



Community Development Department
625 Murray Street, Suite 7
3rd Floor, Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

CmDv HOUSING REHAB SERVICES BID PACKET

BIDS DUE BY:
Friday, May 30, 2025
at 9:00 am (central)

CmDv RFP #2503 – CDBG MINOR REHAB

Attachment #1	Submittal Conditions
Attachment #2	General Conditions
Attachment #3	Specifications and Criteria for Scope of Work
Attachment #4	Definitions
Attachment #5	Contractor's Bid Proposal Price Sheet - Itemize price for each structure - Complete, sign, return in sealed Bid Proposal packet
Attachment #6	Subject Property Scopes of Work and Photos - Roofing work descriptions for 13 addresses - Electrical work descriptions for 4 addresses - Plumbing work descriptions for 3 address



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CmDv Housing Rehab Services Bid Packet - Submittal Conditions

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON: May 14, 2025 at 3:pm (CST)

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

1. A **Mandatory Pre-Bid Conference** will be held at the time scheduled above. You may attend in-person at 625 Murray Street, Second Floor, Planning Conference room or you may also elect to attend via virtual meeting.
 - a. If you chose to participate via virtual meeting, you **MUST** have a live camera on so that we can visually see you during the meeting to ensure you are engaged and confirm who is attending the meeting on your company's behalf. If you do not have a live camera, you will be removed from the meeting and not allowed to participate or submit a bid proposal.
 - b. The Teams meeting link is:
https://teams.microsoft.com/join/19%3ameeting_OWM2ZmY5MTUtNjA4My00NjFmLWI3NjltOWIxMmEwYzEwMDIw%40thread.v2/0?content=%7b%22id%22%3a%22e921c35-7ccc-4b57-9cf8-55599520dd43%22%2c%22oid%22%3a%2269d276fd-3831-4743-b1e8-0c87d7bd012f%22%7d
Meeting ID: 217 517 683 393 4
Passcode: 25S8Vq75
2. Sealed bid proposals are preferred, however, since this is an RFP and not a public bid, the Contractor may elect to submit the proposal electronically via email to cda@cityofalex.com. The subject line of the email submittal must state: *RFP #2404 – Contractor ID #xxxxx*.
 - a. All sealed bids submitted must be delivered to the address in the letterhead above by the deadline specified and must bear your *Community Development Contractor Registration ID#* on the **OUTSIDE FRONT** of the envelope.
 - b. No faxed or call-in bids will be accepted.
3. Any bid submitted must be on the *Bid Proposal Price* sheet(s) (Attachment #5) and signed by the Contractor or authorized party by hand and in ink by an authorized company representative per LA R.S. 38:2212.A.1.c.i. and shall be fully executed to include Company Name, Date, Street Address, Mailing Address, Telephone Number, UEI # or DUNS #, Contractor Authorized Signature, and Addendum Acknowledgement (if applicable). Any proposal without this information will be considered non-responsive and will be immediately rejected.
4. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
5. Bidders are responsible for reading all parts of the *CmDv Housing Rehab Services Bid Packet*. The terms applicable to the bid award and contract are defined in this entire packet and may affect bid proposal pricing.
6. A ten percent (10%) retainer will be held for forty-five (45) calendar days after Certificate of Acceptance.

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



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CmDv Housing Rehab Services Bid Packet – General Conditions

The City of Alexandria's *Community Development Department (CmDv)* is seeking to secure bid proposals, on behalf of eligible Homeowners, to provide Home Improvement Rehabilitation 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 Housing Rehab Services Bid Packet*. These services include and incorporate the repair and rehabilitation of occupied 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 Housing Rehab Services Bid Packet* that are shown in *italics* are defined in Attachment #4. The definitions shall be reviewed by the Contractor for more information and understanding of the intent of the word and/or phrase, as well as further explanation that may impact bid pricing and work performed. These definitions are specific only to this particular bid packet.
2. Contractor shall furnish all labor, materials, and equipment necessary to accomplish all of the work required by the entire *CmDv Housing Services 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.
3. *CmDv* has a limited amount of funds to spend on rehab services per fiscal year. All properly submitted bids will be opened. Bids may be awarded in any order, in effort to rehab the maximum number of structures for the amount of funds budgeted. Bids will be awarded to the lowest responsive, responsible bidder per Bid Proposal Price Sheet. Multiple addresses may be bundled together and awarded as a group in effort to entice more Contractors to participate. Any bids not awarded due to budget shortfall or other reason deemed valid by *CmDv*, shall be identified on the *Bid Tabulations Sheet Notification*. See Definitions, Attachment #4, for more information.
4. Any Contractor interested in bidding on *CmDv Housing Rehab Services Bid Packets*, must hold an active *CmDv Contractor Registration*. This includes a completed application, required licenses, required insurances and required documentation acknowledgements as described later in this document. See Definitions, Attachment #4, for more information. If you are NOT yet registered, go to www.cityofalexandrialala.com/community-development to download the application.
5. A *Mandatory Pre-Bid Conference* will be held and attendance is required for all interested parties. See meeting info on the Submittal Conditions shown on Attachment 1. See Definitions, Attachment #4, for more information.
6. The bidder has the option to visit each property location and evaluate the work to be performed, in accordance with the entire *CmDv Housing Rehab Services Bid Packet*, before submitting a proposal. The City Inspector is not required to accompany the Contractor. It shall be the bidder's responsibility to contact the Homeowner and coordinate a time for entry. Any oversight on the bidder's part shall not exempt them from the terms of the specifications and/or contract.
 - a. Quantities provided in the scopes of work are for obvious and visible material counts only. The Contractor shall be responsible to confirm actual quantities, visible or hidden, at the time of site visit and include pricing accordingly.
7. Bid proposals must be submitted on the Bid Proposal Price Sheet (Attachment #5) 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.

8. The *Bid Proposal* shall be awarded bids based on the selection of the *Owner*. The *CmDv Housing Rehab Services Program*, however, will use *HUD* federal 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*. A *Bid Tabulation Sheet Notification* shall be provided to all participating bidders once the *Owner* has selected the Contractor and authorized the award of the bid. See Definitions, Attachment #4, for more information.
9. Participating bid Contractors can expect to receive a copy of the *Bid Tabulations Sheet Notification*, via email, within fifteen (15) business days after bid opening to identify the awarded bidder. See Definitions, Attachment #4, for more information.
10. 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*.
11. A written *Home Improvement Services Contract*, for each awarded project, shall be executed on the date and time prescribed in the *Contractor Signing Notice* sent by the *CmDv Rehab Program Manager*. In the event that the Contractor cannot make that specific date and time, a maximum of three (3) business days will be the allowed window to reschedule *Home Improvement Contract* signing.
12. The *CDA Rehab Permit* shall serve as the Notice to Proceed and the goal is for the Contractor to begin work as soon as possible. The *CDA Rehab Permit* shall be signed at the time of the *Home Improvement Contract* execution. The *CDA Rehab Permit* fee is waived for this Rehab Program. See Definitions, Attachment #4, for more information.
 - a. *CDA Rehab Permit* is valid for thirty (30) calendar days from the date of issuance.
 - b. Any *CDA Rehab Permits* not issued at Contract signing must be signed and returned to *CmDv* within three (3) business days of receipt and prior to the start of work.
 - c. The Contractor shall start work on the first Contract address no later than five (5) business days after the *CDA Rehab Permit* is issued.
 - d. In the event the Contractor is awarded multiple contracts from one bid event, in no instance can more than five (5) business days lapse from a passing Building Final inspection from one project to the start work at another location, without written approval from the *CmDv Administrator*.
 - e. In the event a Contractor is awarded multiple contracts at one time, the Contractor shall plan to complete no less than four (4) rehabilitation addresses within the initial thirty (30) calendar days of Permit issuance.
 - i. Due to the very limited scope of work defined, the expectation is that the entire scope of work should be completed and pass all inspections in three (3) business days from the start of work. The Contractor shall plan accordingly.
13. All *new Contractors* awarded a bid proposal for a *first time award* through *CmDv* may sign multiple contracts and Rehab Permits at one time, however, they will be required to successfully complete a minimum of one (1) project prior to starting work at any other locations.
14. The City shall make a one-time *payment* to the Contractor for 90% of the contracted amount due within thirty (30) business days of receipt of all requisite documentation, including the fully executed *Certificate of Acceptance*, after the Certificate of Completion with Occupancy is issued. See Definitions, Attachment #4, for more information.
 - a. The remaining ten percent (10%) balance due will be held as retainage for forty-five (45) calendar days after *Certificate of Acceptance* has been fully executed and held by the *CmDv Program Manager*.
 - i. Once the forty-five (45) days expires, the Contractor shall submit the fully executed *Contractor Release of Lien Affidavit* document to the *CmDv* for the final retainage payment. This document can be emailed to cda@cityofalex.com.

15. Should an awarded bidder fail to execute a *Home Improvement Services Contract* within the prescribed time or unsatisfactorily complete an awarded project, any subsequent awards be withdrawn, and/or a contract be terminated, a *secondary / subsequent award* may be implemented. See Definitions, Attachment #4, for more information.
16. The Contractor and City shall agree that should any dispute arise, a final *dispute resolution*, will be rendered by *CmDv* Administrator, Division Director and/or City Legal Division.
17. It is in the Contractors best interest to fully document any pertinent discussions with the Owner and have them sign the same, in effort to avoid discrepancies later in the process.
18. A *contract termination* may occur for various reasons and can be initiated by the City on behalf of the *Owner*. The City may also take action to *debar* an awarded Contractor for various reasons. See Definitions, Attachment 4, for more information.
19. 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*.
20. Contractor shall be required to retain all records related to work performed under the *Home Improvement Contract* for a period of five (5) years and shall make such records available for inspection, examination, excerpts, and transcriptions to the City, *HUD*, the Comptroller General, or their duly authorized representatives.
21. 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.
22. 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.
23. 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.
24. The Contractor shall comply with all Federal, State and local laws, codes, ordinances and regulations affecting the rehabilitation of the residential structures, as well as abatement and disposal of materials. Contractor is responsible to account for these conditions in the bid proposal price submitted.
25. 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.
26. 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.
27. 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.

28. 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 Housing Rehab Services Bid Packet – Specifications & Criteria

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 *CmDv Housing Rehab Services 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, nor the Contractor, 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, please submit them in writing to cda@cityofalex.com prior to the mandatory Pre-Bid Conference.

Contractor shall note that each house is currently occupied and that neither the Owner, occupants or their belongings will be relocated offsite during this performance of work, therefore, the Contractor must plan accordingly.

Specifications: Rehab Services requested for pricing from and to be performed by the Contractor shall include:

1. providing sufficient skilled labor, manpower and equipment to perform work safely and expeditiously with all equipment plainly marked with the company name or the rental company name, if applicable. This shall include having a qualified foreman on site at all times who is authorized to act on behalf of Contractor and capable of making on-site decisions;
2. complete removal and disposal of all materials replaced in accordance with the scope of work, including but not limited to demolition debris, trash, garbage, appliances, plumbing fixtures or similar materials. All new work performed shall be in compliance with the current version of the International Residential Code;
3. 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 ensuring that his/her product meets or exceeds this specification;
 - a. It is recommended that the Contractor order all materials as soon as Contracts are executed to ensure timely delivery so that work can begin on time;
4. all materials shall be cut and fit tight and nailed (if applicable) in place on the job for permanent installation. 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;
5. responsibility to keep premises clean and orderly during the course of work and remove all debris upon completion of work. Where buildings to be repaired are furnished and occupied by *Owners* and 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;
6. If an awarded address has tested positive for lead based paint (LBP), it will be noted on the specific scope of work that will be impacted. As clarified in the *Housing Rehab Program Guidelines*, the only defined scopes of work that will impact LBP, deteriorated or intact, shall be below the de minimis levels allowed by HUD and are exempted. Therefore, HUD's Lead Safe Practices are encouraged but not required. See Definitions, Attachment #4, for more information.
7. any work not described above but necessary to provide a clean, functioning work site and livable space for the *Owner*;
8. A ten percent (10%) retainer will be held for forty-five (45) calendar days after *Certificate of Acceptance*.

Attachment #3

9. honor all work performed, labor and materials installed for a *warranty* period of one (1) calendar year from the date of issuance of the *Certificate of Completion with Occupancy*.

Criteria: Rehab services to be performed by the Contractor shall include:

1. Upon request by the City, the successful bidder may be required to furnish additional information / literature on material(s) and/or product(s) bid for evaluation purposes to ensure that they meet the minimum specification standards. Determinations on product compliance of “equal or better” will be made by the CmDv Administrator within fifteen (15) business days of the submittal request / review.
2. When any bid is awarded by the *Bid Tabulation Sheet Notification* on the *Owner’s* behalf for rehab services, the Contractor shall receive a *Contractor Signing Notice*, stating the date and time, that the written *Home Improvement Contract* shall be executed by and between the *Owner* and the Contractor at CmDv’s office.
3. No work, abatement or demolition, at any designated site shall begin until the Contractor has received a *CDA Rehab Permit / Notice to Proceed* from the City.
4. A CDA Site Preconference *inspection* is required at any time after the *Home Improvement Services Contract* is signed by the Contractor but before actual repair work has started. See Definitions, Attachment #4, for more information.
5. The Contractor shall notify the CmDv Office at 318-449-5072 to schedule inspection(s) deemed necessary on the *CDA Rehab Permit*, a minimum of 48 hours in advance. The Contractor must call to schedule the inspections during working hours (8:am to 3:30 pm). See Definitions, Attachment #4, for more information.
 - a. Do not email and do not call the Inspector directly. Inspectors are scheduled for days in advance, therefore, you need to confirm availability with the Permit Tech.
 - b. Inspections can only be scheduled from 8:am to 3:30 pm Monday through Friday, without written consent from the Owner and CmDv Administrator.
 - c. The Contractor, not the job foreman, must be onsite at the time of the inspection to meet with the City Inspector to ensure work is code compliant and to ensure the job site has been left in a safe condition daily.
6. Allowed working hours per City Ordinances is 7:am to 6:pm Monday through Friday.
 - a. The Contractor shall plan to physically work on a site no less than six (6) hours per day and shall have all equipment, materials and personnel onsite first thing in the morning and ready to work.
 - b. Any hours planned for work after 3:30 pm will need to be approved by the Homeowner.
 - c. Any work planned outside of 7:am to 6:pm Monday through Friday will first need to request a Construction Noise Ordinance Variance Authorization from the CmDv Program Manager and it must be approved by the Division Director and fully executed by all neighboring property owners.
7. Contractor agrees to keep an open communication with both *CmDv* Program Manager, Inspector and the *Owner*. This communication shall include scheduling site visits to work with the *Owner*, scheduling inspections with the City, scheduling *Lead Clearance Testing* (as required by the Scope of Work) and keeping the *CmDv* Program Manager abreast of any delays and project scheduling. Contractor agrees to be responsive to both parties in a timely and professional manner.
8. *CmDv* has secured the *Owners* approval for the Contractor’s use of all utilities to the structure prior to the issuance of the *CDA Rehab Permit* at no charge to the Contractor. The *Owner* will be required to allow the Contractor to use existing utilities such as light, heat, power, and water necessary to carry out and complete the work. The *Owner* shall also consider allowing workers access to restroom facilities during the course of work.
 - a. In the event the Homeowner refuses access to their restrooms during working hours, the Contractor shall be responsible to provide an alternate portable facility for their crew.

