



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

# CmDv HOUSING REHAB SERVICES BID PACKET

**BIDS DUE BY:**  
**FRIDAY, NOVEMBER 30, 2018**  
**9:00 A.M.**

## CmDv #1809 – REHAB CARPENTRY

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 <ul style="list-style-type: none"> <li>- <b>Itemize price for each structure</b></li> <li>- <b>Complete, sign, return in sealed Bid Proposal packet</b></li> </ul>
Attachment #6	Subject Property Scopes of Work and Photos <b>-CARPENTRY work descriptions for 7 addresses</b>



Jacques M. Roy  
 Mayor



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## CmDv Housing Rehab Services Bid Packet - Submittal Conditions

*BID SUBMITTAL DEADLINE / BID OPENING: see cover page*

ATTENTION: *Qualified Contractors*

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

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

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



Attachment #1

Jacques M. Roy  
Mayor



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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 qualified 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 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. These definitions are specific only to this particular bid packet.
2. *CmDv* has a limited amount of funds to spend on rehab services per advertisement event. All properly submitted bids will be opened, however, 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*.
  - a. Bids will be awarded to the lowest responsive, responsible bidder per Bid Proposal Price Sheet.
  - b. *Payment* for each *Home Improvement Services Contract* may be paid with *HUD* federal funds, on behalf of the *Owner*, under either the HOME Program or the CDBG Program, 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.
3. *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 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, in order to comply with *HUD* requirements and the specific payment funding source as described in 2.b above.
  - a. Bids will be awarded to the lowest responsive, responsible bidder per group / bundle on Bid Price Proposal Sheet.
  - b. 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 Attachment #5 for applicability.
  - c. 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.
  - d. The terms of item #2 above still apply to any grouped properties, however, *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.
4. Any Contractor interested in bidding on *CmDv Housing Rehab Services Bid Packets*, must be hold an active *CmDv Qualified Contractor Registration*. This includes application, required licenses, required insurances and required documentation acknowledgements.
  5. It is the bidder's responsibility to visit the property location and evaluate the work to be performed, in accordance with the entire *CmDv Housing Rehab Services Bid Packet*, before submitting a bid. Any oversight on the bidder's part shall not exempt them from the terms of the specifications and/or contract.
    - a. If applicable, an *Addendum(s)* may be posted to inform Contractors of response to additional questions, clarifications and/or changes to the published *CmDv Housing Rehab Services Bid Packet*.
  6. 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.
  7. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
    - a. 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.
  8. The successful bidder shall be awarded bids based on the selection of the *Owner*. The *CmDv Housing Rehab Services Program*, however, will use *HUD* funds to only pay the amount up to the lowest responsible, responsive bid price as defined on the Bid Proposal Price Sheet, on behalf of the *Owner*. If a Contractor other than the lowest responsible, responsive bidder is selected by the *Owner*, then the *Owner* shall be responsible to pay the difference in the price, out of pocket, directly to the Contractor. A *Bid Tabulation Sheet Notification* shall be provided to all participating bidders once the *Owner* has selected the Contractor and authorized the award of the bid.
    - a. Any payment arrangements above the lowest responsible, responsive bid price amount to be paid / funded by *CmDv*, on behalf of the *Owner*, shall be a separate agreement between the *Owner* and the Contractor. *CmDv* shall not be a party to or facilitator of this arrangement.
    - b. Contractor does have the right to refuse a *Bid Tabulation Sheet Notification Award* where the Contractor will not be paid in full by *CmDv*, on behalf of the *Owner*. The Contractor must submit a *Bid Withdrawal* in writing within ten (10) business days after the *Bid Tabulation Sheet Notification*.
  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. The notice shall also include a contract signing date for awarded Contractors.
  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 all awarded projects, shall be executed within forty five (45) calendar days from the date of bid opening.
    - a. In the event there is an unforeseen delay in receiving HUD 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 HUD funds are received. Contractors will be notified of the same on the *Bid Tabulation Sheet Notification*.

