of alternate bid prices for a *secondary / subsequent award* consideration. The Contractor may also elect to request a *Bid Withdrawal*.
22. A written *Home Improvement Services Contract* shall be executed within thirty (30) calendar days from the date of bid opening.
23. All *new Contractors* awarded a bid proposal for the first time through *CmDv* will be required to successfully complete a minimum of one (1) project prior to signing additional contracts, in the event they are awarded multiple addresses.
24. A *contract termination* may occur for various reasons. The City may also take action to *debar* an awarded Contractor for various reasons.
25. Should an awarded bidder fail to execute a *Home Improvement Services Contract* or satisfactorily complete a project, award be withdrawn, and/or a contract be terminated, a *secondary / subsequent award* may be implemented.
26. The *CDA Rehab Permit* shall serve as the Notice to Proceed. The Contractor shall procure all permits and licenses under federal, state and local laws, pay all charges and fees.
27. As a condition of the *CDA Rehab Permit*, *inspections* shall be required. The City of Alexandria reserves the right to inspect any and all permits, licenses and work at any time prior to or during the construction process. Upon satisfactory completion of the repair, the Contractor is subject to *inspections* defined by the CDA Rehab Permit. The Contractor must schedule a final *CDA Owner / Contractor Acknowledgement inspection* after all work is complete.
28. The Contractor shall notify the City of Alexandria Call Center at 318-441-6333 to schedule inspection(s) deemed necessary on the *CDA Rehab Permit*, a minimum of 24 hours in advance. The Contractor must be present for each inspection to ensure work is code complaint and to ensure the job site has been left in a safe condition daily.
29. The City shall make a one-time *payment* to the Contractor for 100% of the contracted amount due within thirty (30) calendar days of receipt of all requisite documentation.
30. Contractor shall honor all work performed, labor and materials installed for a *warranty* period of one (1) year.
31. The Contractor is responsible for installation of all materials and labor, in a method defined by the manufacturer's specifications, necessary to honor any product *warranty* by the manufacturer. The Contractor is also responsible for delivering all of the warranties and releases to the Owner.
32. Due to the Federal funding limitations of the program, *change orders* will be considered on a case by case basis, only where unforeseen conditions are disclosed during the course of the work which are necessary to complete the defined scope of work.
33. The Contractor shall not negotiate the scope of work with the property owner. Any potential changes to the scope of work must be approved in writing by the Community Development Administrator. It is imperative that the Contractor be diligent about notifying Community Development, and obtaining written consent, prior to any scope of work deviation, based on work to be performed and/or material standard.
34. It is in the Contractors best interest to fully document any pertinent discussions with the home Owner and have them sign the same, in effort to avoid discrepancies later in the process.
35. In the event that the Contractor performs work outside of the scope of this bid packet, the Contractor shall solely be responsible to the Owner for the quality and performance of the work performed.

36. All materials and products shall be new and un-used. Material products shall be of Builder Grade minimum and meet all requirements for code compliance with the current adopted version of the International Residential Code (IRC). Each respective bidder shall be responsible for insuring that his/her product meets or exceeds this specification.
37. The Owner will be required to allow the Contractor to use, at no cost, existing utilities such as light, heat, power, and water necessary to carry out and complete of the work. The Owner shall also consider allowing workers access to restroom facilities during the course of work.
38. If required in the scope of work description or if required by law, the Contractor shall provide the City of Alexandria with asbestos and/or lead based paint test survey, pursuant to the standards of the Environmental Protection Agency and/or the Louisiana Department of Environmental Quality.
39. If any materials are found to contain Lead Based Paint and are defined in the scope of work for removal, that work shall be performed by an EPA Certified Abatement Contractor, who will act as a subcontractor under the Prime Contractor.
40. If required in the scope of work description or if required by law, the Contractor is responsible for obtaining a Lead Paint Clearance Test. All paint chip, dust or soil samples shall be collected and analyzed in accordance with standards established by the State under a program authorized by EPA in accordance with 40 CFR 745.89 and by Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing 24 CFR 35. All Clearance Testing must be performed by a State Licensed Lead Paint Risk Assessor. A copy of the State License and Clearance Report will be required prior to payment. The Contractor must be trained in accordance with the Toxic Substances Control Act Section 402 and received certification by EPA to conduct lead based paint renovation, repair and painting activities pursuant to 40 CFR 745.89.
41. All "nonexempt" construction or demolition debris shall be properly disposed of in a DEQ approved permitted disposal site or transfer facility according to DEQ regulations. Weighing tickets must be submitted to the Community Development Department as documentation of proper disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria.
42. Contractor shall be responsible to keep premises clean and orderly during the course of work and remove all debris upon completion of work. Any and all materials and equipment removed and replaced as part of the work shall belong to the Contractor. Where buildings to be remodeled are furnished and occupied by Owners or their tenants, the prime Contractors, and Sub-Contractor shall make all allowances in their proposals for whatever inconvenience is incurred, i.e., working around furniture, adjusting working hours to accommodate Owners or tenants daily routines, etc. The Contractor shall cover all carpets furniture, etc. in the work area with drop clothes. Passageways and hallways shall be kept clear of debris, lumber, or equipment. Bulk materials may not be stored inside the building. The Owner shall make a reasonable effort to move furniture and rugs to create clear working space for the Contractor.
43. When any bid is accepted for the construction, a written *Home Improvement Contract* shall be executed by and between the Property Owner and the Contractor. No *Home Improvement Contract* between the Owner and the Contractor can be executed until a grant agreement has been executed by the Mayor of the City of Alexandria and the Property Owner.
44. Upon request by the City, the successful bidder may be required to furnish additional information on material(s) and/or product(s) bid for evaluation purposes.
45. Participating bid Contractors can expect to receive a copy of the *Bid Tabulations Sheet Notification*, via email, within ten (10) business days after bid opening to identify the awarded bidder. The notice shall also include a contract signing date for awarded Contractors.
46. In the event the Contractor must temporarily disconnect of all utilities to the structure during the course of work, they shall contact the respective City Utility Departments listed below.
  - a. Electric (318-473-1354)