9. 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 uncovered during the course of the work, which are necessary to complete the defined scope of work. See more description in the *Housing Rehab Program Guide*, Article XV.
10. Time is of the essence in the performance of the rehabilitation services for the structures. Failure of the Contractor to perform as described, or not complete all activities as required and provided herein, without reasonable justification and written approval from the *CmDv* Administrator, may result in the assessment of liquidated damages of \$500 per day.
11. 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.
 - a. The Contractor should have bee / wasp spray on-hand at all times.
12. The Contractor shall provide all necessary signs and take all necessary precautions to protect buildings, property, personnel and the public.
13. 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.
14. 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.
15. 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. In the event the street must be closed to complete the required work, the Contractor shall responsible to notify the appropriate street authority and provide their own barricades on the street at the necessary locations. Contractor shall coordinate any traffic needs with the City of Alexandria Traffic Department (318-441-6126) and/or the LaDOTD.
16. During the rehab process, 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.
17. Contractor shall be responsible to notify 811 at least 48 hours prior to any digging operations.
18. 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. Contractor will remove all tools and equipment immediately after the completion of work daily. Any materials and/or equipment left on the site are the responsibility of the Contractor.
19. Salvage rights of removed debris materials belong to Contractor after the *Home Improvement Contract* is fully executed by both the *Owner* and the Contractor. After that time, it is the Contractors discretion to allow the owner or other parties the salvage of any debris materials left on the property.
20. 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.
 - a. If the Contractor fails to make necessary repairs, the City may withhold estimated costs out of the Contractor's payment to have the repairs made.
 - b. Repairs shall be completed and pass City inspection no less than fifteen (15) calendar days after the work is

completed on the house.

21. The Contractor shall indemnify the City of Alexandria and its representatives against all claims arising from injuries to persons or damages to property due to neglect by the Contractor.
22. 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 *Home Improvement Contract*.
23. 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, documentation and releases to the Owner prior to the issuance of the *Certificate of Completion with Occupancy*.
24. 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)
25. The Contractor shall not negotiate the scope of work with the *Owner*. Any potential changes to the scope of work must be approved in writing by the *CmDv* Administrator. It is imperative that the Contractor be diligent about notifying *CmDv*, and obtaining written consent, prior to any scope of work deviation, based on work to be performed and/or material standard. 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.
 - a. The Contractor and *Owner* must also acknowledge that any complaints or issues for work performed outside of the scope of this bid packet shall not hold-up or delay the required inspections or signing of the *Owner-Contractor Acknowledgement Acceptance Form*, issuance of the *Certificate of Completion with Occupancy* or *payment* to the Contractor.
26. 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 *CmDv* immediately in writing. The *CmDv* Administrator shall be responsible to issue a *change order* to remove the scope of work from the bid specification. See Definitions, Attachment 4, for more information on Change Orders.



CmDv Housing Rehab Service 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 to supplement the *CmDv Housing Rehab Services Bid Packet*. An *Addendum*, if applicable, may be published after submitted written questions and/or a *Pre-Bid Conference*. Any questions requested by the Contractor prior to the Pre-Bid Conference must be submitted in writing at least one (1) business day before the Pre-Bid Conference. Answers will not be provided by CmDv staff over the telephone because all interested bidders must receive the same information up to bid opening. Any questions or clarifications requested after a *Pre-Bid Conference* will not receive a response.

- 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 Contractors who attended the scheduled *Pre-Bid Conference* of any *addendums* published, however, it is ultimately the Contractor's responsibility to verify the publication of the same.
- c. Also see definitions for *CmDv Housing Rehab Services Bid Packet*.

BID PROPOSAL: Any interested bidder, who holds a current, active CmDv Contractor Registration ID #, is allowed to submit a bid proposal in response to the RFP published. The proposal is the Contractor's price for providing skilled labor, materials, equipment, disposal, taxes and freight charges, insurances, etc. to perform the work described in the RFP. All properly submitted bids will be opened. Bids may be awarded in any order, in effort to rehab the maximum number of structures for the amount of funds budgeted. Any bids not awarded due to budget shortfall or other reason deemed valid by *CmDv*, shall be identified on the *Bid Tabulations Sheet Notification*. The successful bidder shall be awarded bids based on the lowest responsive, responsive bid price as defined on the *Bid Proposal Price Sheet*, Attachment #5, submitted and selected on behalf of the Owner.

- a. Bid proposals shall be submitted as defined in the Submittal Conditions, Attachment #1.
- b. All bids must be submitted on the specific Bid Price Proposal Sheet in this RFP, labeled Attachment #5.
- c. The following information is required on EACH bid proposal sheet submitted: Company Name, Date, Street Address, Mailing Address, Telephone Number, UEI # or DUNS #, Contractor Authorized Signature, and Addendum Acknowledgement (if applicable). Any proposal without this information will be considered non-responsive and will be immediately rejected.
- d. If there is a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
- e. Sealed bid proposals are preferred, however, since this is an RFP and not a public bid, the Contractor may elect to submit the proposal electronically via email to cda@cityofalex.com. The subject line of the email submittal must state: *RFP #2404 – Contractor ID #xxxxx*.
 - i. All sealed bids submitted must be delivered to the address in the letterhead above by the deadline specified.
 - ii. All sealed bid packages must bear your *Community Development 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.
 - iii. No faxed or call-in bids will be accepted.
- f. Contractors shall be responsible to verify the *Addendum #*, if applicable on the Bid Proposal Price Sheet.
- g. 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.
- h. All bids shall be signed by hand in ink by an authorized company representative per LA R.S. 38:2212.A.1.c.i.
- i. If properties are grouped / bundled, there may be multiple Bid Proposal Price Sheets, indicating the properties grouped / bundled per bid price and/or those listed individually. See Bid Proposal Price Sheet, Attachment #5 for applicability. Bids will be awarded to the lowest responsive, responsible bidder per group / bundle on Bid Price Proposal Sheet. Should the bidder omit and/or swap out a property listed within the defined group / bundle, the group bid proposal will be considered non-responsive and will be rejected.

- i. In the event that several properties are bid as a group and there is a discrepancy between the total group price and the unit prices, the unit price shall prevail to determine the corrected group price.
- j. *CmDv* will either award an entire grouping / bundle or will not award an entire grouping / bundle based on total bid price and available funding.
 - i. In the event that *CmDv* cannot award an entire grouping / bundle due to limited funding availability, *CmDv* reserves the right to select specific properties from a specific grouping / bundle and responsible responsive low group / bundle bidder will be asked if they will continue to honor their individual bid prices for selected properties. This is in effort to award as many projects as possible per bid event.
 - 1. If the Contractor agrees, the bid award will be made for those properties individually.
 - 2. If the Contractor does not agree, the properties will be re-advertised for bid.
- k. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
- l. 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.

CmDv reserves the right to group / bundle multiple rehab site locations together as one group bid price request, based on criteria to be pre-determined before bid advertisement, such as proximity, discipline or other reason deemed valid by *CmDv*. This is in effort to entice Contractors to participate and to solicit more competitive pricing by potentially reducing mobilization costs and other variables for the Contractor. Bids submitted, however, must still specify price per unit because any awards will be confirmed through individual *Home Improvement Services Contracts* per address location. This is required in order to comply with program guidelines and HUD requirements and the specific payment funding source.

BID TABULATION SHEET NOTIFICATION: A *Bid Tabulation Sheet* shall be provided to all participating bidders via email within fifteen (15) business days of bid opening. Requests for the *Bid Tabulation Sheet* can be made by any party that did not submit a bid through a Public Records Request by emailing ppr@cityofalex.com.

- a. If the Owner insists on selecting a bid other than the lowest responsible, responsive bidder, then the initial award to be paid with HUD funds shall be deemed ineligible. Past experience has proven that the arrangement and timing of a separate payment between the Owner and Contractor has caused problems that affected the success of the Rehab Program and is therefore prohibited.
- b. Payment for each Home Improvement Services Contract may be paid with HUD federal funds and/or other resources, on behalf of the Owner, based on the availability of money each fiscal year. Bid Tabulation Notification Sheet shall identify the funding source for each project awarded, however, this is subject to change during the course of the project with no impact to the Contractor.

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 forty five (45) 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 deemed by *CmDv* on behalf of the *Owner*. 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 of the infraction. The City reserves the right to terminate a contract between an *Owner* and a Contractor, on behalf of the *Owner* or the Contractor. Contractors who have been cited with reasons for *cause*, may be removed for an *in good standing status*, put on probation and/or may be *debarred* from future work with *CmDv* and/or the City for a minimum of two (2) years or longer. 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, program guidelines and/or contracts;
- b. Failure to communicate timely with *CmDv*, the Contractor and/or the Owner;
- c. Failure to secure *CDA Rehab Permit* or a CDA Pre-conference Site Inspection before starting work;
- d. Failure to perform the specified scope of work;
- e. Failure to meet scheduled time inspections and/or appointments;
- f. Failure to provide access;
- g. Failure to secure change order approval to perform work outside of the scope of work;
- h. Failure to properly clean and/or abate materials prior to completion of work or in the act of removal / demolition;
- i. Failure to legally dispose of hazardous debris and materials;
- j. Failure to call for inspections as defined and noted on the *CDA Rehab Permit*;
- k. Failure to complete work within the time specified on the *CDA Rehab Permit*;
- l. Failure to complete tasks with good workmanship practices;
- m. Failure to work using HUD's Lead Safe Practices;
- n. Failure to provide passing *post-work lead clearance test* reports as required by the scope of work;
- o. Failure to provide required insurances, forms and/or documentation to *CmDv*, *HUD*, *EPA* or *LDEQ*;
- p. Failure to correct complaints / inspection failures within the allocated time period;
- q. Failure to honor one (1) calendar year warranty;
- r. Any event that is determined as *cause* for a *Home Improvement Contract* to be terminated by the City or for bid awards to be withdrawn.

CDA REHAB PERMIT: *CDA Rehab Permit(s)* must be signed by the Contractor at the same time that the *Home Improvement Contract* is signed by the Contractor with the *Owner*. *CmDv* will hold the Permit until all necessary documentation is received and will then issue the *CDA Rehab Permit* as the Notice to Proceed after everything is complete.

- a. The Contractor shall not begin any work on the structure until a *CDA Rehab Permit* has been issued and a CDA Site Preconference *Inspection* is completed.
- b. The *CDA Rehab Permit* fee has been waived.
- c. *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*.
- d. Page 2 of the *CDA Rehab Permit* shall define the *inspections* required for the particular scope of work to be performed.
- e. Any *CDA Rehab Permits* not issued at Contract signing must be signed and returned to *CmDv* within three (3) business days of receipt and prior to the start of work.
- f. The Contractor shall start work on the first Contract address no later than five (5) business days after the *CDA Rehab Permit* is issued.
- g. In the event the Contractor is awarded multiple contracts from one bid event, in no instance can more than five (5) business days lapse from the Building Final from one project to the start work at another location, without written approval from the *CmDv* Administrator.
- h. In the event a Contractor is awarded multiple contracts at one time, the Contractor shall plan to complete no less than four (4) rehabilitation addresses within the initial thirty (30) calendar days of Permit issuance.
 - i. Due to the very limited scope of work defined, the expectation is that the entire scope of work should be completed and pass all inspections in three (3) business days from the start of work. The Contractor shall plan accordingly.
- i. The City Inspector may visit the site at any time if more than ten (10) business days have passed without any inspections being requested.
- j. Upon satisfactory completion of all work, the Contractor must schedule a Building Final *inspection* and a final *CDA Owner / Contractor Acknowledgement inspection*. The Contractor shall ensure the Owner and Inspector are present for these two inspections that shall happen simultaneously.
- k. In the instance that a Contractor is awarded multiple projects within one bid event or if the Contractor is new to working with *CmDv*, the Contractor or *CmDv* may delay subsequent *CDA Rehab Permit* issuances. Multiple Permits can be signed at the same time the *Home Improvement Contracts* are signed and the issuance dates can be adjusted accordingly if needed.

- I. No rain days or holidays will be allowed to extend the permit expiration date without written permission from the *CmDv* Administrator.
- m. The Contractor shall procure all permits and licenses under federal, state and local laws, pay all charges and fees. 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.

CERTIFICATE OF COMPLETION with OCCUPANCY: Legal instrument issued by the City Building Official, or their designee, after all requisite documentation is received, work is completed, all required *inspections* are satisfactorily passed, which may include a *post-work clearance test reports* where applicable. The *Certificate of Completion with Occupancy* must be issued in order for the Contractor to be paid.

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.

- a. Any change order request must be submitted by the Contractor in writing on a *CmDv* standard form, with a detailed description of the work to be performed, the reason it is relevant to the original scope and specify a price increase or decrease based on the change.
- b. 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.
- c. 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. *CmDv* also reserves the right to assign the revised scope to the next subsequent low bidder.
- d. The Contractor must request the City Inspector's review. The City Inspector must deem the requested change permissible and necessary. The City Inspector will sign the change order form, if deemed applicable.
- e. The Contractor must request the *Owner's* approve for the change order request. The *Owner* will sign the change order form, if agreed.
- f. If an error escapes *CmDv's* detection in the work description but is clearly a normal requirement to complete the work, 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.
- g. Contractor shall be responsible to submit the fully executed change order form to the *CmDv* Administrator for approval. The *CmDv* Administrator shall approve, reject or negotiate the change order with five (5) business days after submittal. No work related to the change order shall begin until approval has been authorized.
- h. Once approved, the *CmDv* Administrator will send the signed change order form back to the Contractor and prepare for the change in *payment* due to the Contractor. The Contractor may then begin work defined by the approved *change order*.

An example of an allowable versus an un-allowed change order would be:

- a. 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 of the new tub. This may 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 and would be deemed allowable.
- 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. The bid specification shall also specifically note: "No change order will be allowed." Contractor shall be responsible to include those expenses in the original bid submittal.

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. See more description in the *Housing Rehab Program Guide*, Article XV.

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 *CmDv* immediately in writing, in the form of a *change order* for the reduction of work to remove the scope of work from the bid specification.

- a. There will be no substitutes or other work defined, as a trade.
- b. 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 credit must be reasonable for fair market value.
- c. This shall also remove any warranty related issues specific to this scope of work from the Contractor.

CmDv HOUSING REHAB SERVICES 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. An electronic copy of the *CmDv Housing Rehab Services Bid Packet* and/or any *Addendums* can be downloaded at no charge. Visit the City of Alexandria's website, www.cityofalexandria.com, under the heading "*Business*", and drop down to "*RFP/RFQ/Bids*". Search for the Bid name and number accordingly. The entire bid packet shall consist of:

- a. Cover Page;
- b. Submittal Conditions (Attachment #1);
- c. General Conditions (Attachment #2);
- d. Specifications and Criteria for Scope of Work (Attachment #3);
- e. Definitions (Attachment #4);
- f. Bid Proposal Price Sheet (Attachment #5); and
- g. Each Subject Property Scope of Work with work area photos (Attachment #6).