- b. In the event there is an unforeseen delay in receiving HUD funding greater than ninety (90) calendar days after the bid opening date, once HUD 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 HUD funds are received.
    - ii. If the Contractor does not agree, the properties will be re-advertised for bid.
- 12. All *new Contractors* awarded a bid proposal for the first time through *CmDv* will be required to successfully complete a minimum of one (1) project prior to signing additional contracts, in the event they are awarded multiple addresses. However, in no instance can more than fifteen (15) business days lapse from this issuance of a *Certificate of Completion with Occupancy* and a subsequent *CDA Rehab Permit* issuance, without written approval from the *CmDv* Administrator.
- 13. 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.
- 14. Should an awarded bidder fail to execute a *Home Improvement Services Contract* or satisfactorily complete a project, award be withdrawn, and/or a contract be terminated, a *secondary / subsequent award* may be implemented.
- 15. The *CDA Rehab Permit* shall serve as the Notice to Proceed. *CDA Rehab Permit* is valid for thirty (30) calendar days. The Contractor shall procure all permits and licenses under federal, state and local laws, pay all charges and fees.
- 16. As a condition of the *CDA Rehab Permit*, *inspections* shall be required. The City of Alexandria reserves the right to inspect any and all permits, licenses and work at any time prior to or during the construction process. Upon satisfactory completion of the repair, the Contractor is subject to *inspections* defined by the *CDA Rehab Permit*. The Contractor must schedule a final *CDA Owner / Contractor Acknowledgement inspection* after all work is complete.
- 17. The City of Alexandria, on behalf of the *Owner*, reserves the right to reject for *cause* any and all bids or parts of bids, or accept bids most beneficial to the *Owner*. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
- 18. The City shall make a one-time *payment* to the Contractor for 100% of the contracted amount due within thirty (30) calendar days of receipt of all requisite documentation.
  - a. In the event there is a significant time frame (more than forty five (45) working days from the issuance of the *CDA Rehab Permit* and the *Certificate of Occupancy with Completion*, with validated reason), the Contractor may submit a written request for one (1) partial payment on projects funded with *HUD HOME* funds only. This one (1) partial payment shall be at a maximum of twenty five (25%) of the total amount due, only if at least that amount of work has been performed to date. The City Inspector shall be responsible to determine the amount of work completed up to that date.
- 19. The Contractor and City shall agree that should any dispute arise, a final *dispute resolution*, will be rendered by *CmDv* Administrator.
- 20. Contractor will 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. 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.
23. 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.
24. Whenever quantities or usages are provided by the work descriptions, these quantities are estimates only. No guarantee or warranty is given or implied by the City of Alexandria as to the total amount that may or may not be required to complete the work. These estimated numbers may be used to calculate total bid prices.
25. Contractor shall furnish all labor, materials, and equipment necessary to accomplish all of the work required by the entire Bid Packet of the attached properties. Labor shall be performed by skilled, competent craftsmen. The City Inspector shall have the right to have personnel removed from the job who are not performing their services in a workmanlike manner, violating the terms of the bid packet, laws and/or City ordinances.
26. 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.
27. The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the rehabilitation of the buildings, as well as abatement and disposal of materials, and shall defend, indemnify, and hold harmless, the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation. Contractor is responsible to account for these conditions in the bid proposal price submitted.
28. 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.
29. 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 or 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.
30. 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.
31. 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.
32. 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

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

1. complete removal and disposal of all materials replaced in accordance with the scope of work on the subject property from the property, including but not limited to demolition debris, trash, garbage, appliances, plumbing fixtures or similar materials;
2. all materials and products shall be new and un-used. Material products shall be of Builder Grade minimum and meet all requirements for code compliance with the current adopted version of the International Residential Code (IRC). Each respective bidder shall be responsible for insuring that his/her product meets or exceeds this specification;
3. 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;
4. providing sufficient manpower so as to perform work safely and expeditiously with all equipment plainly marked with the company name or the rental company name, if applicable;
5. 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;
6. responsibility to keep premises clean and orderly during the course of work and remove all debris upon completion of work. Where buildings to be remodeled 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;
7. if required in the scope of work description or if required by law, the Contractor shall provide the City of Alexandria with asbestos and/or lead based paint clearance test survey, pursuant to the standards of the Environmental Protection Agency and/or the *LDEQ* before the completion of work;
8. any and all materials and equipment removed and replaced as part of the work shall belong to the Contractor for salvage rights.
9. any work not described above but necessary to provide a clean, functioning work site and livable space for the *Owner*;
10. abatement, removal and legal disposal of hazardous materials, as applicable, identified in the Property Identification Scope of Work Reports provided with each Subject Property Identification in Attachment #6.
11. 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. When any bid is accepted, by the *Owner*, for rehab services, a written *Home Improvement Contract* shall be executed by and between the *Owner* and the Contractor.
  - a. A *Home Improvement Contract* between the *Owner* and the Contractor cannot be executed until after a grant agreement has been executed by the Mayor of the City of Alexandria and the *Owner*.
  - b. The successful bidder shall be awarded bids based on the selection of the *Owner*. The *CmDv Housing Rehab Services Program*, however, will use *HUD* funds to only pay the amount up to the lowest responsible, responsive bid price as defined on the Bid Proposal Price Sheet, on behalf of the *Owner*. If a Contractor other than the lowest responsible, responsive bidder is selected by the Home Owner, then the Home Owner shall be responsible to pay the difference in the price, out of pocket, directly to the Contractor. A *Bid Tabulation Sheet Notification* shall be provided to all participating bidders once the Home Owner has selected the Contractor and authorized the award of the bid.
  - c. *CmDv* shall determine the *funding source* through *HUD* for payments for all repairs. The two options are: *CDBG Minor Rehab* or *HOME Major Rehab*, for the payment of bid awards.
2. 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.
3. A *CDA Site Preconference inspection* is required before any work is started, at any time after the *Home Improvement Services Contract* is signed by the Contractor, yet can be held prior to the issuance of a *CDA Rehab Permit*.
4. The Contractor shall notify the City of Alexandria Call Center at 318-441-6333 to schedule inspection(s) deemed necessary on the *CDA Rehab Permit*, a minimum of 24 hours in advance. The Contractor must be present for each inspection to ensure work is code complaint and to ensure the job site has been left in a safe condition daily.
5. *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, at no cost, existing utilities such as light, heat, power, and water necessary to carry out and complete of the work. The *Owner* shall also consider allowing workers access to restroom facilities during the course of work.
6. Due to the Federal funding limitations of the program, *change orders* will be considered on a case by case basis, only where unforeseen conditions are disclosed during the course of the work, which are necessary to complete the defined scope of work. See more description in the updated *CDBG Minor Rehab Program Guide, Article XVI* and/or the updated *HOME Major Rehab Program Guide, Article XII*, depending on the funding source of the bid award.
7. 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, may result in the assessment of liquidated damages of \$500 per day, without reasonable justification and written approval from the *CmDv* Administrator.
8. Contractor shall maintain safe working conditions by installing, operating, maintaining and protecting the project in a manner that will be safe, non-hazardous, sanitary and protective of persons and property. The Contractor shall provide all necessary barricades, signs and take all necessary precautions to protect buildings, property, personnel and the public.
9. 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.
10. 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.
11. Contractor shall keep all equipment and vehicles out of the City street and off the City sidewalk in effort to maximize the



passage of traffic and street parking for neighboring residents. Contractor shall coordinate any traffic needs with the City of Alexandria Traffic Department (318-441-6126) and/or the LaDOTD.