- b. Gas (318-441-6137)
- c. Water (318-441-6217)
- d. Wastewater (318-441-6247).

47. In the event that the Owner has made repairs that are listed on the scope of work, prior to the issuance of the *CDA Rehab Permit*, the Contractor shall notify Community Development immediately in writing. The Community Development Administrator shall be responsible to issue a *change order* to remove the scope of work from the bid specification. There will be no substitutes or other work defined, as a trade. The Contractor shall also be responsible to issue a credit for the amount of work, for any associated material and/or labor, that will be deducted from the Contractor's final invoice. This shall also remove any warranty related issues specific to this scope of work from the Contractor.
48. In the event that a structure is demolished illegally, without permits or knowledge by *CmDv*, or by fire or natural disaster from the time of bid advertisement up to the time of award contract signing, the *Bid Tabulation Sheet Notice* of award may be withdrawn by *CmDv* and there shall be no commitment of payment for the bid proposal amount. *CmDv* will make every effort to verify the existence of the structure prior to bid advertisement and prior to contract signing.
49. Contractor is responsible for the removal and disposal of all debris based on the scope of work. Contractor must be prepared to provide certified and trained supervisory personnel, asbestos workers, furnish all required or necessary equipment and supplies, and provide insurance and transportation as required.
50. The Contractor shall provide sufficient manpower so as to perform work safely and expeditiously with all equipment plainly marked with the company name or the rental company name, if applicable.
51. Contractor shall have a qualified foreman on site at all times who is authorized to act on behalf of Contractor and capable of making on-site decisions.
52. Contractor shall maintain safe working conditions by installing, operating, maintaining and protecting the project in a manner that will be safe, non-hazardous, sanitary and protective of persons and property. The Contractor shall provide all necessary barricades, signs and take all necessary precautions to protect buildings, property, personnel and the public.
53. Contractor must execute daily cleaning procedures to ensure that buildings, grounds and public properties are maintained free from accumulations of waste materials and rubbish, and shall promptly remove and dispose of all debris that may be a result of services. Flammable material must be removed from the subject property location daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of the City of Alexandria and the general public.
54. Contractor shall also be responsible to keep all dirt, mud, water, etc out of City streets and off the City sidewalk at all times. In the event the incident does occur, the Contractor shall be responsible to clean the same within two (2) hours.
55. In the event there is an unauthorized discharge that causes an emergency condition, the discharger shall follow all procedures required in the Louisiana Administrative Code, Title 33, Part I, Subpart 2, Chapter 39 (LAC 33:I Ch39). The Contractor and/or their subcontractors may elect to maintain Pollution and Accidental Spill Coverage.
56. Contractor shall keep all equipment and vehicles out of the City street and off the City sidewalk in effort to maximize the passage of traffic and street parking for neighboring residents. Contractor shall coordinate any traffic needs with the City of Alexandria Traffic Department (318-441-6126) and/or the LaDOTD.
57. Contractor shall be responsible to notify 811 at least 48 hours prior to any digging operations.
58. Any materials and/or equipment left on the site are the responsibility of the Contractor. Any loss of materials or equipment due to theft, vandalism, etc. shall be the total responsibility of the Contractor.
59. Contractor will remove all tools and equipment immediately after the completion of work.