CmDv CONTRACTOR REGISTRATION: Any Contractor interested in bidding on repair services, must be registered with the *CmDv* and be assigned a Contractor Registration ID number. If the Contractor is not already registered with *CmDv*, they can download the application from www.cityofalexandria.com/community-development towards the very bottom of the webpage. It needs to be submitted to cda@cityofalex.com a minimum of three (3) business day prior to the bid submittal. Once all paperwork is verified to meet the minimum registration requirements, a Contractor Registration ID number will be assigned. As part of the application requirements, the Contractor shall:

- a. be "*in good standing*" to be considered for participation in *CmDv* projects.
- b. Hold an active Louisiana State Contractor's license as a Residential Contractor. If the scope of work is specific to only one discipline trade, a Licensed Electrician and/or Master Plumber may be acceptable.
 - i. A LSLBC Home Improvement certification will not be accepted.
 - ii. A Residential Contractor with an EPA Renovation, Repair and Painting certification is preferred. Or, a certification of HUD's Lead Safe Work Practices is also an accepted preference.
- c. 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.
 1. 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) calendar 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.
- d. 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. The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).
- e. 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.
- f. Hold a status of "*in good standing*" with *CmDv*, if they have ever worked on *CmDv* projects in the past.
- g. 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 . Any bidder that is found listed on SAM's as in violation, shall automatically be rejected from bidding privileges, *CmDv Contractor Registration* and/or bid award, by Category and/or in its entirety.
- h. By *CmDv 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.

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 and other funding sources, to accomplish project goals as defined in the Consolidated Plan and at the direction of the Administration. The Contractor shall remain in contact with the *CmDv* Rehab Program Manager throughout the project and they can be reached at 319-449-5074 or cda@cityofalex.com. Typical customer availability office hours are Monday through Friday from 8:am through 4:pm.

CONTRACT TERMINATION: A contract may be terminated for the following reasons. *Contract termination* may also result in the *debarment* of the Contractor. Any contract termination may affect the potential award of future contracts. *Contract termination* may result:

- a. By mutual agreement of the *Owner* and Contractor via written consent of both parties. This termination consent agreement must be executed within fifteen (15) business days of the initial written notice may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
- b. By the *CmDv* Administrator, on behalf of the City of Alexandria, to the *Owner* and/or the Contractor, for *cause*. Proper allowance shall be made for circumstances beyond the control of the Contractor, and/or where *cause* may be by the *Owner*;
 - i. If the contract is terminated by the City for any of the terms and conditions authorized under these definitions, Contractor and *Owner* shall be formally notified in writing by *CmDv*, by means of email or certified mail, informing them of cancellation of the contract and giving specific reasons for said cancellation within thirty (30) calendar days of the decision to terminate. This termination consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
- c. Contractor or Owner shall have the right to submit a written appeal of a contract termination to the *CmDv* Administrator and/or the City's Legal Division within ten (10) business days from the date that written notification was sent. To initiate an appeal, the party must email written notice addressed to the *CmDv* Rehab Program Manager, stating that an appeal to the decision of termination / cancellation is requested. The *CmDv* Administrator and/or the City's Legal Division shall thereafter request documentation and/or hold a *dispute resolution* meeting on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of termination. After reviewing the files and/or hearing the appeal, the *CmDv* Administrator and/or the City's Legal Division will render a written determination, to which all parties shall agree to accept as a final decision. The written determination shall occur within thirty (30) calendar days of the receipt of the appeal notice. Any further pursuit of a secondary appeal will need to occur through the Rapides Parish 9th Judicial District Court.
- d. A contract termination may affect the Contractor's Registration status with *CmDv*, depending on the circumstances leading to the termination. It may also result in *debarment*. The decision to the change in status shall be made by *CmDv* Administrator and/or the City's Legal Division.

CONTRACTOR SIGNING NOTICE: *CmDv* Rehab Program Manager will prepare a written notice with the time and date of when the *Home Improvement Contract* shall be signed by the Contractor. This date will be determined by the date that the Grant Agreements between the City and the *Owner* are signed by the Mayor, authorizing the funding of the project and shall occur as soon as possible after that date. City Council approval is not required to authorize the Mayor to sign contracts since authority has been given via Ordinance #157-2024. In the event that the Contractor cannot make the specific date and time, a maximum of three (3) business days will be the allowed window to reschedule. The goal is for the Contractor to begin work as soon as possible.

- a. *CmDv* will have a maximum of forty five (45) calendar days from the date of bid opening to sign contracts. This will be due to the availability of funding and the Mayor to execute contracts. However, this does not mean that the Contractor can delay the date of *Home Improvement Contract* signing by his discretion.
- b. An exception would be in the event there is an unforeseen delay in receiving funding greater than forty five (45) calendar days but within the ninety (90) calendar days after the bid opening date, the *Home Improvement Services Contract* will be signed as soon as the funds are received.
- c. In the event there is an unforeseen delay in receiving funding greater than ninety (90) calendar days after the bid opening date, once funds are received, the lowest, responsible responsive bidder will be asked if they will continue to honor their bid prices.
 - i. If the Contractor agrees, the *Home Improvement Services Contract* will be signed as soon as the funds are received.
 - ii. If the Contractor does not agree, the properties will be re-advertised for bid.

DEBAR: The City has the authority to revoke the Contractor's bidding privileges for a period of two (2) calendar years, or longer depending on the infraction, for *cause*. In the event that a Contractor has been *debarred* from working with the City and 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, *Owner* 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 Rehab Program Manager*. The *CmDv Administrator, Division Director and/or the City's Legal Division* shall thereafter request documentation and/or hold a *dispute resolution* meeting on the appeal, giving all parties the opportunity to present any and all evidence concerning the dispute. After reviewing the files and/or hearing the appeal, the *CmDv Administrator, Division Director and/or the City's Legal Division* will render a written determination, to which all parties shall agree to accept as a final decision. The written determination shall occur within thirty (30) calendar days of the receipt of the dispute notice in accordance with Article IXX of the *Housing Rehab Program Guidelines*. Any further pursuit of a secondary appeal will need to occur through the Rapides Parish 9th Judicial District Court.

FUNDING SOURCE: *CmDv* shall manage programs authorized by the City's Five Year Consolidated Plan and Annual Action Plan. These plans determine which programs will be made available each fiscal year, the criteria for eligibility, and the amounts allowable to each. The qualification for each funding source is predetermined prior to the bid advertisement by the *CmDv Staff*. *HUD* is one of the funding sources to the City. See *Housing Rehab Program Guidelines* for other requirements.

HOME IMPROVEMENT CONTRACT: A written agreement of terms shall be fully executed between the eligible *Owner* and the Contractor and shall be binding upon any and all parties. The *Home Improvement Contract* shall be executed within the time prescribed in the *Contractor Signing Notice* that will be sent after the *Bid Tabulation Sheet*.

- a. In the event that the Contractor cannot make that specific date and time, a maximum of three (3) business days will be the allowed window to reschedule *Home Improvement Contract* signing. The goal is for the Contractor to begin work as soon as possible.
- b. 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.
- c. The *Owner* must enter into a Grant Agreement with the City of Alexandria prior to the signing of a *Home Improvement Contract*, in order to authorize payment for services on the *Owner's* behalf.
- d. The Contractor, by the execution of the *Home Improvement Contract*, shall in no way be relieved of any obligation under it, due to their failure to receive or examine any form of legal instrument or to visit the site and acquaint themselves with the existing conditions. *CmDv* will be justified in rejecting any claims based on "Conditions", latent or otherwise.

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* is a source of federal funds to the City of Alexandria in order to execute defined programs.

HOUSING REHAB POLICY GUIDELINES: *CmDv* is required by the City of Alexandria and *HUD* to establish the guidelines for the federally funded Housing Rehab Programs that they manage. Each funding source has specific Housing Rehab Policy Guidelines that were adopted by City Council via Ordinance and/or Resolution. 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. These guidelines are a precursor to the *CmDv Housing Rehab Services Bid Packet*, the Grant Agreement and the *Home Improvement Contract*. An electronic copy of this document can be downloaded from www.cityofalexandria.com/community-development in the gray tabs to the right side of the page. It is the Contractor's responsibility to download, read and review the terms of the Program prior to contract signing.

IN GOOD STANDING: The awarded 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, along with requisite documentation. 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 *CmDv* at 318-449-5072 to schedule all inspections a minimum of 48 hours in advance of requested time. The Contractor must be present for each inspection to meet with the City Inspector to ensure work is code complaint and to ensure the job site has been left in a safe condition daily. 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. All requisite inspections, listed on page 2 of the CDA Rehab Permit, CANNOT be scheduled on the same day. A minimum of two (2) inspections shall be required and others that may be applicable, depending on the scope of work:

- a. CDA Site Preconference Inspection – (required) to be scheduled after the *Home Improvement Contract* is signed but a minimum of two (2) business day before the start of work. This provides the Inspector the opportunity to introduce the Contractor to the *Owner* and for all parties to review the scope of work. The Contractor shall not begin work prior to this CDA Site Preconference Inspection and/or the issuance of the *CDA Rehab Permit*.
- b. Framing Inspection; Roof Decking Inspection; Electrical Final Inspection; Plumbing Final Inspection; Gas Final Inspection; Mechanical Final Inspection; Building Final Inspection – (optional depending on Scope of Work and *CDA Rehab Permit* requirements) to be scheduled by the Contractor after each phase of work is completed by the Contractor and before subsequent work is covered up. This provides the City an opportunity to meet with the Contractor and *Owner*, onsite to confirm that the specifications and criteria for the scope of work has been completed in compliance with current adopted ICC codes and ordinances or identifies remaining work to be performed by the Contractor before the next inspection.
- c. CDA Post-Work Clearance Inspection – (optional depending on Scope of Work and *CDA Rehab Permit* requirements) to be scheduled by the Contractor and must be performed by the *CmDv* approved State Licensed Lead Paint Risk Assessor within a minimum of one (1) hour after work area is cleaned and work is completed. These inspection types should be completed as soon as possible to prevent other factors from contaminating the site. This provides the City and the *Owner* confirmation that Lead Safe Practices were used during the scope of work. The awarded Contractor is required to be present. See Definitions, Attachment #4, for more information on LBP inspections.
- d. CDA Contractor / Owner Acknowledgement Inspection – (required) to be scheduled by the Contractor after the entire scope of work is completed. This provides the City an opportunity to meet with the Contractor and *Owner*, onsite to confirm that the specifications and criteria for the scope of work have 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, along with the *Owner*. Complete execution of this form is required as a pre-requisite for payment.
- e. The City Inspector may visit the site at any time if more than ten (10) business days have passed without any inspections being requested.

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.

LEAD BASED PAINT HAZARDS: *CmDv* has evaluated the level of risk that Lead Based Paint (LBP) has on the inventory of *Owner*-occupied properties proposed to receive HUD federal assistance. It has been determined that LBP poses a very low level life threatening deficiency to the occupants of these structures. Therefore, it has been determined that a structure can test positive for LBP and may still be deemed eligible for rehab assistance. However, if the structure has deteriorated LBP hazards ABOVE the de minimis level or on friction or impact surfaces, the structure will be deemed ineligible for CDBG Minor Rehab assistance. The method of evaluation is based on these facts:

- a. 95% of the structures eligible for assistance are occupied by elderly person(s), with no children under the age of 6 living in the home or visiting the home for more than 6 hours per week. Furthermore, these occupants said they have no intention of leaving their home or moving in their foreseeable future;
- b. 95% of the eligible applicants are on a fixed income, generally defined as extremely low (30% AMI) or very low (50% AMI). Without assistance from this program, the structure would continue to deteriorate, thereby increasing monthly utility costs, putting the occupant's health at risk, and/or in danger of homelessness. To deny them assistance would cause a severe hardship and may have detrimental effects on their quality of life;
- c. 98% of the eligible applicant live structures that were built before 1978;
- d. In the past five (5) years, there are no certified Lead Abatement Contractors in Rapides Parish who are interested in performing this type of work, and *CmDv* has not been successful in recruiting companies from outside the parish or State;

- e. The City's annual Entitlement allocation of HUD federal funding does not provide enough budget to remediate all LBP found in structures built before 1978 and still make very necessary deferred maintenance repairs, such as: new roof, electrical, plumbing, mechanical and/or carpentry.
- f. All occupants have been provided with LBP literature, such as Protect Your Family from Lead in Your Home and Notice of Presumption.

Lead testing has been performed by the City Certified Lead Inspector and/or Risk Assessor with an XRF gun during the CDA Scope of Work Assessment *Inspection* or by a hired Environmental Risk Assessment Consultant. The following evaluations will be made:

- a. If the house tests positive for lead but the LBP is NOT deteriorated: *CmDv* will define scopes of work that do NOT disturb ANY of the LBP above the exempted de minimis levels, whether deteriorated or intact. While LBP Safe Work Practices are encouraged, they are not required in this circumstance and specialty certification / training of the Contractor is not required. Any Contractor can perform this work and Post-Work Clearance Tests are not required.
 - i. If the house tests positive for lead AND has vinyl siding encapsulation on the exterior walls of the house: Storm windows will be an allowed scope of work since their installation does not disturb the exterior walls. The reason is because the Inspector would have to remove multiple panels of the siding to determine if the exterior walls underneath are deteriorated or not, possibly causing damage. Additionally, HUD defines encapsulation as a permanent abatement to any deteriorated paint that may exist underneath. Therefore, *CmDv* will not define scopes of work that will impact the vinyl siding encapsulation of the exterior walls.
 - ii. If the house tests positive for lead but the only LBP that is deteriorated (or intact) is BELOW de minimis levels within an "area/room" of work: *CmDv* will define scopes of work that will abate the deteriorated (or intact) LBP materials. Interim controls are not acceptable permanent solutions to HUD. Additionally, deteriorated LBP materials below the de minimis levels can be disposed of in regular household garbage and can be repaired by any Contractor without specialty training or certification. Post-work Clearance Tests are not required.
- b. If the house tests positive for lead but the amount of deteriorated LBP is above de minimis levels or ANY LBP on impact or friction surfaces (even if intact): *CmDv* will deem the structure as ineligible to participate in the CDBG Minor Rehab Program. The CDBG Minor Rehab Program is capped at \$5k so that LBP testing, interim controls and/or abatement is not required.

CmDv has a Lead Based Paint Clearance Testing Exemptions Screening Form that will be completed after the scope of work has been defined by the City Inspector. If any exemptions are applicable, stabilization and/or *CDA Post-work lead clearance tests* may not be required after the work is complete. Contact the *CmDv* Rehab Program Manager for information on this subject. As a *CmDv* policy, the only scopes of work that will impact LBP, deteriorated or intact, shall be below the de minimis levels allowed by HUD. One exemption defines de minimis levels of lead based painted surfaces as:

- a. 20 square feet on exterior surfaces
- b. 2 square feet in any one interior room or space
- c. 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim

CmDv's Rehab Program Manager provides *Owner(s)* with copies of: the federal lead information pamphlet; lead warning Statement; disclose knowledge, records and reports about LBP and its hazards. This information is provided at the time the Grant Agreement is signed so that the *Owner(s)* has the option to not continue participation in the program based on the information provided.

LOUISIANA DEPARTMENT OF ENVIRONMENT QUALITY (LDEQ): The responsible entity to manage all environmental concerns of the State. The local LDEQ field office contact is 318-484-2115 or visit their website at deg.louisiana.gov.

MANDATORY PRE-BID CONFERENCE: Anyone interested in submitting a proposal for this RFP shall be required to attend the Pre-Bid Conference. See Submittal Conditions, Attachment #1, for the date, time and place for the meeting to be held.