12. 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.
13. Contractor shall be responsible to notify 811 at least 48 hours prior to any digging operations.
14. 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.
15. Salvage rights of removed debris materials belong to Contractor as soon as the *Home Improvement Contract* is fully executed by both the *Owner* and the Contractor. After that time, it is the Contractor's discretion to allow the owner or other parties the salvage of any debris materials left on the property.
16. 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.
17. 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.
18. 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*.
19. 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 *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*.
20. 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.
21. 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).
22. 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.
23. It is in the Contractor's 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.

24. 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 *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.
25. 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.
  - 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.
  - c. This shall also remove any warranty related issues specific to this scope of work from the Contractor.
26. 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.
27. All projects awarded with *HUD HOME* funds has been tested by certified Contractors for *CmDv* and has been confirmed that no lead based paint hazards are present in the areas of work.
28. All projects awarded with *HUD CDBG* funds shall be assumed to have *lead based paint hazards* and best lead safe practices for this hazard abatement shall be performed by the Contractor during the scope of work. Lead Clearance Tests may be required. Review the Scope of Work for applicability. Compliance with LA Title 33, Part III, Chapter 28 shall be required. A copy of this regulation can be provided by request.
29. If any materials are found to contain *Lead Based Paint hazards* and/or *asbestos containing material* hazards and are defined in the scope of work for removal, that work shall be performed by an EPA Certified Abatement Contractor, who will act as a subcontractor under the Prime Contractor.
30. If required in the scope of work description or if required by law, the Contractor is responsible for obtaining a Lead Paint Clearance Test. All paint chip, dust or soil samples shall be collected and analyzed in accordance with standards established by the State under a program authorized by EPA in accordance with 40 CFR 745.89 and by Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing 24 CFR 35. All Clearance Testing must be performed by a State Licensed Lead Paint Risk Assessor. A copy of the State License and Clearance Report will be required prior to payment. The Contractor must be trained in accordance with the Toxic Substances Control Act Section 402 and received certification by EPA to conduct lead based paint renovation, repair and painting activities pursuant to 40 CFR 745.89.
31. Any abatement work required by the *Lead and/or Asbestos Testing Survey Report* must be completed and pass the CDA Abatement *inspection* prior to the issuance of a *Certificate of Completion with Occupancy*.
32. Per LDEQ regulations, LA Title 33, Part III, Chapter 28, Section 2811.E.7, for *lead based paint hazards*: if any area of the exterior of the structure (excluding the roof) is planned to receive work for a project awarded with HUD CDBG funds, a pre-abatement composite soil sample may be required for the soil next to the foundation or from the dripline below any exterior surface where work is to be performed. If the initial soil samples exceed 400 micrograms per gram, the Contractor will provide analysis results to the *Owner* prior to abatement. Abatement must be in compliance with Federal, State and local regulations. Per LDEQ regulations, LA Title 33, Part III, Chapter 28, Section 2811.E.9.e.iii.b and 2811.E.9.iv: After abatement, at least two (2) post-abatement samples may also be required from an adjacent exterior horizontal surface, next to the foundation or from the dripline below any exterior surface where work is to be performed. This post-abatement sampling shall not exceed the pre-abatement sampling limits. If it does, the Contractor shall abate the soil according to Section 2811.E.8.

- a. One (1) pre-abatement soil sampling and one (1) post-abatement soil sampling shall be paid for with HUD CDBG funds at no expense to the Contractor. However, in the event that a post-abatement soil sampling exceeds the limits noted above, the Contractor shall be responsible for costs of additional tests until compliance is achieved.
  - b. Copies of all *Lead and/or Asbestos Testing Survey reports* must be provided to the *Owner* and *Cmdv* prior to the issuance of the *Certificate of Completion with Occupancy*.
33. If applicable, *Cmdv* has secured and provided the *Lead and/or Asbestos Testing Survey Reports*, which are at no expense to the Contractor. The completed reports shall be included for each property location in Attachment #6 and shall include the appropriate AAC-2 form to be completed by the awarded Contractor.
- a. It is the Contractors responsibility to read each report and comply with all Federal, State and local requirements for compliance with hiring, handling, abatement and disposal of hazardous materials and workers exposed to the same.
  - b. In the event that *Lead and/or Asbestos Testing Survey Reports* are incomplete at the time of bid publication, *Cmdv* may request the Bid Proposal Price Sheet (Attachment #5) to be submitted with two prices: first as "*RACM Rehab*" and secondly as "*NON-RACM Rehab*". *Bid Tabulation Sheet Notifications* shall indicate the low bidder in each method, per property location. Once completed *Lead and/or Asbestos Testing Survey Reports* are provided to *Cmdv*, the bid award confirmation will be based on the report findings. Copies of the same can be made available to all participating bidders upon written request. This method may be used in effort to expedite the bid process in order to comply with or meet imposed deadlines for budget spending.
34. The *LDEQ AAC-2 forms*, either (a) or (b) as inserted at the end of the *Lead and/or Asbestos Testing Survey Report*, shall be required to be completed and submitted by the Contractor to *LDEQ* at least ten (10) business days prior to commencement of the demolition activities. This same form shall also be submitted to *Cmdv* for the issuance of the *CDA Rehab Permit*. The *CDA Rehab Permit*, however, will not be issued until the *LDEQ* ten (10) business day review period has expired.
- a. AAC-2 (a) form – "Notification of Demolition and Renovation and Asbestos Contaminated Debris Activity Form". See the form for specific details. Also, see Asbestos Summary, Guidelines, and Best Practice (Attachment #5).
  - c. AAC-2 (b) form – "Asbestos Negative Declaration, Demolition Notification Form". See the form for specific details. Also, see Asbestos Summary, Guidelines, and Best Practice (Attachment #5).
35. All "nonexempt" construction or demolition debris shall be properly disposed of in a *LDEQ* approved permitted disposal site or transfer facility according to *DEQ* regulations. Weighing tickets must be submitted to the Community Development Department as documentation of proper disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria.
36. Contractor is responsible for the removal and disposal of any and all debris removal, including *ACM* from structures, as required by regulations. Contractor must be prepared to provide certified and trained supervisory personnel, lead and/or asbestos workers, furnish all required or necessary equipment and supplies, and provide insurance and transportation as required.
37. Contractor shall provide the appropriate landfill information on the AAC-2 form and disposal of demolition debris as required by Federal and State law.
- a. *RACM* must be disposed in a Type 1 or 2 solid waste permitted landfill that also has recognition in accordance with the Louisiana Air Quality regulations, in particular, LAC 33:III.515.N. In addition, Category I and/or II *ACM* that becomes *RACM* during the demolition process, is subject to these same requirements.
  - b. Construction and demolition (C&D) debris that is not *RACM* may be disposed in a Construction and Demolition debris landfill that has a plan approved by the Solid Waste Section of the *LDEQ* Waste Permits Division to accept such waste.
38. All *ACM* demolition debris shall be dumped at a commercial dump facility as required by the classification of the debris. Weigh/dump tickets shall be submitted to *Cmdv* with invoices for *payment*, as documentation of legal disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria, *LDEQ* and/or *HUD*.