60. Salvage rights belong to Contractor as soon as the *Home Improvement Contract* is fully executed by both the Owner and the Contractor. It is the Contractors discretion to allow the owner or other parties the salvage of any materials on the property.
61. Any damage caused by Contractor to public or private property shall be remedied by the Contractor, at Contractor's cost to the satisfaction of the City. Repairs to public property shall be in accordance with current City standards, for example, cracked or broken curbs or concrete panels, must be saw cut and squared off prior to new concrete installation. Contact the City Engineering Department (318-473-1173) for more details.
62. Time is of the essence in the performance of the services of demolition and securing of structures. Failure of the Contractor to perform as described, or not complete all activities as required and provided herein, may result in the assessment of liquidated damages of \$500 per day.
63. The Contractor shall be advised that no member or Delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of any possible bid award or to any benefit to arise from the same.
64. The Contractor shall be advised that no member, officer, or employee of the Local Public Body, or its designees or agents, non-member of the governing body of the locality in which the (Program, Project, or Similar) is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the (Program, Project or Similar) during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any Contract or Sub-Contract, or the proceeds thereof, for work to be performed in connection with the (Program, Project, etc).





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## CmDv CDBG Housing Rehab Bid Packet - Definitions

Words and phrases, referenced by *italics*, in this bid packet are defined below for reference.

**ADDENDUM:** a written summary offering clarification and/or changes to the existing, published *CmDv Demolition Services Bid Packet*. An *Addendum*, if applicable, may be published after the *Mandatory Pre-Bid Conference*. Also, any questions or clarifications requests from the Contractor outside of the *Mandatory Pre-Bid Conference* must be presented in writing to CmDv a minimum of ten (10) business day prior to the bid opening date.

- a. If applicable, an *Addendum* will be posted, at the same location as the original bid advertisement on the City's website, for clarification to all potential bidders a minimum of four (4) business days before bid opening / on the Monday of the same week of the bid opening.
- b. *CmDv* will make every attempt to notify Contractor attendees of the *Mandatory Pre-Bid Conference* of any *addendums* are published, however, it is ultimately the Contractor's responsibility to verify the publication of the same.
- c. Also see definitions for *CmDv Demolition Services Bid Packet* and *Mandatory Pre-Bid Conference*.

**BID TABULATION SHEET NOTIFICATION:** The successful bidder shall be awarded bids based on the lowest responsible, responsive bid price as defined on the Bid Proposal Price Sheet submitted. A *Bid Tabulation Sheet* shall be provided to all participating bidders via email within ten (10) business days of bid opening. The confirmation of bid awards shall also include a date and time for awarded Contractors to sign Demolition Services contracts. Requests for the *Bid Tabulation Sheet* can be made through a Public Records Request by any other party that did not submit a bid.

- a. *Bid Tabulation Notification Sheet* shall also identify the *payment* funding source for each project award, however, this is subject to change during the course of the project but have no impact to the Contractor. See definition for *Payment*.

**BID WITHDRAWAL:** Any bid price submitted must be honored by the Contractor for ninety (90) calendar days after the bid opening date. In the event a Contractor, who was initially not awarded a bid on a specific property, wishes to withdraw that particular bid submittal, they must document the request in writing to the *CmDv* Administrator.

- a. The earliest a bid may be eligible to be withdrawn is thirty (30) calendar days after the bid opening date.
- b. A Contractor's written request to withdraw a bid submittal shall be reviewed and responded to in writing by *CmDv* within five (5) business days of receipt.
- c. If a Contractor is approved / accepted by *CmDv* to withdraw a bid submittal, the Contractor would not be able to participate in any *secondary / subsequent award* bid processes for that particular property within the ninety (90) calendar days from the date of initial bid opening, in the event that the project must be re-advertised for public bid. See definition for *secondary / subsequent award*.

**CAUSE:** justified reason. If a contract is terminated for "cause" or bid awards are withdrawn for "cause", *CmDv* shall provide written notification stating the reasons within thirty (30) calendar days. Contractors who have been cited with reasons for *cause*, may be removed for an "*in good standing status*" and may be *debarred*. Proper allowance shall be made for circumstances beyond the control of the Contractor. *Cause* may be any of the following reasons but not limited to:

- a. Failure to follow procedures / requirements defined in the bid packet and/or contract;
- b. Failure to secure Demolition Permit before starting work;
- c. Failure to properly abate materials prior to the act of demolition;



- d. Failure to legally dispose of demolition debris and materials;
- e. Failure to call for inspections as noted on the Demolition Permit;
- b. Failure to complete work within the time specified on the Demolition Permit;
- c. Failure to complete tasks with good workmanship practices;
- d. Failure to clean and grade the site properly;
- e. Failure to provide required insurances, forms and/or documentation to CmDv or LDEQ;
- f. Failure to correct complaints / inspection failures within the allocated time period;
- g. Any event that is determined as cause for a Demolition Services Contract to be terminated by the City or for bid awards to be withdrawn.