- b. Attendees are allowed to join the meeting virtually, however, the Contractor MUST have a live camera on so that we can visually see you during the meeting to ensure you are engaged and confirm who is attending the meeting on your company's behalf. If Contractor does not have a live camera, they will be removed from the meeting and not allowed to participate or submit a bid proposal. The virtual meeting link is provided in the Submittal Conditions, Attachment #1.
- c. Any questions or clarification requested shall be discussed in the Pre-bid meeting in effort to not have to post an addendum and so that all parties receive the same information.
 - i. However, if written *Addendum(s)* is deemed necessary by CmDv, it will be posted to inform Contractors of responses to additional questions, clarifications and/or changes to the published *CmDv Housing Rehab Services Bid Packet*.
 - ii. Addendum(s) will be posted at the same location that the original RFP was posted. It shall be the Contractors responsibility to visit the site and download necessary Addendum(s).

NEW CONTRACTOR / FIRST TIME AWARD: All Contractors awarded a bid for the first time through CmDv or those previously *debarred*, may sign multiple contracts and Rehab Permits at one time, however, they will be required to successfully complete a minimum of one (1) project prior to starting work at any other locations, in the event they are awarded multiple addresses. This shall also be considered a probationary status. However, in no instance can more than five (5) business days lapse from a passing Building Final inspection from one project to the start of work at another location, without written approval from the CmDv Administrator. 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 of the infraction.

OWNER: The person who applied for Housing Rehab assistance and deemed eligible to receive assistance based on a defined criteria. The *Owner* enters into a Grant Agreement with the City to authorize the work to be performed at their primary residence and have the City pay the Contractor for the work performed. However, the *Owner* is not authorized to alter the scope of work defined by CmDv. The *Owner* selects the Contractor after bids are submitted based on the lowest responsive, responsible bidder. The *Owner* must be present for the *CDA Contractor / Owner Acknowledgement Inspection* to acknowledge the completion of work and authorize payment to the Contract.

PAYMENT: The City shall be responsible for making the full payment to the Contractor on the Owner's behalf based on the Home Improvement Contract amount. Contractor shall make any and all provisions to pay for labor, Subcontractors, materials, testing fees, invoices and expenses incurred to avoid a lien from suppliers or subcontractors during the thirty (30) day period until the City issues the first payment. After all work is completed and the Contractor submits an invoice, the payments will be broken into two (2) parts:

- a. The City shall make a one-time payment to the Contractor 90% of the contracted amount due within thirty (30) calendar days of receipt of all requisite documentation, passed inspections and the fully executed *Certificate of Acceptance* received by CmDv.
- b. The remaining ten percent (10%) balance due will be held as retainage for forty-five (45) calendar days after *Certificate of Acceptance* has been fully executed and delivered to the CmDv Program Manager. Once the forty-five (45) calendar days expires, the Contractor shall execute the *Contractor Release of Lien Affidavit* document and submit a copy to the CmDv for the release of the final ten percent (10%) retainage payment.

The process for payment shall be defined as:

- a. Invoices and documentation shall be emailed to cda@cityofalex.com or call 318-449-5073 with questions.
- b. Invoice shall clearly state the address of where work was performed and the cost of that work.
- d. One invoice can contain multiple addresses, if awarded, however, the list must be itemized.
- e. Payment for each *Home Improvement Contract* may be paid with HUD federal funds and/or other sources based on the availability of money each fiscal year.

The terms of the contract shall be deemed completed and accepted by the Owner and CmDv after final *payment* is made. Requisite documentation for final 100% *payment* shall include:

- a. Satisfactory completion of the *CDA Rehab Permit* and required inspections;
- b. signed *Owner & Contractors Certificate of Acceptance, Warranty & Release* form;
- c. Issuance of a *Certificate of Completion with Occupancy* by the City Building Official (CBO) or their designee;
- d. Submittal of a *change order* invoice, if applicable;
- e. Copy of Contractor's *Release of Lien Affidavit* that the Contract is clear of any liens or privileges;
- f. Other documentation deemed necessary by *CmDv*.

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: Should an awarded bidder fail to execute a *Home Improvement Services Contract* within the prescribed time or unsatisfactorily complete another awarded project, the subsequent award be withdrawn, and/or a contract be terminated, a *secondary / subsequent award* may be implemented. The decision for a *secondary / subsequent award* shall be the discretion of the *CmDv* Administrator, on behalf of the City and the *Owner*. 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 *Home Improvement Contract*;
- b. fails to satisfactorily complete a project;
- c. fails to use Lead Safe Practices as required;
- d. rejects the terms of a *change order* for scope of work and/or price by either the Contractor or the City;
- e. has multiple awards withdrawn by *CmDv* for *cause*; and/or
- f. has their contract terminated by *cause* of the Contractor or *Owner*.

WARRANTY: All work performed will be guaranteed by the Contractor for a period of one (1) calendar year from the date of issuance of the *Certificate of Completion with Occupancy*. 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 *Owner* by the Contractor once the work is complete. The Contractor is responsible for installation of all materials and labor, in a method as 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*.

The *Owner* is responsible for notifying the Contractor regarding any warranty claim during the warranty period. Upon receipt of the claim the Contractor will have fifteen (15) working days to assess the claim and determine if complaint originates from the scope of work performed and is covered by the warranty. If the claim is covered, the Contractor shall have a maximum of thirty (30) working days after the assessment to complete the repairs necessary.

The *Owner* may elect to notify *CmDv* of the warranty repair request made to the Contractor, however, *CmDv* is not responsible to coordinate or assume responsibility for the work performed or to be performed. The *Owner* must notify *CmDv* in writing.

If the Contractor fails to respond to the *Owner's* claim or if there is a dispute between the *Owner* and the Contractor as to whether the claim is covered under warranty, either party may file a grievance under the procedures set forth in the *Housing Rehab Program Guidelines*, Article IXX and/or Article XX.

If the Contractor does not complete the necessary corrections within a maximum of forty five (45) calendar days from the date the complaint was received, the *Owner* shall notify the *CmDv* Rehab Program Manager in writing and provide evidence of notification to the Contractor of the claim for warranty work. *CmDv* will notify the Contractor of the *Owner's* claim by certified mail and advise the Contractor that all corrections must be completed within ten (10) working days from the receipt of the letter. The letter will also state that if corrections are not completed within the specified time, the Contractor will be

debarred from further participation in the Housing Rehab Program for a period of two (2) years or longer. The *Owner* may bring additional legal action against the Contractor to honor the warranty.



CmDv Housing Rehab Services Bid Packet – Bid Proposal Price Sheet

The undersigned offers to complete the Rehab Services for the following structures at the payment price stated for EACH property location listed on this sheet. Each structure listed will be awarded to the lowest, most responsive, responsible bidder as budget allows. The City reserves the right to reject any / all proposals on behalf of the Property Owner.

Due to multiple page listing of properties, Contractor must sign this page here _____
to authorize this sheet as the first page of a two page Bid Proposal Price Sheet.

#	MPN Project #	Address	Property Owner	Phone #	Itemized Price per structure	Owner's initials for Acceptance of Bid Price
1	CD-15558	3910 Elder St.	Carolyn Rachal	318-792-7271	\$	
2	CD-15559	2916 Thomas St,	Johnnie Jennings	318-446-2965	\$	
3	CD-15560	2652 7 th St.	Billy Victor	318-792-6670	\$	
4	CD-15567	1640 Audubon Dr.	Joan Sargent	318-308-4419	\$	
5	CD-15568	2115 Alma St.	Lois Harris	318-229-7597	\$	
ROOFING (BUNDLE 1) TOTAL: (ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE IS REQUIRED)					\$	
6	CD-15574	2300 Elliott St.	Sam Tucker	318-625-7064	\$	
7	CD-15575	69 Eastwood Blvd.	Betty Williams	318-632-8483	\$	
8	CD-15580	322 Evangeline Dr.	Daisy Franklin	318-445-6008	\$	
9	CD-15585	429 Faith Wy.	Dorothy Williams	318-787-4418	\$	
ROOFING (BUNDLE 2) TOTAL: (ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE IS REQUIRED)					\$	
10	CD-15590	404 23 rd St.	Angela Brown	318-541-1239	\$	
11	CD-15595	3411 Felker St.	Annie Mitchell	318-541-6791	\$	
12	CD-15612	302 John Thomas St.	Daisy Jackson	318-487-4383	\$	
13	CD-15613	36 Kent St.	Helen Mason	318-206-7908	\$	
ROOFING (BUNDLE 3) TOTAL: (ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE IS REQUIRED)					\$	
14	CD-15564	78 Mary St.	Pamela Burns	318-541-2493	\$	
15	CD-15570	1923 Wedgewood Av.	Karlenthia Simon	318-787-1815	\$	
16	CD-15589	2912 Wise St.	Alva Rue	318-484-8412	\$	
17	CD-15594	3522 Peach St.	Shawasa Finerson	318-451-7227	\$	
ELECTRICAL (BUNDLE 4) TOTAL: (ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE IS REQUIRED)					\$	
18	CD-15569	3924 Palmetto St.	Leo Glasper	318-290-8959	\$	

19	CD-15576	3936 Jefferson St.	Marie Lotts	318-419-1367	\$	
20	CD-15634	3447 Halsey St.	Neal Blanchard	318-880-8358	\$	
PLUMBING (BUNDLE 5) TOTAL: (ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE IS REQUIRED)					\$	

1. Proposals must be submitted in accordance with the Bid Submittal Conditions (Attachment #1).
2. All bids must be honored for ninety (90) calendar days from the date of bid opening.
3. 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 Housing Rehab Services Bid Packet. By signing this form, the Contractor accepts responsibility for the extent and character of work to be performed.
4. Bid awards will be made according to General Conditions (Attachment #2) and Definitions (Attachment #4).

ADDENDUM NUMBER(S) ACKNOWLEDGED, IF APPLICABLE: _____

COMPANY NAME _____ DATE _____

STREET ADDRESS _____ P O BOX _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ DUNS NUMBER _____

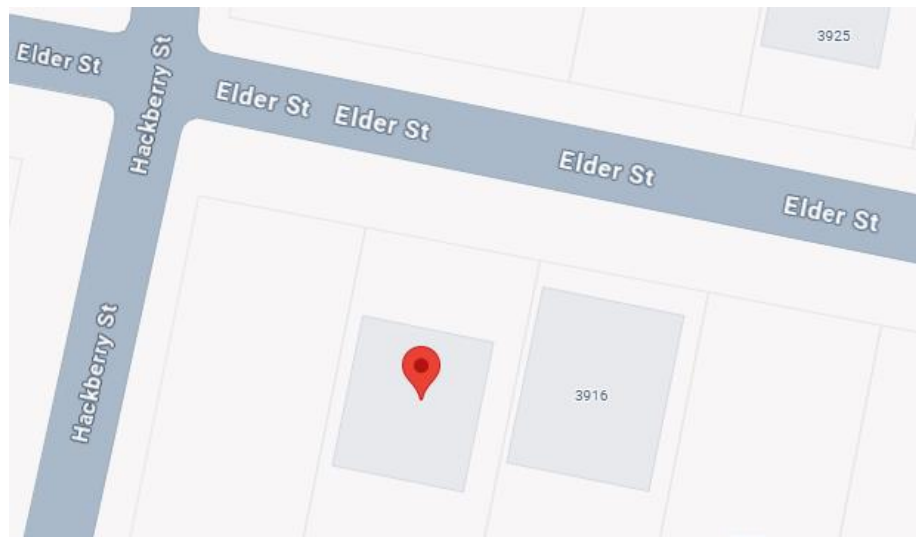
AUTHORIZED SIGNATURE: _____



Community Development Department
625 Murray Street, Suite 7,
3rd Floor, Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

MPN #: **CD-15558**

Street Address: **3910 Elder St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15558
Address: 3910 Elder Street
Inspection Date: 4/21/2025

Carolyn Rachal
(318) 792-7271

Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
	Replace all deteriorated roof rafter framing material in the attic, including any deteriorated exposed rafter tails. New material to be #2 grade or better with size, spans and weight / bearing to be in compliance with current International Residential Code. Prime and paint all new exposed rafter tail materials with color to match existing. In addition, scrape, prime and paint adjoining materials along the entire same side, corner to corner, of the area replaced to minimize the detection of the area of work. All painting color and sheen to match existing. Contractor shall be responsible for all necessary cutting or pruning exterior landscaping to give adequate clearance for painting. Do not paint over soffit vents. No change orders for rafter replacement material will be allowed. Contractor to factor in possible damage or cracking to ceilings or walls below in the course of repair. *Painting/staining requirements shall comply with Exterior/Interior Paint/Stain specification attached. **Contractor is responsible to call for a Framing inspection once all framing members are replaced. Contractor is responsible to call for a Building Final inspection once all work is complete.		

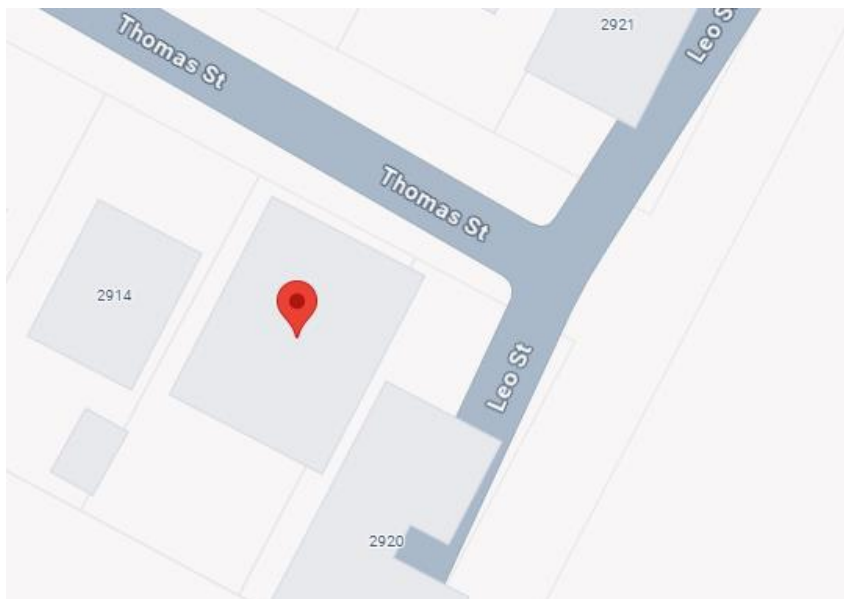
	<p>Remove swag from roof and level. Replace all broken, rotten or deficient rafters, decking, felt and shingles as necessary to correct the roof swag. Reframe in compliance with International Residential Code requirements. Replacement materials shall be minimum 7/16 inches osb decking, 15# felt and 25 year shingles. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Color to match remaining shingles as much as possible. Install per manufacturer specs. Contractor to factor in possible damage or cracking to ceilings or walls below in the course of repair. Contractor shall include all work listed in the bid price submitted. No change orders to replace unforeseen materials will be allowed. *Contractor is responsible to call for a Framing inspection once all framing members are replaced. Contractor is responsible to call for a Building Final inspection once all work is complete.</p>	
		TOTAL \$



Community Development Department
625 Murray Street, Suite 7,
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318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

MPN #: **CD-15559**

Street Address: **2916 Thomas St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15559
Address: 2916 Thomas Street
Inspection Date: 4/14/2025

Johnnie Jennings
(318) 446-2965

Category	Question	Comment	Amount
Roof	<p>Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.</p>		