39. A Solid Waste Transporter # is required to transport any type of solid waste in the State of Louisiana (LAC 33:VII). This information must also be included on the AAC-2 form. This includes demolition debris and asbestos material. Contact *LDEQ* Permit Support Services Divisions, Notifications and Accreditations Section at 225-219-1665 to apply for a SW transporter #.
40. Contractor shall notify the City of the presence of any asbestos, underground petroleum fuel tanks, hazardous type materials and/or other conditions found in the structures and/or on the property that was not cited in the bid packet in the Subject Property Identification (Attachment #6) and/or the *Lead and/or Asbestos Testing Survey Report*. This notification may trigger justification for a *change order*. The Contractor shall also be required to handle and abate those materials in accordance with Federal, State and local laws.
41. The Contractor shall be responsible to comply with notification and inspection requirements required by *LDEQ*.



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## 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 *CmDv Housing Rehab Services Bid Packet*. An *Addendum*, if applicable, may be published after submitted written questions and/or a *Pre-Bid Conference*. Also, any questions or clarifications requests from the Contractor outside of the *Pre-Bid Conference* must be presented in writing to *CmDv* a minimum of ten (10) business day prior to the bid opening date.

- a. If applicable, an *Addendum* will be posted, at the same location as the original bid advertisement on the City's website, for clarification to all potential bidders a minimum of four (4) business days before bid opening / on the Monday of the same week of the bid opening.
- b. *CmDv* will make every attempt to notify Contractor attendees of any scheduled *Pre-Bid Conference* or 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*.

**ASBESTOS CONTAINING MATERIALS (ACM):** asbestos containing materials (ACM) are present that must be properly abated based on the *LDEQ* threshold standards. The current state of these materials may not considered *RACM* and if handled properly, may be removed / abated / treated as such, prior to demolition. The use of a licensed Abatement Contractor is recommended but not required. Any *ACM*, however, does have the potential to become *RACM*, if not handled properly. There are also Categories I and/or II non-friable *ACM*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide. Dumping at specific landfill requirements apply. Compliance with LA Title 33, Part V shall be required.

- a. An AAC-2 (b) form is allowed when greater than 64 square feet of Vinyl Asbestos Tile (VAT) is removed without the intent of making it *RACM*, or when lab analysis of properly sampled materials indicates that no *ACM* is present; that *ACM* present is not *RACM* and will not be made *RACM* by the demolition; or that all *RACM* present is less than established thresholds.

**ASBESTOS TESTING SURVEY REPORT:** According to the National Environmental Standards for Hazardous Air Pollutants (NESHAP) and the *LDEQ*, buildings may be required to be tested for asbestos by an accredited *LDEQ* Asbestos Testing Inspector. This report provides details related to *ACM* and/or *RACM* present in the structure, along with a recommendation for handling their removal / abatement through an AAC-2 form.

- a. If applicable, in this bid packet, property scopes of work may include *Asbestos Testing Survey Report* performed by Terracon Consultants, Inc located at 3007 Knight Street, Suite 101, Shreveport, Louisiana 71105. Contact information is 318-868-6849 and/or [www.terracon.com](http://www.terracon.com).
- b. If applicable, the appropriate AAC-2 form will have been prepared for the Contractor, by Terracon, to complete and submit to *LDEQ* and *CmDv*. These provided forms must be used and not substituted with other forms as they contain pertinent information to the *Asbestos Testing Survey Report*, unless the form is found to be in error by the Contractor.
- i. In the event that an AAC-2(b) form is provided, the Contractor may elect to handle the removal of *ACM* in a different manner than defined in the attached AAC-2(b) which may cause the need for an AAC-2(a) form instead. The Contractor shall be required to notice *CmDv* of the same prior to the start of work.
- c. If applicable, a copy of each *Asbestos Testing Survey Report* is attached in Subject Property Identification (Attachment #6).
- d. If applicable, a copy of the ADVF form issued by *LDEQ* shall be submitted to *CmDv* and required for the issuance of the *CDA Rehab Permit*.