*CDA REHAB PERMIT:* The Contractor shall secure a *CDA Rehab Permit* from *CmDv* for a cost of \$150 per permit, prior to the start of any work, to give notice for the lawful work to buildings. The Contractor shall not begin any work on the structure until a *CDA Rehab Permit* has been secured. The permit fee is due at the time of award contract signings. The permit fee is subject to change with City Council approval. The *CDA Rehab Permit* will be issued for signature after all required paperwork is submitted to and approved by *CmDv* via physical delivery or email. The *CDA Rehab Permit* shall act as the Notice to Proceed. *CDA Rehab Permits* issued by *CmDv* are valid for a maximum of thirty (30) calendar days from the date of issuance. Within that time, all work must be complete and pass all required *inspections*. No rain days or holidays will be allowed to extend the permit expiration date without written permission from the *CmDv* Administrator. Submittal requirements for the issuance of a *CDA Rehab Permit* shall be:

- a. Permit fee payment of \$150.00;
- b. Fully executed *Home Improvement Services Contract*;

*CDBG HOUSING REHAB POLICY GUIDELINES:* *CmDv* is required by the City of Alexandria and *HUD* to establish the guidelines for the Housing Rehab Programs that they manage. These guidelines were adopted by City Council via Ordinance. These guidelines are developed to establish a clear and consistent method and expectation of how the programs are to be executed from start to finish. This document is a precursor to the *CmDv CDBG Housing Rehab Bid Packet* and the *Home Improvement Contract*. An electronic copy of this document shall be provided via email on written request.

*CHANGE ORDER:* Due to the nature of Rehab Repair work, some conditions of the repair may be unknown until the work is in progress. Contractor is responsible to account for these conditions in the bid proposal price submitted. *Change orders* shall be considered on a case by case basis and will only be considered for unforeseen conditions disclosed during the course of work and which are necessary to complete the defined scope of work. Any change order request must be submitted by the Contractor in writing to the *CmDv* Administrator. The change order must specify the scope of work to be performed and a price for the same. The City Inspector must deem the requested change permissible and necessary. In the event that *CmDv* initiates the reason for the change order, the scope of work will be defined in writing to the Contractor for pricing request.

- a. An example of an allowable change order would be in the event that an existing bathroom tub was identified for replacement, however, after removal it was determined that the subfloor below is completely rotten and needs to be replaced in order to hold the weight above. This would also not be discovered until after the *Home Improvement Contract* had been awarded. The work required to address these circumstances will alter the current bid specifications, therefore, affecting any related bid price submitted.
- b. Change orders for roofing related issues, such as: number of layers to be removed; deteriorated decking that must be replaced; etc shall not be considered. Contractor shall be responsible to include those expenses in the original bid submittal.
- c. The dollar amount of the change order must be reasonable and substantiated by the Contractor with an itemization of all work hours, equipment, materials and associated expenses.
- d. The dollar amount may also be accepted, negotiated, or rejected by *CmDv* Administrator. In the event that a Change Order is rejected, the *Home Improvement Contract* may be terminated and the entire scope of work modified and re-advertised for public bid.

If an error escapes our detection in the work description, that oversight shall not relieve the contractor of the responsibility of complete compliance with the requirements of the City's adopted codes and ordinance. The Contractor shall carefully

study and compare work description with pictures and shall at once report to the City Inspector any error, inconsistency, or omission he may discover.

*CMDV CDBG HOUSING REHAB BID PACKET*: The bid packet references all documents necessary to compile and define the work to be performed in an advertisement for a request for public bid price submittal. The entire bid packet shall consist of:

- a. Cover Page;
- b. Submittal Conditions (Attachment #1);
- c. General Conditions (Attachment #2);
- d. Definitions (Attachment #3);
- e. Bid Proposal Price Sheet (Attachment #4); and
- f. Each Subject Property Scope of Work with work area photos (Attachment #5).

An electronic copy of the *CmDv CDBG Housing Rehab Bid Packet* and/or any *Addendums* can be downloaded at no charge. Visit the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com), under the heading "Business", and drop down to "RFP/RFQ/Bids". Search for the Bid name and number accordingly.

*COMMUNITY DEVELOPMENT DEPARTMENT (CmDv)*: A Department under the Planning Division within the City of Alexandria. It manages HUD projects and funding, as well as City funds, to accomplish project goals as defined in the Consolidated Plan and at the direction of the Administration. Contact information is 319-449-5071 or [cda@cityofalex.com](mailto:cda@cityofalex.com). Typical customer availability office hours are Monday through Friday from 8:am through 4:pm.

*CmDv QUALIFIED CONTRACTOR REGISTRATION*: Any Contractor interested in bidding on repair services, must be registered with the *CmDv* and be assigned a Qualified Contractor ID number, a minimum of one (1) business day prior to the bid submittal. The Contractor shall submit a completed application for consideration. The *CmDv's* Contractor Qualification Registration Application link can be found at [www.cityofalexandria.com/community-development](http://www.cityofalexandria.com/community-development) towards the very bottom of the webpage. Allow a minimum of three (3) business days for *CmDv* to process the submitted application. Once all paperwork is verified to meet the minimum registration requirements, a Qualified Contractor ID number will be assigned. As part of the application requirements, the Contractor shall:

- d. Hold an active Louisiana State Contractor's license as a Residential Contractor and/or Commercial Contractor; Licensed Electrician and/or Master Plumber. A LSLBC specialty certification in Wrecking and Dismantling is also accepted.
- e. Hold and provide current / active Certificates of Insurance for the following required insurance coverages, which are to remain in force at all times during the contract period. It shall be the awarded Contractors responsibility to ensure that any subcontractor(s) hired also have the same insurance coverages.
  - i. Commercial General Liability Insurance covering premises-operations, products-completed operations, independent contractors and contractual liability. Minimum combined single limit bodily injury/property damage coverage shall be \$1,000,000. Property Damage liability shall be \$1,000,000 each occurrence.
    - a. Within five (5) business days after notification of bid award tabulations, the Contractor shall have the City shall be added as an "Additional Insured" with regard to General Liability Insurance and shall provide a current Certificate of Insurance as confirmation of the same. The City shall receive ten (10) day notice of cancellation of any required coverage.
  - ii. Workers' Compensation Insurance pursuant to Louisiana Law.
  - iii. Commercial automotive liability insurance coverage, not less than the minimum State Law requirements, on all vehicles being used on this project in the contract award. The Contractor shall be prohibited from using personal vehicles for the demolition of structures and hauling / removal of debris.
  - iv. The cost of any insurance deductibles shall be borne by the Contractor.

- v. An Umbrella Policy or excess may be used to meet minimum requirements.
- f. Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged business enterprise firms is encouraged. For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org). The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).
- g. Agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal Division (318-449-5015). Furthermore, Contractor shall acknowledge that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- h. Hold a status of "*in good standing*" with *CmDv*, if they have ever worked on *CmDv* projects in the past.
- i. Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) . Any bidder that is found listed on SAM's as in violation, shall automatically be rejected from bidding privileges, *CmDv Qualified Contractor Registration* and/or bid award, by Category and/or in its entirety.
- j. By *CmDv Qualified Contractor Registration* application submittal, the Contractor is acknowledging that they have not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.
  - i. No individual partner, incorporator, director, manager, officer, organizer or member, who has a minimum of ten (10%) ownership in the Bidding Entity, has been convicted of, or nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by *CmDv*, who is funded by Federal and/or local funds: Public bribery (RS 14:118); Corrupt influencing (RS 14:120); Extortion (RS 14:66); Money laundering (RS 14:230).
  - ii. A conviction of or plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes shall bar any person or the bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by *CmDv* for a period five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere: Theft (RS 14:67)Identity Theft (RS 14:67, 16); Theft of a business record (RS 14:67.20); False accounting (RS 14:70); Issuing worthless checks (RS 14:71); Bank fraud (RS 14:71.1); Forgery (RS 14:72); Contractors - misapplication of payments (RS 14:202); Malfeasance in office (RS 14:134).
  - iii. The five (5) year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be re-advertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

**CERTIFICATE OF COMPLETION WITH OCCUPANCY:** Legal instrument issued by the City Building Official, or their designee, after all work is completed and all required inspections are satisfactorily passed. The Certificate of Completion with Occupancy is provided to the Contractor after the inspection and must be issued prior to the request for *payment* by the Contractor.

**CONTRACT:** See definition for *Home Improvement Contract*.

**CONTRACT TERMINATION:** A contract can be terminated for the following reasons. *Contract termination* may also result in the *debarment* of the Contractor.

- a. By mutual agreement and consent of both parties, within fifteen (15) business days written notice. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
- b. By the Mayor, on behalf of the City of Alexandria, for *cause*. Proper allowance shall be made for circumstances beyond the control of the Contractor;
  - i. If the contract is terminated by the City for any of the terms and conditions authorized under these definitions, Contractor shall be formally notified in writing by *CmDv* by means of certified mail, informing them of cancellation of the contract and giving specific reasons for said cancellation within thirty (30) calendar days. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
  - ii. Contractor shall have the right to appeal a contract termination to the Director of Planning Division within ten (10) calendar days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a certified letter addressed to the Planning Director, stating that an appeal to the decision of cancellation is desired. The Planning Director shall thereafter hold a dispute resolution meeting on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. As necessary, the Planning Director may consult with the City's Legal Division, on behalf of the Administration. After hearing the appeal, the Planning Director may concur, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its finding.
- c. By satisfactory completion of all services and obligations described in the contract. This will leave the Contractor "*in good standing*" for participation with *CmDv* projects.

**DEBAR:** The City has the authority to revoke the Contractor's bidding privileges for a period of two (2) calendar years for *cause*. In the event that a Contractor who was ever *debarred* from working with the City, wishes to participate in the *CmDv* bid process again after their debarment period, they will be considered as a *new Contractor*.

**DISPUTE RESOLUTION:** The Contractor and City shall agree that should any dispute arise concerning the work performed under the *Home Improvement Contract*, *payment*, or *warranty*, the parties agree to submit the dispute in writing within ten (10) calendar days to the *CmDv* Administrator. A dispute resolution, in which the determination will be final and without recourse, will be provided in writing within thirty (30) calendar days of receipt of the dispute notice, in accordance with Article XVII of the Program Guidelines.