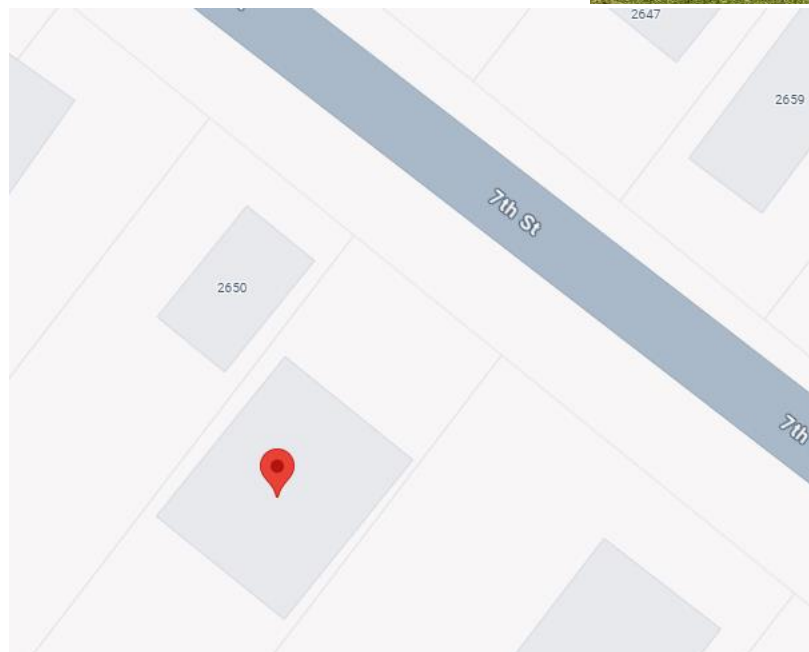
	<p>Replace all deteriorated roof rafter framing material in the attic, including any deteriorated exposed rafter tails. New material to be #2 grade or better with size, spans and weight / bearing to be in compliance with current International Residential Code. Prime and paint all new exposed rafter tail materials with color to match existing. In addition, scrape, prime and paint adjoining materials along the entire same side, corner to corner, of the area replaced to minimize the detection of the area of work. All painting color and sheen to match existing. Contractor shall be responsible for all necessary cutting or pruning exterior landscaping to give adequate clearance for painting. Do not paint over soffit vents. No change orders for rafter replacement material will be allowed. Contractor to factor in possible damage or cracking to ceilings or walls below in the course of repair. *Painting/staining requirements shall comply with Exterior/Interior Paint/Stain specification attached. **Contractor is responsible to call for a Framing inspection once all framing members are replaced. Contractor is responsible to call for a Building Final inspection once all work is complete.</p>	<p>under carport and as needed</p>	
		<p>TOTAL \$</p>	



Community Development Department
625 Murray Street, Suite 7,
3rd Floor, Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

MPN #: **CD-15560**

Street Address: **2652 7th St.**



Attachment #7

Jacques M. Roy
Mayor

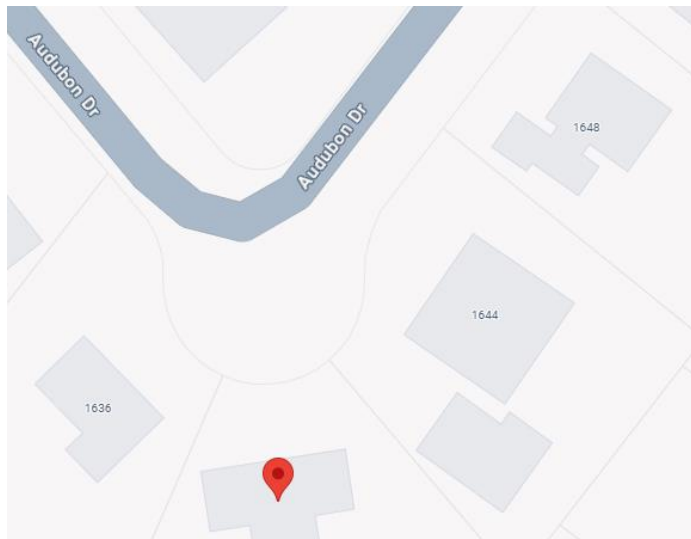
Case Number: CD-15560 Address: 2652 7th Street Inspection Date: 4/21/2025		Billy Victor (318) 792-6670	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



Community Development Department
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318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

MPN #: **CD-15567**

Street Address: **1640 Audubon Dr.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15567
Address: 1640 Audubon Drive
Inspection Date: 4/22/2025

Joan Sergent
(318) 308-4419

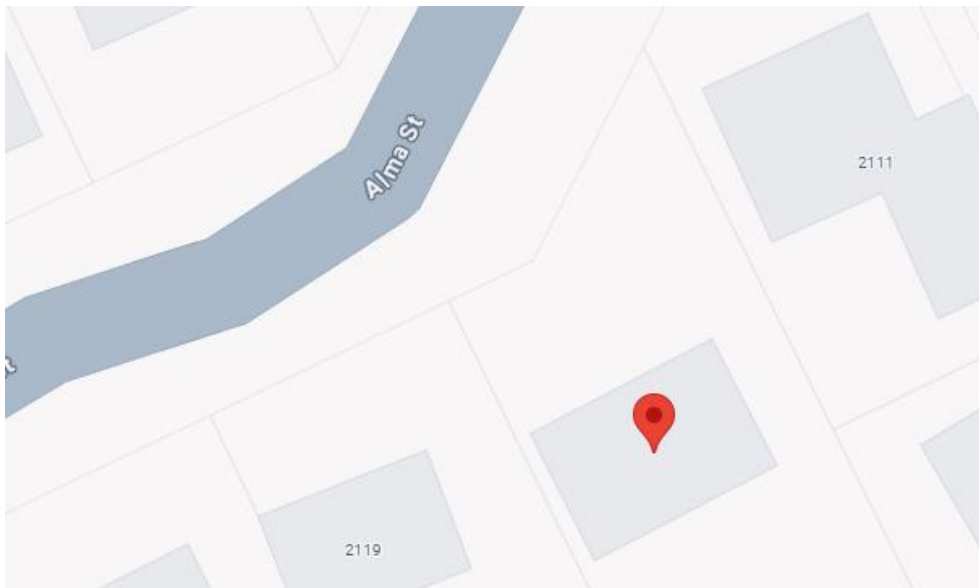
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
Carpentry	Remove existing flat roof areas and replace with SBS Self-adhesive Modified Rolled Roofing. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16 osb. Remove all roofing debris from jobsite. Weathered Wood shall be the standard color selection to match new 3 tab shingle roof color. CertainTeed Flintlastic SA CAP or equal product (ask Program Manager for technical product data sheet). Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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cda@cityofalex.com

MPN #: **CD-15568**

Street Address: **2115 Alma St.**



Attachment #7

Jacques M. Roy
Mayor

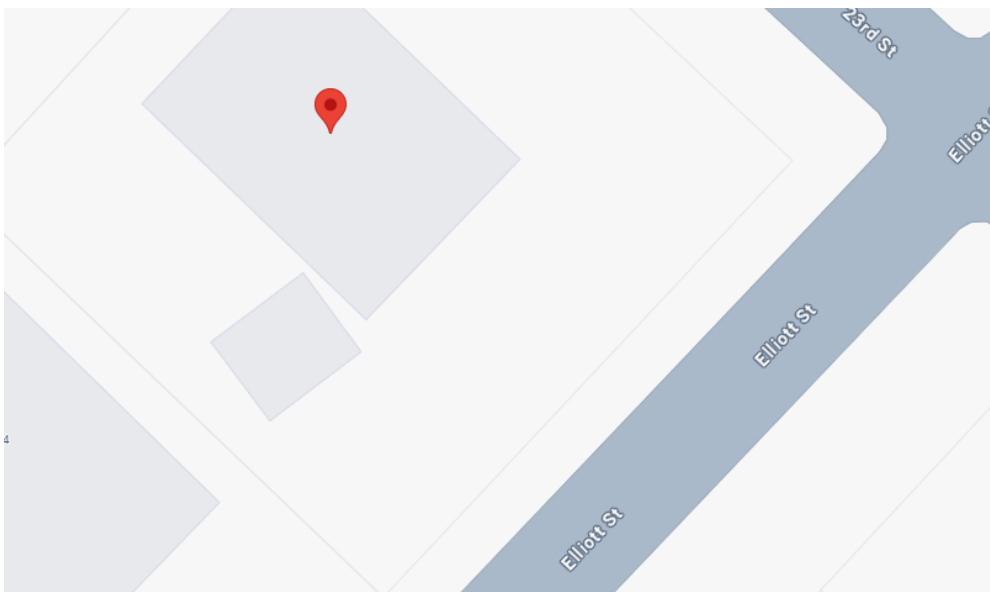
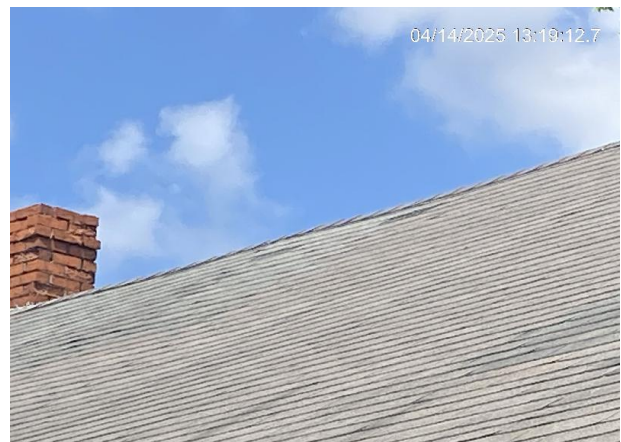
Case Number: CD-15568 Address: 2115 Alma Street Inspection Date: 4/22/2025		Lois Harris (318) 229-7597	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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MPN #: **CD-15574**

Street Address: **2300 Elliott St.**



Attachment #7

Jacques M. Roy
Mayor

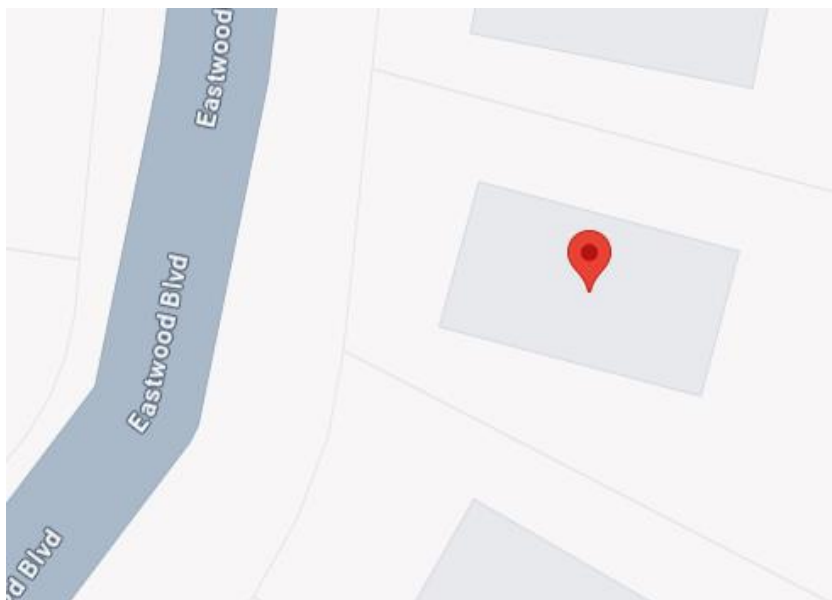
Case Number: CD-15574 Address: 2300 Elliott Street Inspection Date: 4/15/2025		Sam Tucker (318) 625-7064	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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MPN #: **CD-15575**

Street Address: **69 Eastwood Blvd.**



Attachment #7

Jacques M. Roy
Mayor

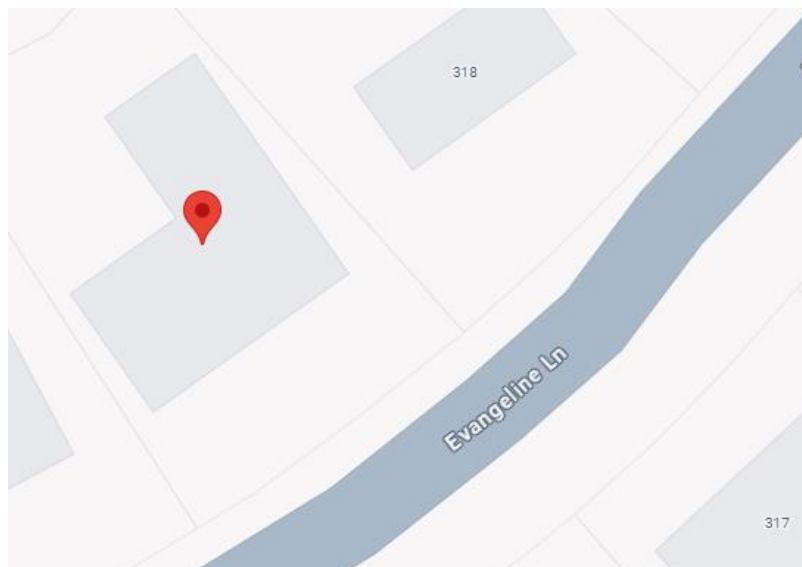
Case Number: CD-15575 Address: 69 Eastwood Boulevard Inspection Date: 4/22/2025		Betty Williams (318) 623-8483	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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MPN #: **CD-15580**

Street Address: **322 Evangeline Ln.**



Attachment #7

Jacques M. Roy
Mayor

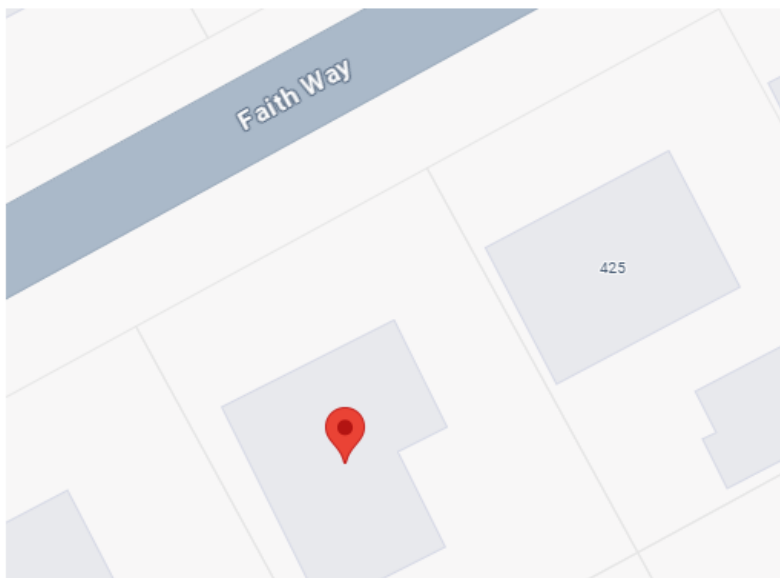
Case Number: CD-15580 Address: 322 Evangeline Lane Inspection Date: 4/21/2025		Daisy Franklin (318) 445-6008	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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PN #: **CD-15585**