- e. If applicable, all bids submitted shall include all costs associated for the asbestos removal.

**BID TABULATION SHEET NOTIFICATION:** The successful bidder shall be awarded bids based on the lowest responsible, responsive bid price as defined on the Bid Proposal Price Sheet, Attachment #5, submitted. This could be by individual property or by group / bundle:

- a. Bids solicited by individual property: Bids will be awarded to the lowest responsive, responsible bidder per property listed on the Bid Price Proposal Sheet. See Attachment #2, General Conditions, item #2.
- b. Bids solicited by group / bundle: Bids will be awarded to the lowest responsive, responsible bidder per group / bundle listed on the Bid Price Proposal Sheet. This means that there could be a lower bidder for a specific property within another group, however, the overall low bidder per group / bundle shall receive the award. This applies even if the group / bundle is broken up for award, with acceptance from the group / bundle low bidder. See Attachment #2, General Conditions, item #3.

A *Bid Tabulation Sheet* shall be provided to all participating bidders via email within fifteen (15) business days of bid opening. The confirmation of bid awards shall also include a date and time for awarded Contractors to sign *Home Improvement Contracts*. Requests for the *Bid Tabulation Sheet* can be made through a Public Records Request by any other party that did not submit a bid.

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

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

- a. The earliest a bid may be eligible to be withdrawn is 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. Contractor does have the right to refuse a *Bid Tabulation Sheet Notification* award where the Contractor will not be paid in full by *CmDv*, on behalf of the *Owner*. The Contractor must submit a *Bid Withdrawal* in writing within ten (10) business days after the *Bid Tabulation Sheet Notification*. See Attachment #2, item #8 for more info.
- d. If a Contractor is approved / accepted by *CmDv* to withdraw a bid submittal, the Contractor would not be able to participate in any *secondary / subsequent award* bid processes for that particular property within the ninety (90) calendar days from the date of initial bid opening, in the event that the project must be re-advertised for public bid. See definition for *secondary / subsequent award*.

**CAUSE:** justified reason. If a contract is terminated for *cause* or bid awards are withdrawn for *cause*, *CmDv* shall provide written notification stating the reasons within thirty (30) calendar days. The City reserves the right to terminate a contract between an *Owner* and a Contractor, on behalf of the *Owner* or the Contractor. Contractor's 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. Proper allowance shall be made for circumstances beyond the control of the Contractor. *Cause* may be any of the following reasons but not limited to:

- a. Failure to follow procedures / requirements defined in the bid packet and/or contract;
- b. Failure to secure *CDA Rehab Permit* before starting work;
- c. Failure to perform the specified scope of work;
- d. Failure to properly abate materials prior to work or to the act of removal / demolition;
- e. Failure to legally dispose of hazardous debris and materials;
- f. Failure to call for inspections as noted on the *CDA Rehab Permit*;
- f. Failure to complete work within the time specified on the *CDA Rehab Permit*;
- g. Failure to complete tasks with good workmanship practices;
- h. Failure to provide lead clearance tests that prove proper abatement;

- i. Failure to provide required insurances, forms and/or documentation to *CmDv*, *HUD* or *LDEQ*;
- j. Failure to correct complaints / inspection failures within the allocated time period;
- k. Failure to honor one (1) calendar year warranty;
- l. 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:** The Contractor shall secure a *CDA Rehab Permit* from *CmDv*, prior to the start of any work, to give notice for the lawful work to buildings. *CDA Rehab Permit* must be secured within five (5) business days after fully executed contracts are signed between City and *Owner* and the *Owner* and Contractor. The Contractor shall not begin any work on the structure until a *CDA Rehab Permit* has been secured. The permit fee is due at the time of award contract signings. The permit fee is subject to change with City Council approval. The *CDA Rehab Permit* will be issued for signature after all required paperwork is submitted to and approved by *CmDv* via physical delivery or email. The *CDA Rehab Permit* shall act as the Notice to Proceed. *CDA Rehab Permits* issued by *CmDv* are valid for a maximum of thirty (30) calendar days from the date of issuance. Within that time, all work must be complete and pass all required *inspections*. Page 2 of the *CDA Rehab Permit* shall define the *inspections* required for the particular scope of work to be performed. No rain days or holidays will be allowed to extend the permit expiration date without written permission from the *CmDv* Administrator. Submittal requirements for the issuance of a *CDA Rehab Permit* shall be:

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

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

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

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

If an error escapes our detection in the work description, that oversight shall not relieve the contractor of the responsibility of complete compliance with the requirements of the City's adopted codes and ordinance. The Contractor shall carefully study and compare work description with pictures and shall at once report to the City Inspector any error, inconsistency, or omission he may discover.

**CMDV 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.cityofalexandriala.com](http://www.cityofalexandriala.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).

**COMMUNITY DEVELOPMENT DEPARTMENT (CmDv):** A Department, under the Planning Division, within the City of Alexandria. It manages HUD projects and funding, as well as City funds, to accomplish project goals as defined in the Consolidated Plan and at the direction of the Administration. Contact information is 319-449-5074 or [cda@cityofalex.com](mailto:cda@cityofalex.com). Typical customer availability office hours are Monday through Friday from 8:am through 4:pm.

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

- a. Hold an active Louisiana State Contractor's license as a Residential Contractor and/or Commercial Contractor; Licensed Electrician and/or Master Plumber. A LSLBC Home Improvement certification will not be accepted.
- b. 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.
- c. Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged business enterprise



firms is encouraged. For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org). The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).