**HOME IMPROVEMENT CONTRACT:** A written agreement of terms shall be fully executed between the qualified home owner and the Contractor and shall be binding upon any and all parties. The *Home Improvement Contract* shall be executed within thirty (30) calendar days from the date of bid opening. After the contract is signed by the Owner, the *Home Improvement Contract* must be signed by the Contractor to be considered fully executed and enforceable. Once the *Home Improvement Contract* is fully executed, all terms and conditions of the contract shall be in effect and honored upon any and all parties involved until the contract is satisfied and/or terminated.

**HOUSING AND URBAN DEVELOPMENT (HUD):** The federal agency responsible for national policy and programs that address America's housing needs, improve and develop the Nation's communities and enforce fair housing laws. *HUD* provides federal funds to the City of Alexandria in order to execute defined programs.

**IN GOOD STANDING:** The Demolition Contractor must be "*in good standing*" with *CmDv* and the City of Alexandria, if they have ever performed work for the City in the past, in order to participate in the bid process. This means that prior work

experiences and contracts have been satisfactorily completed. See *cause* for reasons that may prohibit a Contractor for being "in good standing".

**INSPECTIONS:** Each *CDA Rehab Permit* issued shall list the required *inspections* on the second page of the permit specific for that address. The Contractor shall notify the City Inspection Call Center at 318-441-6333 to schedule all inspections a minimum of 24 hours in advance of requested time. Contact the City Inspector at 318-449-5069 to discuss the stage at which the inspection should be requested and the type of work to be inspected. A minimum of two (2) inspections shall be required:

- a. CDA Site Preconference Inspection – (required) to be scheduled by the Contractor a minimum of two (2) business day before the start of work. This provides both parties with an opportunity to visit to site and discuss the scope of work. The awarded Contractor must be present and will be introduced to the home Owner at this time. This can be scheduled at any time after the Contractor signs the *Home Improvement Contract*.
- b. CDA Contractor / Owner Acknowledgement Inspection – (required) to be scheduled by the Contractor after the entire scope of work is completed by the Contractor. This provides the City and opportunity to meet with the Contractor and Owner, onsite to confirm that the specifications and criteria for the scope of work has been completed with warranties provided or identifies remaining work to be performed by the Contractor before a *Certificate of Completion with Occupancy* can be issued and/or the Contractor be paid for services. The awarded Contractor is required to be present. Complete execution of this form is required as a pre-requisite for payment.

**LAWS TO BE OBSERVED:** The Contractor shall comply with all Federal, State and local codes, laws, ordinances and regulations affecting the repair and rehabilitation of structures, and shall indemnify the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation.

**NEW CONTRACTOR / FIRST TIME AWARD:** All Contractors awarded a bid proposal for the first time through *CmDv* or those previously *debarred*, will be required to successfully complete a minimum of one (1) project prior to signing additional contracts, in the event they are awarded multiple addresses. Should *CmDv* determine *cause* against the *new Contractor* on any awarded project, remaining *Bid Tabulation Sheet Notifications / awards* to that Contractor may be *withdrawn* by *CmDv*, on behalf of the Owner. Written notification stating the reasons will be provided to the Contractor within thirty (30) calendar days.

**PAYMENT:** The City shall pay the Contractor 100% of the contracted amount due within thirty (30) calendar days of receipt of all requisite documentation. Invoice submittal questions may be directed to 318-449-5073. The terms of the contract shall be deemed completed and accepted by the *CmDv* after final *payment* is made. Requisite documentation for *payment* shall include:

- a. Satisfactory completion of the *CDA Rehab Permit* and required inspections;
- b. signed Owner & Contractors Acceptance form;
- c. Warranty & Release form;
- d. Issuance of a *Certificate of Completion with Occupancy* by the City Building Official or their designee;
- e. Submittal of an invoice for a one-time *payment*;
- f. Other documentation deemed necessary by *CmDv*.

*Payment* for each *Home Improvement Contract* will be paid with *HUD* federal funds based on the availability of money each fiscal year. See definition for *Bid Tabulation Notification Sheet*.

**SANITARY PROVISIONS:** The Contractor shall observe rules and regulations of the State Board of Health and of all local health officials, and shall take all necessary precautions to avoid unhealthy conditions. In the event the Owner refuses to allow workers access to their bathroom facilities, the Contractor shall provide toilet facilities, as needed, for their employees during the period of work.

*SECONDARY / SUBSEQUENT AWARD:* The decision for a *secondary / subsequent award* shall be the discretion of the *CmDv* Administrator, on behalf of the City. The options for *secondary / subsequent award* shall be to either: award to the next lowest responsible, responsive bidder (if within the specified allotted timeframe to honor bid prices) or re-advertise the property scope of work for public bid. Reasons that could create a *secondary / subsequent award* would be in the event that a project is initially awarded to a Contractor, then the awarded Contractor:

- a. fails to execute a contract;
- b. fails to satisfactorily complete a project;
- c. has multiple awards withdrawn by *CmDv* for cause; and/or
- d. has their contract terminated.