Street Address: **429 Faith Wy.**



Attachment #7

Jacques M. Roy
Mayor

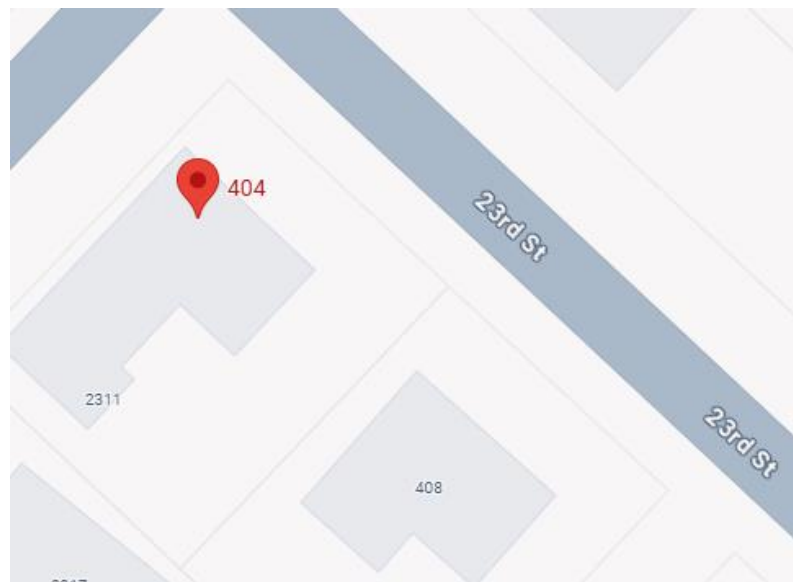
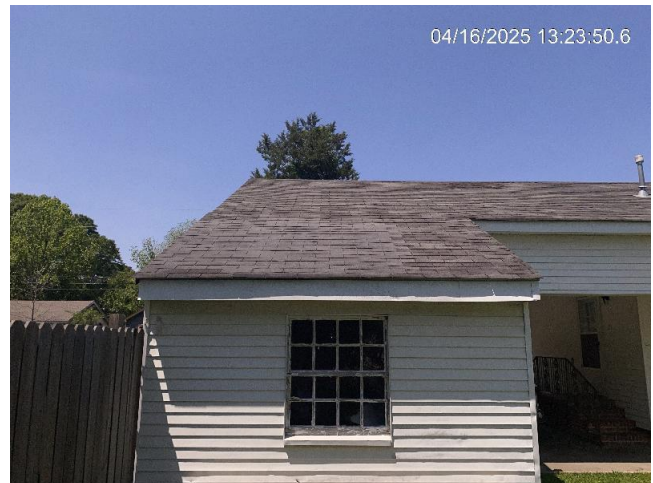
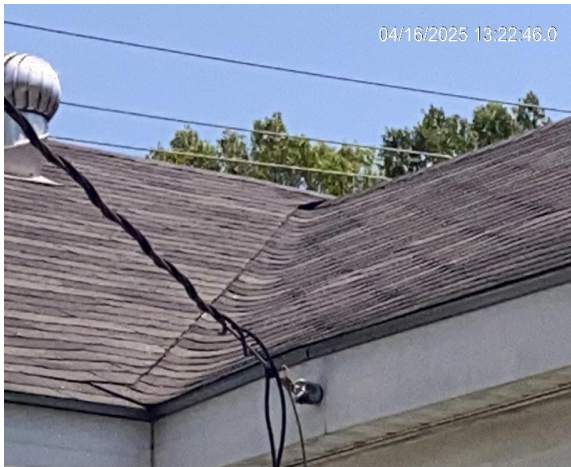
Case Number: CD-15585 Address: 429 Faith Way Inspection Date: 4/15/2025		Dorothy Williams (318) 787-4418	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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MPN #: **CD-15590**

Street Address: **404 23rd St.**



Attachment #7

Jacques M. Roy
Mayor

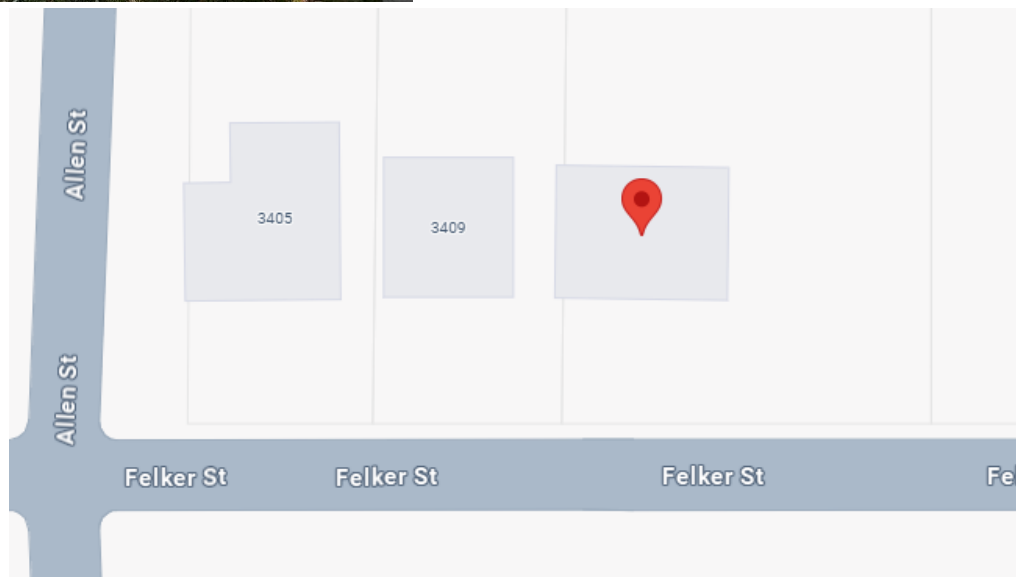
Case Number: CD-15590 Address: 404 23rd Street Inspection Date: 4/17/2025		Angela Brown (318) 541-1239	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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MPN #: **CD-15595**

Street Address: **3411 Felker St.**



Attachment #7

Jacques M. Roy
Mayor

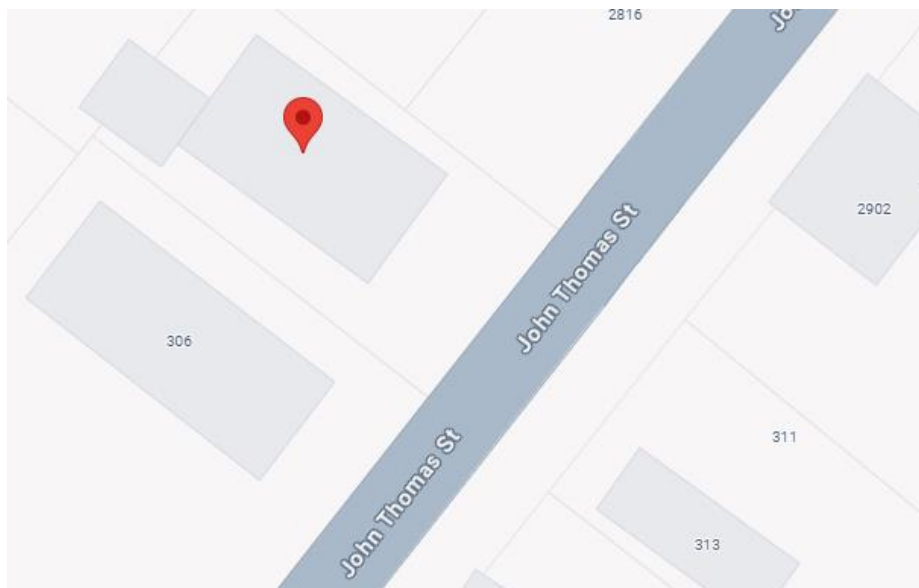
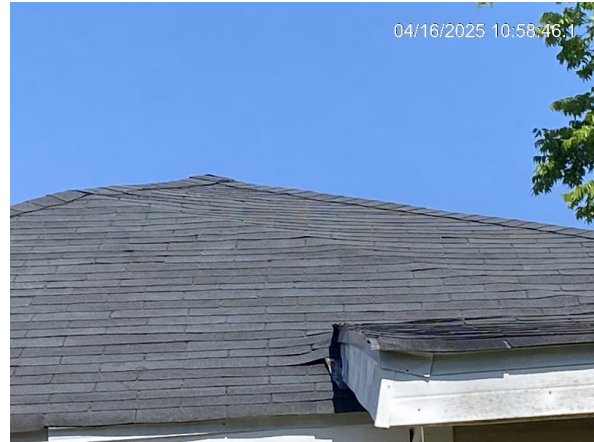
Case Number: CD-15595 Address: 3411 Felker Street Inspection Date: 4/17/2025		Annie Mitchell (318) 541-6791	
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
		TOTAL \$	



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MPN #: **CD-15612**

Street Address: **302 John Thomas St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15612
Address: 302 John Thomas Street
Inspection Date: 4/17/2025

Daisy Jackson
(318) 487-4383

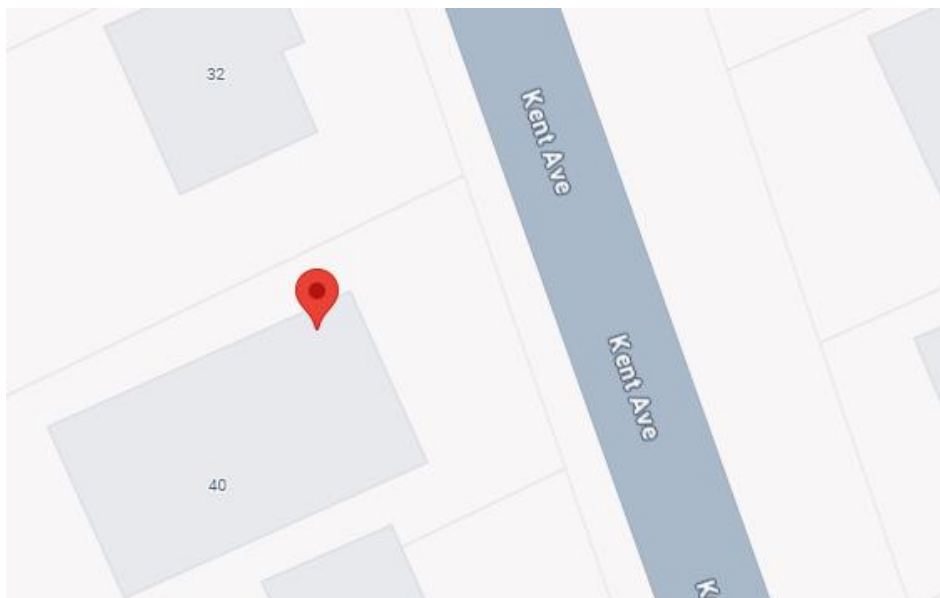
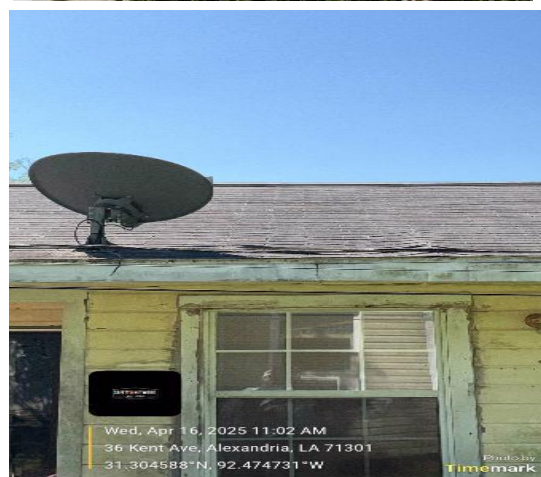
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
	Remove swag from roof and level. Replace all broken, rotten or deficient rafters, decking, felt and shingles as necessary to correct the roof swag. Reframe in compliance with International Residential Code requirements. Replacement materials shall be minimum 7/16 inches osb decking, 15# felt and 25 year shingles. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Color to match remaining shingles as much as possible. Install per manufacturer specs. Contractor to factor in possible damage or cracking to ceilings or walls below in the course of repair. Contractor shall include all work listed in the bid price submitted. No change orders to replace unforeseen materials will be allowed. *Contractor is responsible to call for a Framing inspection once all framing members are replaced. Contractor is responsible to call for a Building Final inspection once all work is complete.	front at the pitch	
		TOTAL \$	



Community Development Department
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MPN #: **CD-15613**

Street Address: **36 Kent St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15613
Address: 36 Kent Street
Inspection Date: 4/22/2025

Helen Mason
(318) 206-7908

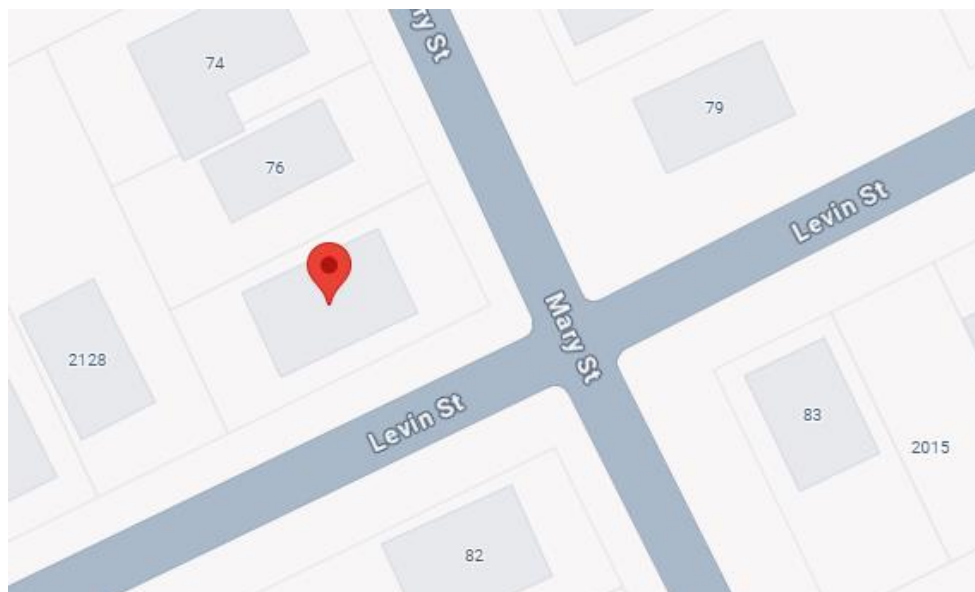
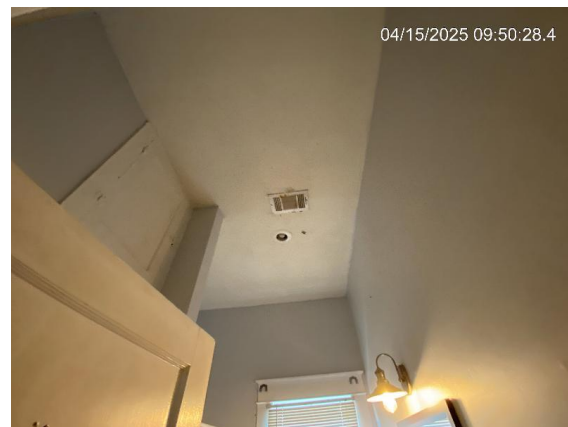
Category	Question	Comment	Amount
Roof	Remove existing roof assembly and replace with new 3 tab shingle roof. For the purpose of this document, the new roof assembly shall consist of new 15# felt, continuous ridge vent, shingle laced valleys with ice and water underlayment, new flashing, new roof jacks and new drip edge. Remove deteriorated decking material and replace with material of same thickness or replace an entire section with minimum 7/16" osb. Remove roof jacks and replace existing roof turbines with continuous ridge vent. Use same decking thickness of existing or minimum 7/16" osb decking to cover holes from roof turbines removed. Remove all roofing debris from jobsite. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Weathered Wood shall be the standard color selection or equal. Install per manufacturers specs. Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots. Contractor shall also be responsible to verify number of layers to be removed and proper decking method for new installation. Contractor shall include all work listed in the bid price submitted. No change orders for unforeseen layers or inadequate decking will be allowed. *Contractor is responsible to call for a Roof Decking inspection and a Building Final inspection.		
	Remove swag from roof and level. Replace all broken, rotten or deficient rafters, decking, felt and shingles as necessary to correct the roof swag. Reframe in compliance with International Residential Code requirements. Replacement materials shall be minimum 7/16 inches osb decking, 15# felt and 25 year shingles. New shingle specification shall be 25 year, asphalt, algae resistant, 100 mph wind resistance, Class A UL Fire Rating, 3 tab shingle, Tamko Brand or equal. Color to match remaining shingles as much as possible. Install per manufacturer specs. Contractor to factor in possible damage or cracking to ceilings or walls below in the course of repair. Contractor shall include all work listed in the bid price submitted. No change orders to replace unforeseen materials will be allowed. *Contractor is responsible to call for a Framing inspection once all framing members are replaced. Contractor is responsible to call for a Building Final inspection once all work is complete.		
		TOTAL \$	