- d. 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.
- e. Hold a status of "*in good standing*" with *CmDv*, if they have ever worked on *CmDv* projects in the past.
- f. Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam). Any bidder that is found listed on SAM's as in violation, shall automatically be rejected from bidding privileges, *CmDv Qualified Contractor Registration* and/or bid award, by Category and/or in its entirety.
- g. By *CmDv Qualified Contractor Registration* application submittal, the Contractor is acknowledging that they have not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.
  - i. No individual partner, incorporator, director, manager, officer, organizer or member, who has a minimum of ten (10%) ownership in the Bidding Entity, has been convicted of, or nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by *CmDv*, who is funded by Federal and/or local funds: Public bribery (RS 14:118); Corrupt influencing (RS 14:120); Extortion (RS 14:66); Money laundering (RS 14:230).
  - ii. A conviction of or plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes shall bar any person or the bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by *CmDv* for a period five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere: Theft (RS 14:67) Identity Theft (RS 14:67, 16); Theft of a business record (RS 14:67.20); False accounting (RS 14:70); Issuing worthless checks (RS 14:71); Bank fraud (RS 14:71.1); Forgery (RS 14:72); Contractors - misapplication of payments (RS 14:202); Malfeasance in office (RS 14:134).
  - iii. The five (5) year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be re-advertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

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

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

- a. By mutual agreement and consent of both parties, within fifteen (15) business days written notice. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
- b. By the Mayor, on behalf of the City of Alexandria, for *cause*. Proper allowance shall be made for circumstances beyond the control of the Contractor;

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

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

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

**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 qualification and the amounts allowable to each. The qualification for each funding source is predetermined prior to the bid advertisement by the *CmDv* Staff. HUD provides the funding to the City for both programs and the options are:

- a. HOME Major Rehab – maximum program limit is \$40,000. See program guidelines for other requirements.
- b. CDBG Minor Rehab – maximum program limit is \$5,000. See program guidelines for other requirements.

**HOME IMPROVEMENT CONTRACT:** A written agreement of terms shall be fully executed between the qualified *Owner* and the Contractor and shall be binding upon any and all parties. The *Home Improvement Contract* shall be executed within forty five (45) calendar days from the date of bid opening. After the contract is signed by the *Owner*, the *Home Improvement Contract* must be signed by the Contractor to be considered fully executed and enforceable. Once the *Home Improvement Contract* is fully executed, all terms and conditions of the contract shall be in effect and honored upon any and all parties involved until the contract is satisfied and/or terminated. 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 *Owners* behalf.

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

**HOUSING REHAB POLICY GUIDELINES:** *CmDv* is required by the City of Alexandria and *HUD* to establish the guidelines for the Housing Rehab Programs that they manage, which are funded by HUD CDBG or HOME. Each funding source has specific Housing Rehab Policy Guidelines that were adopted by City Council via Ordinance. These guidelines are developed to establish a clear and consistent method and expectation of how the programs are to be executed from start to finish. These

guidelines are a precursor to the *CmDv Housing Rehab Services Bid Packet* and the *Home Improvement Contract*. An electronic copy of this document shall be provided via email on written request.

*IN GOOD STANDING:* The Rehab Contractor must be *in good standing* with *CmDv* and the City of Alexandria, if they have ever performed work for the City in the past, in order to participate in the bid process. This means that prior work experiences and contracts have been satisfactorily completed. See *cause* for reasons that may prohibit a Contractor for being *in good standing*.

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

- a. CDA Site Preconference Inspection – (required) to be scheduled by the Contractor a minimum of two (2) business day before the start of work. This provides both parties with an opportunity to visit to site and discuss the scope of work. The awarded Contractor must be present and will be introduced to the *Owner* at this time. This can be scheduled at any time after the Contractor signs the *Home Improvement Contract*.
- 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 codes and ordinances or identifies remaining work to be performed by the Contractor before the next inspection. The awarded Contractor is required to be present.
- c. Pre-Abatement Inspection; Post-Abatement Inspection – (optional depending on Scope of Work and *CDA Rehab Permit* requirements) to be scheduled by the Contractor and must be performed by the approved Testing Contractor within a minimum of one (1) hour after 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 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 code, ordinances and regulations or identifies remaining work to be performed by the Contractor before the next inspection. The awarded Contractor is required to be present.
- d. CDA Contractor / Owner Acknowledgement Inspection – (required) to be scheduled by the Contractor after the entire scope of work is completed by the Contractor. This provides the City and opportunity to meet with the Contractor and *Owner*, onsite to confirm that the specifications and criteria for the scope of work has been completed with warranties provided or identifies remaining work to be performed by the Contractor before a *Certificate of Completion with Occupancy* can be issued and/or the Contractor be paid for services. The awarded Contractor is required to be present. Complete execution of this form is required as a pre-requisite for payment.

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

*LEAD BASED PAINT HAZARD:* HUD requires that all houses built prior to 1978 be tested for Lead Based Paint hazards or allows the municipality to assume Lead Based Paint hazards are present, therefore, requiring Best Lead Safe Practices, in all areas of work that exceed the de minimis levels. The Contractor performing work shall be trained according to Best Lead Safe Practices with regards to renovation work as required by EPA. The Contractor shall be conscious of the work involved during this limited repair scope and shall perform clean-up practices as defined by the same on all affected painted surfaces, friction surfaces, friction points and impact surfaces within the area of work.