*WARRANTY:* All work performed will be guaranteed by the Contractor for a period of one (1) year following final *Payment*. One copy of the Parts Manual, Service Manual, Operator's Manual and/or Warranty for all products and materials installed shall be given to the Property Owner by the Contractor once the work is complete. The Contractor is responsible for installation of all materials and labor, in a method defined by the manufacturer's specifications, necessary to honor any product warranties by the manufacturer. The Contractor is also responsible for delivering all of the warranties and releases to the Owner. Failure to comply and/or honor work performed may result in *Contract termination* and/or *debarment*.



## CmDv CDBG Housing Rehab Bid Packet – Contractor’s Bid Proposal Price Sheet

The undersigned offers to complete the CDBG Rehab Services for the following structures at the payment price stated for EACH property location listed on this sheet. Each building herein offered for repairs will be awarded to the lowest most responsive responsible bidder as budget allows. The City reserves the right to reject any / all proposals.

#	MPN Project #	Address	Property Owner	Phone #	Itemized Price per structure	CmDv's initials for Acceptance of Bid Price
1	CD12984	2404 Madeline	Theresa Hampton	3184195989	\$	
2	CD12909	618 Applewhite	Altonette Hawkins	3184431611	\$	
<b>CARPENTRY - ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE</b>						

- Proposals must be submitted in accordance with the Bid Submittal Conditions (Attachment #1).
- All bids must be honored for ninety (90) calendar days.
- The Contractor is responsible for visiting the property in effort to estimate their bid proposal and to review the scope of work with pictures provided, and all other parts of the CmDv CDBG Housing Rehab Bid Packet. By signing this form, the Contractor accepts responsibility for the extent and character of work to be performed.
- Bid awards will be made according to General Conditions (Attachment #2) and Definitions (Attachment #3).

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ P O BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_







Community Development Department  
Attn: Rehab Program Manager  
625 Murray Street, 3<sup>rd</sup> Floor, Alexandria, LA 71301  
318-449-5074 Office / 318-449-5031 Fax  
cda@cityofalex.com

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CmDv CDBG Housing Rehab Bid Packet –  
Subject Property Identification including:  
Scope of work to be performed and  
Photo relevant to scope of work

for each location advertised for bid

## Attachment #5



**Case Number: CD-12909**  
**Address: 618 APPLEWHITE STREET**  
**Inspection Date: 12/8/2017**

<p>Repair Siding</p>	<p>Rotted areas on front porch. Approximately 10 Ln Ft. Rot noted at bottom of column on right side. If column needs to be replaced, it must match existing columns.</p> <p>Wood siding on left side of the house has rot at bottom (20x12).</p> <p>Wood siding on right side of home at bottom (20x12)</p> <p>Wood siding at back of home at bottom (10x12)</p> <p>All replaced siding must match existing and be primed/painted to match existing color as close as possible.</p>	
<p>Weather-strip attic hatch / drop-down stairway panel with 3#M2743 type weather stripping or agency approved equal. Insulate attic hatch / drop-down stairway panel with Kraft backed R-19 insulation (or equal), securely stapled. Adjustment may be required to have drop down stairway close as tightly as possible. *Contractor has option to install Builders grade prefab attic stair draft cap cover, R-11 value, to be installed on attic side. This option must be approved by Inspector prior to bid submittal.</p>		
<p>Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award. (Use this description rather than the one on the attachment).</p>		
	<b>TOTAL</b>	<b>\$</b>

Project Number: **CD-12909**  
Address: **618 APPLEWHITE STREET**  
Inspection Date: **6/7/2017**



11/22/2017 1:53:57 PM  
Front porch. Right side at corner



11/22/2017 1:53:53 PM  
Front porch. Left of door



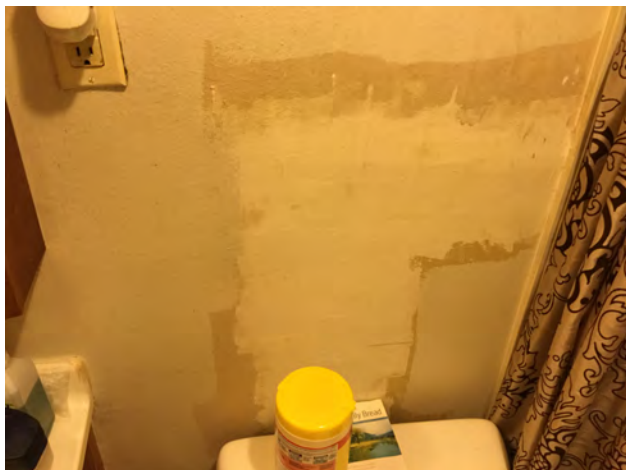
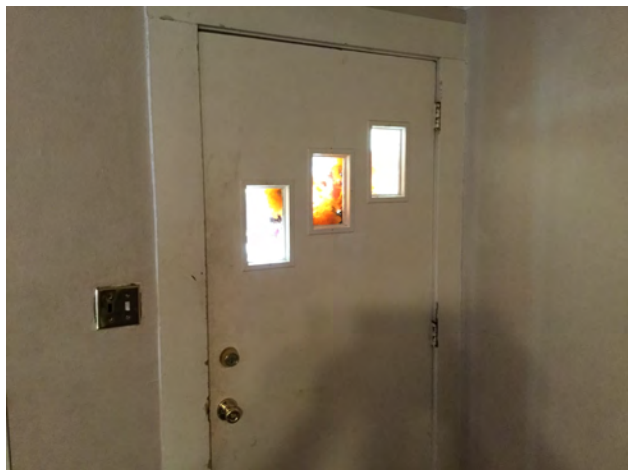
11/22/2017 1:54:09 PM  
Right side of house at front corner