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MPN #: **CD-15564**

Street Address: **78 Mary St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15564
Address: 78 Mary Street
Inspection Date: 4/15/2025

Pamela Burns
(318) 541-2493

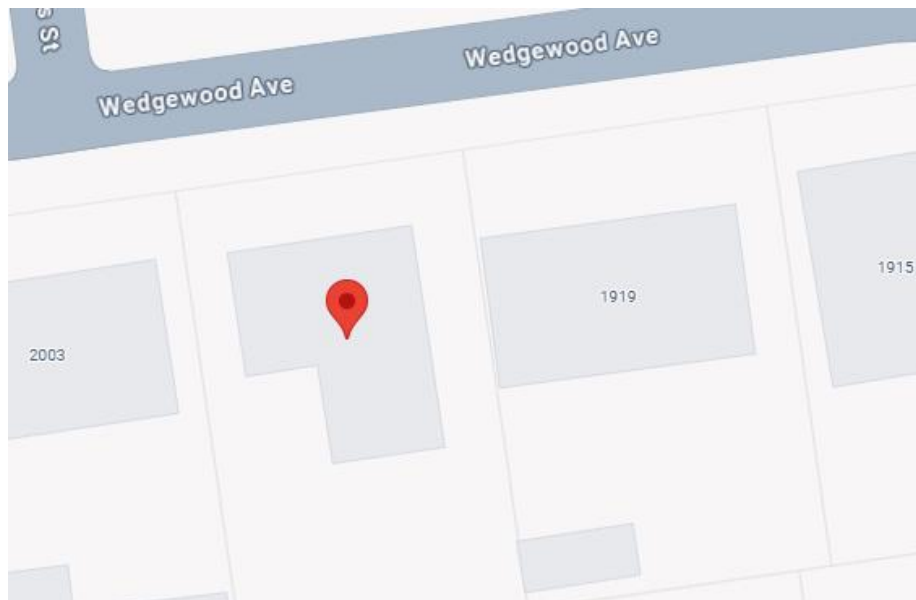
Category	Question	Comment	Amount
Electrical	Update existing breaker and fuse boxes as needed. A minimum of 2 blanks shall be left on panel box after all circuits are run. This may involve adding a new breaker box, and using existing breaker box as a junction for service. Installation of new breaker box can be located in place of existing, beside existing, on the exterior opposite side of the existing panel or beside meter base. Removal of the old breaker panel, if a new one is installed, may not be required.		
	Label all circuits on panel box, both new and old, with identification data for its function and location.		
	Install new Builders grade fan forced electrical heat/vent/light ceiling fixture in bathroom with new wall mount switch. New fixture to be on a new separate circuit. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.	bathroom	
	Split up existing circuits in the entire house to all duplex receptacles, especially for appliances (such as refrigerator, freezer, microwave and washer) and to overhead lights to prevent any circuit from being overloaded.	living room by tv, dinning room by freezer, kitchen by freezer, master bed room,	
	Remove any existing to install new Builders Grade hard wired smoke detectors in all areas as required in current International Residential Code and manufacturer specifications. When more than one smoke alarm is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination smoke / carbon monoxide units are acceptable.	5	
	Remove any existing to install new Builders Grade hard wired carbon monoxide detector in all areas as required in current International Residential Code and International Fuel Gas Code and manufacturers specifications. When more than one carbon monoxide detector is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination units smoke / carbon monoxide units are acceptable.	5	
		TOTAL \$	



Community Development Department
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318-449-5074 Office / 318-449-5031 Fax
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MPN #: **CD-15570**

Street Address: **1923 Wedgewood Av.**



Attachment #7

Jacques M. Roy
Mayor

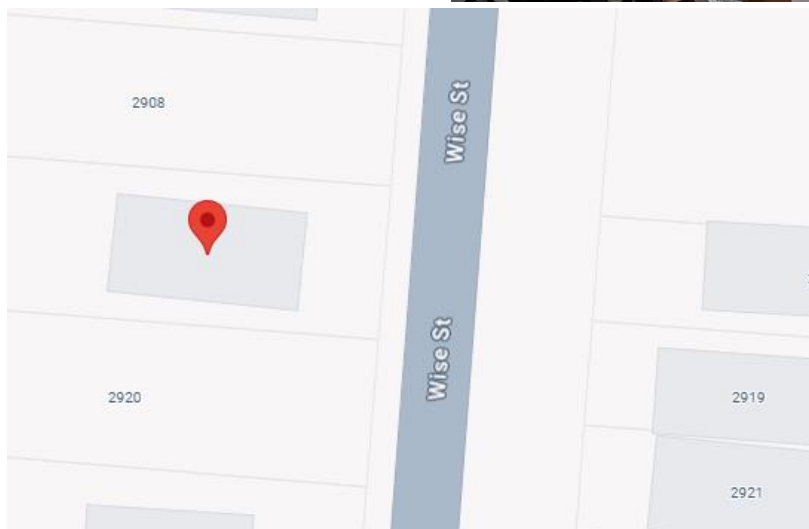
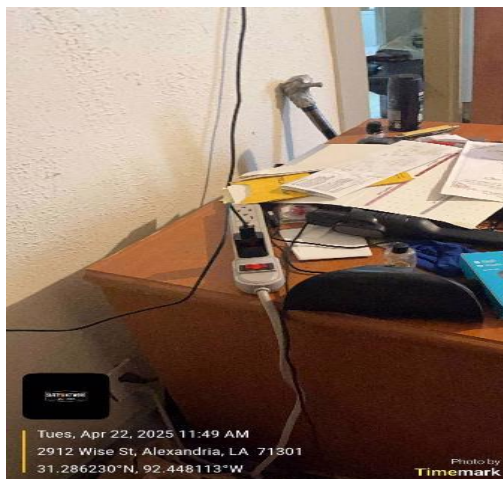
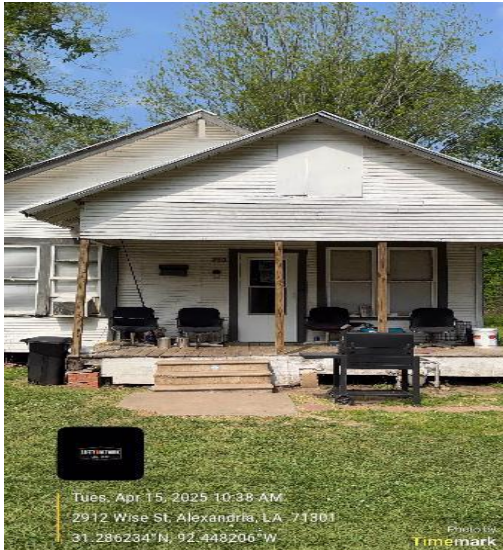
Case Number: CD-15570 Address: 1923 Wedgewood Avenue Inspection Date: 4/16/2025		Karlenthia Simon (318) 787-1815	
Category	Question	Comment	Amount
Electrical	Label all circuits on panel box, both new and old, with identification data for its function and location.		
	Install new Builders grade fan forced electrical heat/vent/light ceiling fixture in bathroom with new wall mount switch. New fixture to be on a new separate circuit. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.	both bathrooms	
	Ensure a minimum of one circuit with a minimum of 1 duplex receptacle is compliant in the living room, the dining room, the bathroom and each bedroom in the house. Add new circuits as necessary.	living room receptacles	
	Install new separate 110V circuit duplex receptacle in bathroom and kitchen in compliance with International Residential Code Section 3902.6-8. New circuit to be on ground fault interrupter.	two by kitchen sink and add one in each bathroom.	
	Remove any existing to install new Builders Grade hard wired smoke detectors in all areas as required in current International Residential Code and manufacturer specifications. When more than one smoke alarm is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination smoke / carbon monoxide units are acceptable.	7	
	Remove any existing to install new Builders Grade hard wired carbon monoxide detector in all areas as required in current International Residential Code and International Fuel Gas Code and manufacturers specifications. When more than one carbon monoxide detector is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination units smoke / carbon monoxide units are acceptable.	7	
	Remove all standard light bulbs in ceiling fixtures throughout interior and exterior of house (excluding motion lights) and replace with #15 watt compact fluorescent bulbs. This will be in compliance with the energy star conservation guidelines. (Comparable to 60-watt incandescent bulbs). Contractor to discard or salvage old removed light bulbs so that none are left onsite.		
		TOTAL \$	



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MPN #: **CD-15589**

Street Address: **2912 Wise St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15589
Address: 2912 Wise Street
Inspection Date: 4/22/2025

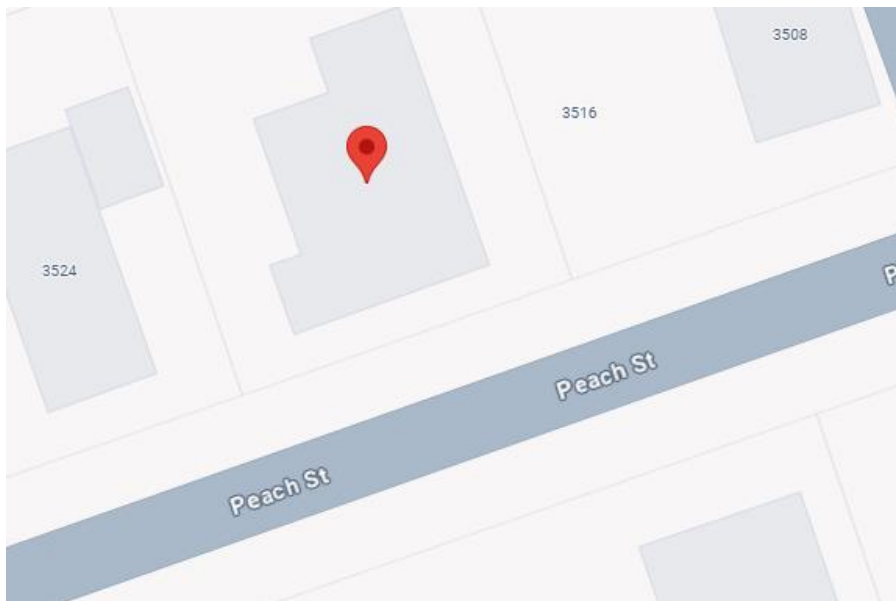
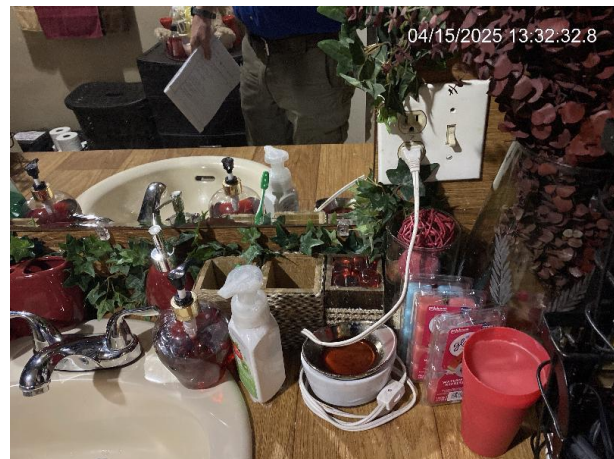
Alva Rue
(318) 484-8412

Category	Question	Comment	Amount
Electrical	Install new Builders grade fan forced electrical heat/vent/light ceiling fixture in bathroom with new wall mount switch. New fixture to be on a new separate circuit. Disconnected existing fixture may remain in place if it is a different size / configuration than the new replacement in effort to alleviate repair work to the ceiling itself.		
	Install new separate (110- 220V) circuits for existing window heat/air conditioner unit (over 5000 btus).		
	Split up existing circuits in the entire house to all duplex receptacles, especially for appliances (such as refrigerator, freezer, microwave and washer) and to overhead lights to prevent any circuit from being overloaded.	KITCHEN AND LIVINGROOM	
	Ensure a minimum of one circuit with a minimum of 1 duplex receptacle is compliant in the living room, the dining room, the bathroom and each bedroom in the house. Add new circuits as necessary.		
	Install new wall switches and ceiling lights in the living room, the dining room, the bathroom, each bedroom, kitchen and garage/carpot. Fixture type shall be replaced with the same type as existing. Contractor to field verify each. Finish/Color to match existing.		
	Install new separate 110V circuit duplex receptacle in bathroom and kitchen in compliance with International Residential Code Section 3902.6-8. New circuit to be on ground fault interrupter.		
	Remove any existing to install new Builders Grade hard wired smoke detectors in all areas as required in current International Residential Code and manufacturer specifications. When more than one smoke alarm is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination smoke / carbon monoxide units are acceptable.	6 TOTAL, COMBOS MAY BE USED	

	Remove any existing to install new Builders Grade hard wired carbon monoxide detector in all areas as required in current International Residential Code and International Fuel Gas Code and manufacturers specifications. When more than one carbon monoxide detector is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination units smoke / carbon monoxide units are acceptable.	6 TOTAL, COMBOS MAY BE USED	
	Remove all standard light bulbs in ceiling fixtures throughout interior and exterior of house (excluding motion lights) and replace with #15 watt compact fluorescent bulbs. This will be in compliance with the energy star conservation guidelines. (Comparable to 60-watt incandescent bulbs). Contractor to discard or salvage old removed light bulbs so that none are left onsite.		
		TOTAL \$	