Any project is receiving HUD CDBG Federal funds of up to \$5,000, therefore, is subject to HUD's Lead Safe Housing Rule (24 CFR Part 35) and EPA's Lead Renovation, Repair and Painting Program Rule (40 CFR Part 745). Based on this limited budget,

*CmDv* shall assume that lead is present (Notice of Presumption) and will not test/evaluate the properties before the start of work. If any exemptions are applicable, stabilization and/or clearance testing shall not be required after the work is complete. These rules apply to all pre-1978 housing units assisted with CDBG funds, including single and multi-family units, whether publicly or privately owned. Additionally, the EPA RRP rule also applies to pre-1978 child-occupied facilities located in not only residential, but also public and commercial buildings to prevent lead-poisoning in young children. Regulatory/Statutory Citations can be found at §570.608 24 CFR Part 35 and LA Title 33, Part III, Chapter 28.

The CDBG Minor Rehab program must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. If a visual assessment reveals problems with paint surfaces, Contractors/*Owners/Managers* must repair all identified problems with paint surfaces in accordance with the guidelines of 24 CFR 35, Parts A, B, M, and R, before completing work to a unit receiving CDBG assistance. Contractors/*Property Owners/Managers* shall complete this form to certify that all identified problems with paint surfaces have been repaired/stabilized in accordance with the guidelines.

*CmDv* has a Lead Based Paint Clearance Testing Exemptions form that will be completed when applicable. Contact the Rehab Program Manager for information on this subject. One exemption defines de minimis levels of painted surfaces as:

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

*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 [deq.louisiana.gov](http://deq.louisiana.gov).

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

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

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

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

In the event there is a significant time frame (more than forty five (45) working days from the issuance of the *CDA Rehab Permit* and the *Certificate of Occupancy with Completion*, with validated reason, the Contractor may submit a written request for one (1) partial payment on projects funded with HUD HOME funds only. This one (1) partial payment shall be at a maximum of twenty five (25%) of the total amount due, only if at least that amount of work has been performed to date.

The successful bidder shall be awarded bids based on the selection of the *Owner*. The *CmDv Housing Rehab Services Program*, however, will use *HUD* funds to only pay the amount up to the lowest responsible, responsive bid price as defined

on the *Bid Proposal Price Sheet*, on behalf of the Owner. If a Contractor other than the lowest responsible, responsive bidder is selected by the *Owner*, then the *Owner* shall be responsible to pay the difference in the price, out of pocket, directly to the Contractor. A *Bid Tabulation Sheet Notification* shall be provided to all participating bidders once the *Owner* has selected the Contractor and authorized the award of the bid.

- a. Contractor does have the right to refuse a *Bid Tabulation Sheet Notification* award where the Contractor will not be paid in full by CmDv, on behalf of the *Owner*. The Contractor must submit a *Bid Withdrawal* in writing within ten (10) business days after the Bid Tabulation Sheet Notification. See Attachment #2, item #8 for more info.

**REGULATED ASBESTOS CONTAINING MATERIALS (RACM):** Presence of *asbestos containing materials (ACM)* that are above the established thresholds and must be properly abated, thereby considered regulated. *RACM* also requires *LDEQ* to provide an *ADVF* form to the Contractor after it has reviewed the appropriate AAC-2(a) form. A licensed Abatement Contractor is required for proper removal and abatement of the same. A copy of the Abatement Contractors report after work is performed shall be required to be submitted to *CmDv* prior to the request for *payment*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide. Dumping at specific landfill requirements apply. Compliance with LA Title 33, Part V shall be required.

- a. An AAC-2 (a) form is required when requesting Asbestos Disposal Verification Forms (ADVF) for Asbestos Contaminated Debris Activities (ACDA), Demolition, Renovation, and/or Response Action projects where Regulated Asbestos Containing Material (*RACM*) is present, or assumed to be present, above the established thresholds or as otherwise required by LAC 33:III.5151.F.1.

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

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

- a. fails to execute a *Home Improvement Contract*;
- b. fails to satisfactorily complete a project;
- c. fails to abate a project 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.

**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 Property Owner by the Contractor once the work is complete. The Contractor is responsible for installation of all materials and labor, in a method defined by the manufacturer's specifications, necessary to honor any product warranties by the manufacturer. The Contractor is also responsible for delivering all of the warranties and releases to the *Owner*. Failure to comply and/or honor work performed may result in *Contract termination* and/or *debarment*.



## CmDv 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 building herein offered for repairs will be awarded to the lowest, most responsive, responsible bidder as budget allows. The City reserves the right to reject any / all proposals 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	CmDv's initials for Acceptance of Bid Price
1	CD 13230	427 AVOYELLES	DORIS PREVOT	3186134573	\$	
2	CD 13151	3605 BALDWIN AVE	ALFRED HUDSON	3187870222	\$	
3	CD 13184	5107 DONALD DR	ETHEL CHENEY	3184162601	\$	
4	CD 13224	4620 HARGIS	IDA BYNOG	3184454756	\$	
5	CD 13176	5505 JUBE	MICHAEL TENNIE	3184476251	\$	
6	CD 13169	1304 SHIRLAND	BARBARA WHITE	3184846120 3185413308	\$	
7	CD 13177	704 SLOCUM	BEATRICE WALLER	3184730419	\$	
<b>(CDBG) CARPENTRY - ITEMIZE PRICE FOR EACH PROPERTY LISTED ABOVE</b>						

- Proposals must be submitted in accordance with the Bid Submittal Conditions (Attachment #1).
- All bids must be honored for ninety (90) calendar days from the date of bid opening.
- 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.
- 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: \_\_\_\_\_



CmDv Housing Rehab Services Bid Packet –  
Subject Property Identification including:  
Scope of work to be performed and  
Photo relevant to scope of work  
  
for each location advertised for bid

## Attachment #6

Properties are inserted in order by Discipline Grouping  
as listed on the Bid Proposal Price Sheet,  
then in alphabetical order by  
street name, then street number.