11/22/2017 1:54:00 PM  
Column. Right side of porch

**Case Number: CD-12984**  
**Address: 2404 MADELINE STREET**  
**Inspection Date: 12/8/2017**

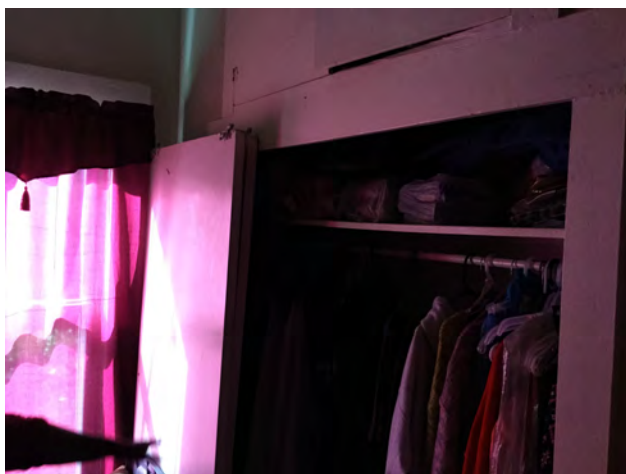
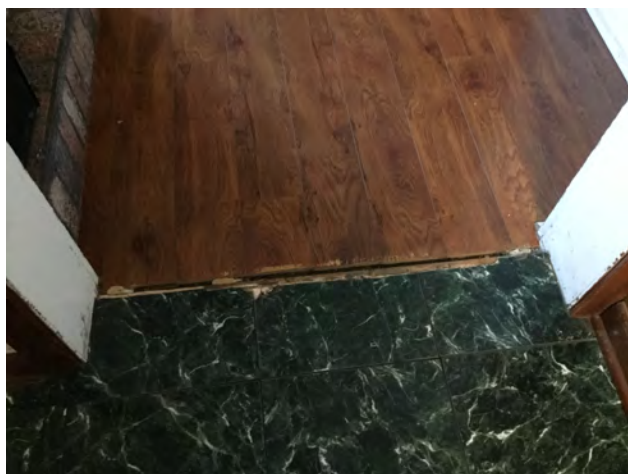
Question	Comment	Amount
Remove existing exterior door hardware and replace with new entry knob hardware and deadbolt lock. Deadbolt lock(s) to be keyed on one side. All lock(s) to be keyed alike. Bore hole for deadbolt, if one does not currently exist.	Front and rear door	
Weather-strip and install new aluminum threshold(s) on exterior door(s). New weather-stripping shall be approximately 3/4" width rigid aluminum with vinyl bead on the end, nailed to the inside and bead pressing firmly against the door. Jamb shall be tightened or caulked in such a manner as to prevent outside air from entering residence.	Front door and rear door	
Rehang existing exterior door(s) in such a manner as to insure proper, plumb and secure fit. Make any and all necessary adjustments to frame and walls to insure proper fit. Replace door casing(s) and jamb. Lead test required.	Front door	
Caulk all exterior sides of windows and doors.	Front door, back door and all windows, 18 total.	
Inspector Recommendation	Install threshold at 2 <sup>nd</sup> Bedroom. Kitchen to living room, kitchen to back bedroom, kitchen to master bedroom, master bedroom to master bathroom.  Install new bi-fold door in front bedroom closet	
	<b>TOTAL \$</b>	

Project Number: **CD-12984**  
Address: **2404 MADELINE STREET**  
Inspection Date: **7/26/2017**



12/8/2017 9:46:04 AM  
Front door

7/26/2017 10:46:41 AM



12/8/2017 9:46:08 AM  
Kitchen to living room. Threshold

12/8/2017 9:46:05 AM  
Front bedroom closet

Project Number: **CD-12984**  
Address: **2404 MADELINE STREET**  
Inspection Date: **7/26/2017**



12/8/2017 9:46:17 AM  
Back door



12/8/2017 9:46:09 AM



12/8/2017 9:46:19 AM