MPN #: **CD-15594**

Street Address: **3522 Peach St.**



Attachment #7

Jacques M. Roy
Mayor

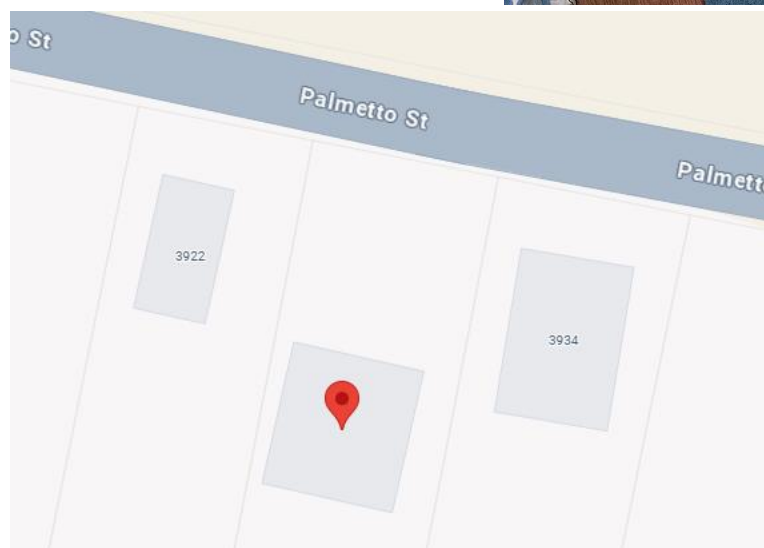
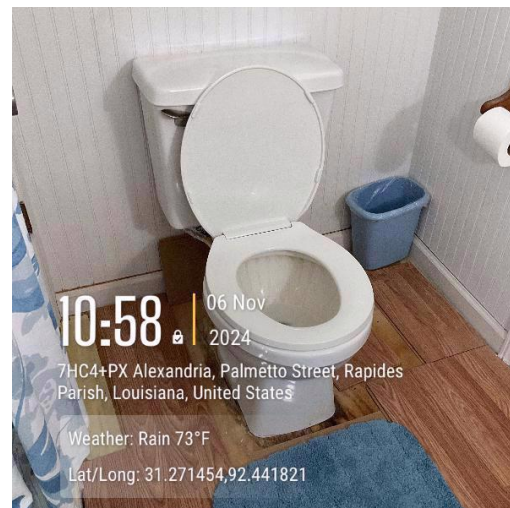
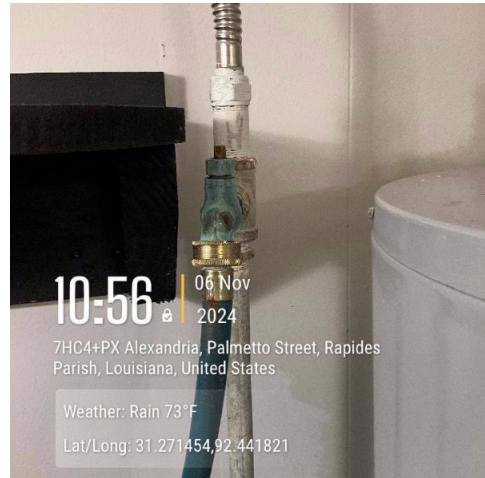
Case Number: CD-15594 Address: 3522 Peach Street Inspection Date: 4/16/2025		Shawasa Finerson (318) 451-7227	
Category	Question	Comment	Amount
Electrical	Label all circuits on panel box, both new and old, with identification data for its function and location.		
	Install new wall switches and ceiling lights in the living room, the dining room, the bathroom, each bedroom, kitchen and garage/carport. Fixture type shall be replaced with the same type as existing. Contractor to field verify each. Finish/Color to match existing.	kitchen sink light/ switch , hall way closet switch/light	
	Install new separate 110V circuit duplex receptacle in bathroom and kitchen in compliance with International Residential Code Section 3902.6-8. New circuit to be on ground fault interrupter.	both bathrooms and kitchen	
	Remove any existing to install new Builders Grade hard wired smoke detectors in all areas as required in current International Residential Code and manufacturer specifications. When more than one smoke alarm is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination smoke / carbon monoxide units are acceptable.	6	
	Remove any existing to install new Builders Grade hard wired carbon monoxide detector in all areas as required in current International Residential Code and International Fuel Gas Code and manufacturers specifications. When more than one carbon monoxide detector is required, the alarm devices shall be interconnected, be hard-wired and have battery back-up. Combination units smoke / carbon monoxide units are acceptable.	6	
		TOTAL \$	



Community Development Department
625 Murray Street, Suite 7,
3rd Floor, Alexandria, LA 71301
318-449-5074 Office / 318-449-5031 Fax
cda@cityofalex.com

MPN #: **CD-15569**

Street Address: **3924 Palmetto St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15569

Address: 3924 Palmetto Street

Inspection Date: 4/22/2025

Leo Glasper

(318) 290-8959

Category	Question	Comment	Amount
Plumbing	Install supply line cut off valves on all toilet, lavatory and sink lines lacking cut off valves. Replace all leaking or deficient cut off valves with new chrome plated valves. All supply lines and traps shall be equipped with chrome plated escutcheon plates.	BATH	
	Repair/replace all exposed drains under kitchen sink and/or lavatories inside house. This could include basket strainer, tail pieces, continuous waste, p-trap and/or pop-up assemblies. All work shall be in compliance with current International Plumbing Code.	BATH	
	Repair/replace all exposed water supply assembly to fixtures inside house. This may include stops, shut-off valves and flex connectors. Supply lines to be equipped with cut off valves. All work shall be in compliance with current International Plumbing Code.	BATH	
	Replace all leaking or deficient traps, wastes, and valves, replace with new Builders grade equivalent.	BATH	
	Remove existing toilet and replace with new standard white Builders grade handicap toilet and seat in bathroom. New toilet to have new wax ring base and sealing compound. New toilet shall be standard white and have individual toilet supply cut off valve. New seat shall be of plastic matching color of toilet. This work may include slightly relocating toilet and installing waste arm for required clearances.		
	Remove existing lavatory countertop and sink in bathroom, replace with new prefab non-porous countertop with preformed white sink bowl. New non-porous countertop to include preformed backsplash and both sidesplashes (of same non-porous material) if the room configuration has walls on both sides of the countertop. New faucet to be of cast metal construction in chrome or brass finish, with brass valve stems with replaceable neopryne washers and removable seats. Supply lines shall have cut off valves and chrome plated escutcheon plates.		

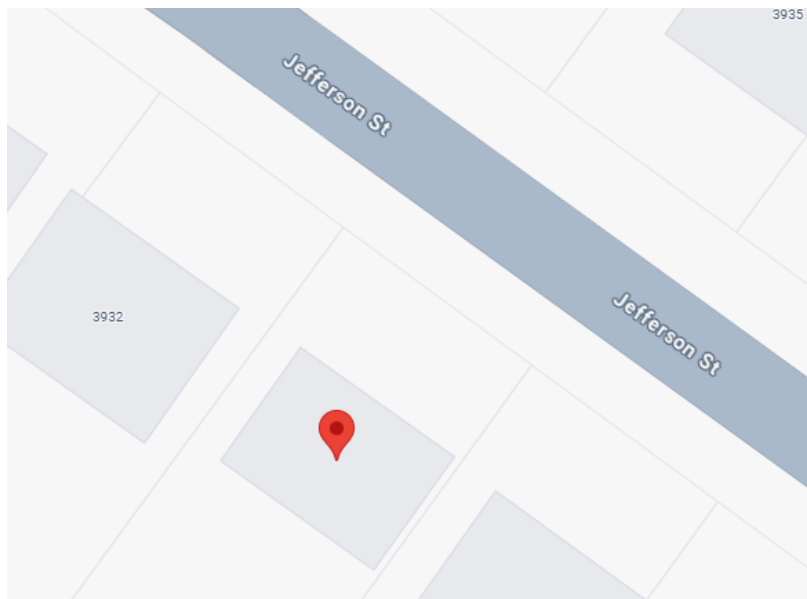
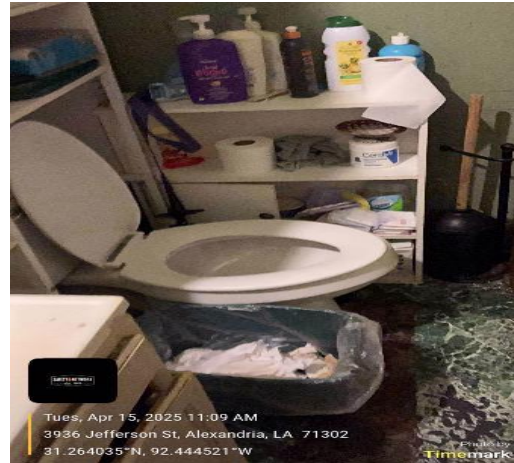
Case Number: CD-15569

Address: 3924 Palmetto Street

	Remove existing tub, faucet and drain assembly, replace with new Builders grade one piece standard (or 4 piece kit if necessary for accessibility) white prefabricated 3ft x 5ft fiberglass tub/shower combination, complete with brass waste and tub faucet and shower head. (Tub width may have to be 32 inch to match existing available opening). Installation shall be in compliance with the current International Residential Code and International Plumbing Code. Faucet finish to be brass or chrome. *If existing wall tile must be removed for adequate fit and/or new end cap stud wall needed, frame / surface / finish as needed to match existing walls. Vinyl to be glued minimum 3/8in plywood securely glued and encased in cap molding. Use NO nails in tileboard. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification.		
	Install standard Builders grade white vinyl tub surround kit around bathtub area. Vinyl to be glued minimum 3/8in plywood securely glued and encased in cap molding. Use NO nails in tileboard.	INCLUDE WITH NEW TUB	
	Install washing machine catch-a-drip drain in wall with hot and cold water supply. Repair any surrounding wall area affected to match existing.		
	Remove existing to install new adequately sized (but not less than 40 gallon) electric water heater per manufacturer specifications and in compliance with the current International Plumbing Code and International Residential Code. Water heater to have inlet cut off valves. Rheem inEnergy Miserin or agency approved equal. Vent water heater to exterior as required by code. If unit is installed in attic, bracing, service platforms and walkways shall be required. If there is adequate space, the old water heater may remain in place as long as it is drained and disabled. Contractor shall be responsible to confirm adequate space within existing current water heater location for the replacement of new, as size may be different than original tank. If new unit must be relocated, Contractor shall budget for relocation in price submittal because a change order will not be allowed.		
	Install new 18in chrome plated grab bar in bathroom in compliance with current ANSI A117.1. Bar to be firmly secured by minimum 1 1/4in screws to studs or sufficient blocking. Repair and finish wall if bracing is added.		
		TOTAL \$	

MPN #: **CD-15576**

Street Address: **3936 Jefferson St.**



Attachment #7

Jacques M. Roy
Mayor

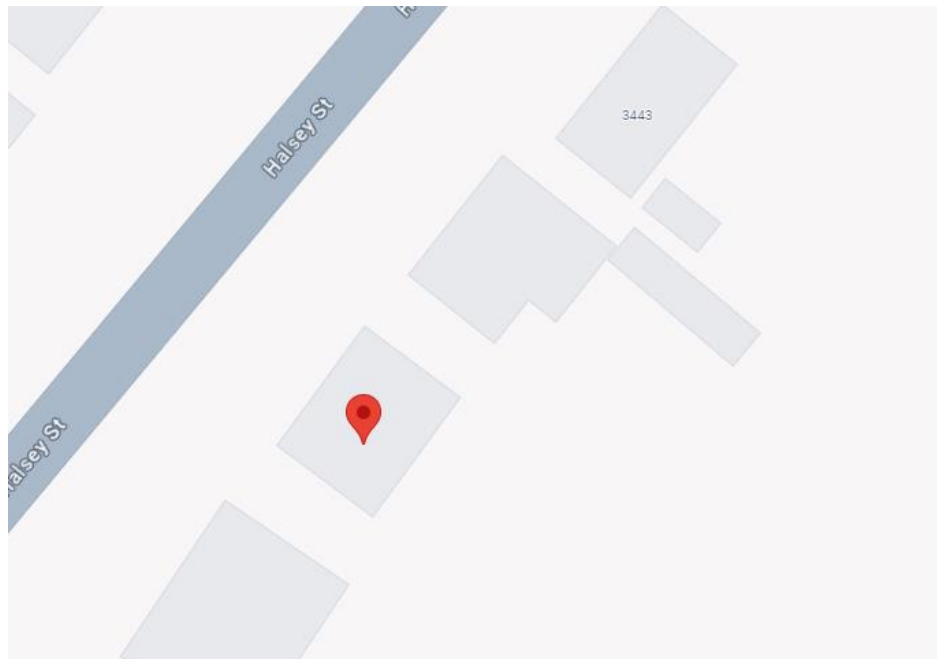
Case Number: CD-15576 Address: 3936 Jefferson Street Inspection Date: 4/22/2025		Marie Lotts (318) 419-1367	
Category	Question	Comment	Amount
Plumbing	Repair/replace all exposed water supply assembly to fixtures inside house. This may include stops, shut-off valves and flex connectors. Supply lines to be equipped with cut off valves. All work shall be in compliance with current International Plumbing Code.		
	Replace all leaking or deficient traps, wastes, and valves, replace with new Builders grade equivalent.		
	Remove existing toilet and replace with new standard white Builders grade handicap toilet and seat in bathroom. New toilet to have new wax ring base and sealing compound. New toilet shall be standard white and have individual toilet supply cut off valve. New seat shall be of plastic matching color of toilet. This work may include slightly relocating toilet and installing waste arm for required clearances.		
	Remove existing lavatory countertop and sink in bathroom, replace with new prefab non-porous countertop with preformed white sink bowl. New non-porous countertop to include preformed backsplash and both sidesplashes (of same non-porous material) if the room configuration has walls on both sides of the countertop. New faucet to be of cast metal construction in chrome or brass finish, with brass valve stems with replaceable neopryne washers and removable seats. Supply lines shall have cut off valves and chrome plated escutcheon plates.		
	Remove existing tub, faucet and drain assembly, replace with new Builders grade one piece standard (or 4 piece kit if necessary for accessibility) white prefabricated 3ft x 5ft fiberglass tub/shower combination, complete with brass waste and tub faucet and shower head. (Tub width may have to be 32 inch to match existing available opening). Installation shall be in compliance with the current International Residential Code and International Plumbing Code. Faucet finish to be brass or chrome. *If existing wall tile must be removed for adequate fit and/or new end cap stud wall needed, frame / surface / finish as needed to match existing walls. Vinyl to be glued minimum 3/8in plywood securely glued and encased in cap molding. Use NO nails in tileboard. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification.		

Case Number: CD-15576
Address: 3936 Jefferson Street

	Install standard Builders grade white vinyl tub surround kit around bathtub area. Vinyl to be glued minimum 3/8in plywood securely glued and encased in cap molding. Use NO nails in tileboard.	
		TOTAL \$

MPN #: **CD-15634**

Street Address: **3447 Halsey St.**



Attachment #7

Jacques M. Roy
Mayor

Case Number: CD-15634
Address: 3447 Halsey Street
Inspection Date: 4/29/2025

Neal Blanchard
(318) 880-8358

Category	Question	Comment	Amount
Plumbing	Install supply line cut off valves on all toilet, lavatory and sink lines lacking cut off valves. Replace all leaking or deficient cut off valves with new chrome plated valves. All supply lines and traps shall be equipped with chrome plated escutcheon plates.		
	Remove existing toilet and replace with new standard white Builders grade handicap toilet and seat in bathroom. New toilet to have new wax ring base and sealing compound. New toilet shall be standard white and have individual toilet supply cut off valve. New seat shall be of plastic matching color of toilet. This work may include slightly relocating toilet and installing waste arm for required clearances.		
	Remove existing tub, faucet and drain assembly, replace with new Builders grade one piece standard (or 4 piece kit if necessary for accessibility) white prefabricated 3ft x 5ft fiberglass tub/shower combination, complete with brass waste and tub faucet and shower head. (Tub width may have to be 32 inch to match existing available opening). Installation shall be in compliance with the current International Residential Code and International Plumbing Code. Faucet finish to be brass or chrome. *If existing wall tile must be removed for adequate fit and/or new end cap stud wall needed, frame / surface / finish as needed to match existing walls. Vinyl to be glued minimum 3/8in plywood securely glued and encased in cap molding. Use NO nails in tileboard. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification.		
	Repair/replace water distribution lines under house up to building water service line. Install shut-off valve assembly at junction or at back side of meter. Old water lines may remain in place, due to limited working space, if disconnected from water service line, when the entire supply lines are being replaced.		
		TOTAL \$	