**Case Number: CD-13230**  
**Address: 427 AVOYELLES DRIVE**  
**Inspection Date: 10/16/2018**

Category	Question	Comment	Amount
Carpentry	Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike. *Contractor may be required to install header if one does not exist. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	Remove sliding door assembly at back entrance and replace with double 3'0 door assembly.	
	Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.	Carport entry only. 1 storm door total	
	Insulate attic according to current International Residential Code standards. Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6 inches clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile or sheetrock dislodged by weight of insulation.		
	Remove existing interior door and replace with new pre-primed masonite interior hollow core door unit & trim. On all newly installed doors, all hinges, screws, locks, hardware and trim to be new. Hardware color to match existing. Doors are to be flush, plumb and balanced with existing walls. Make all necessary adjustments to frame and/or walls and replace frames to ensure adequate, proper and secure fit. Doors to remain in manufacturers pre-primed finish. *On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	1 entrance door to bedroom located on left side of hallway. 1 entrance door to bathroom located in hallway. 2 doors total.	



Other	<p>This project is assumed to have lead hazards. Awarded Contractor must hold a current EPA Lead Safe Practices Certification or a Certified Renovators Certification (800-424-5323 x.3) to be eligible for project award. Lead safe work practices and interim controls are required. Depending on area of work, a lead hazard Baseline Test may be required prior to the start of work, which will be ordered and paid for by CmDv. A Lead Base Clearance Test must be conducted within a specific time after ALL renovations are complete and the clean-up procedure is finished by the Contractor. Clean-up costs are at the Contractors expense. Contractor is responsible to contact the CmDv Lead Testing Sub-contractor to coordinate a Clearance Test at least one week in advance. Call CmDv at 318-449-5074 for the Lead Testing Inspectors contact info. CmDv will pay for one Clearance Test. In the event that the one Clearance Test fails, the Contractors final payment amount shall be deducted by the cost of any additional Clearance Tests required until a clean test is achieved. The issuance of the Certificate of Completion and Contractor payment will be held until a passed test is achieved. All certified Lead Testing Inspectors and Certified NLLAP Labs shall be selected by CmDv.</p>		
		<b>TOTAL</b>	<b>\$</b>

Project Number: **CD-13230**  
Address: **427 AVOYELLES DRIVE**  
Inspection Date: **7/25/2018**



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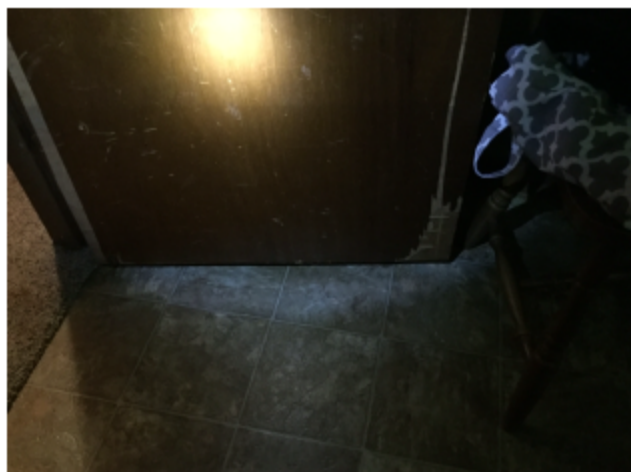
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**Case Number: CD-13151**  
**Address: 3605 BALDWIN AVENUE**  
**Inspection Date: 5/21/2018**

Category	Question	Comment	Amount
Carpentry	<p>Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.</p>	Front and back door	
	<p>Replace damaged existing exterior wall siding, corner boards, window and/or door trim with like materials. Prime and paint all new lumber to match existing. Do not paint over soffit vents. Contractor shall be responsible for all necessary cutting or pruning exterior landscaping to give adequate clearance for painting. *Painting/staining requirements shall comply with Exterior/Interior Paint/Stain specification attached. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.</p>	Replace wood window seats and trim at right side, left side and rear of house. 9 Windows total	
	<p>Install 22in x 30in attic access scuttle hole or larger, enough to allow passage for the largest appliance located in the attic. Install 1in x 4in pine trim and 3/4in plywood to cover opening. Paint opening cover to match existing ceiling. Weather strip and insulate scuttle hole cover. *Scuttle hole to be used in areas where drop-down attic stair would not be accessible. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.</p>	Install access in hallway	
Other	<p>This project is assumed to have lead hazards. Awarded Contractor must hold a current EPA Lead Safe Practices Certification or a Certified Renovators Certification (800 -424-5323 x.3) to be eligible for project award. Lead safe work practices and interim controls are required. Depending on area of work, a lead hazard Baseline Test may be required prior to the start of work, which will be ordered and paid for by CmDv. A Lead Base Clearance Test must be conducted within a specific time after ALL renovations are complete and the clean-up procedure is finished by the Contractor. Clean-up costs are at the Contractors expense. Contractor is responsible to contact the CmDv Lead Testing Sub-contractor to coordinate a Clearance Test at least one week in advance. Call CmDv at 318-449-5074 for the Lead Testing Inspectors contact info. CmDv will pay for one Clearance Test. In the event that the one Clearance Test fails, the Contractors final payment amount shall be deducted by the cost of any additional Clearance Tests required until a clean test is achieved. The issuance of the Certificate of Completion and Contractor payment will be held until a passed test is achieved. All certified Lead Testing Inspectors and Certified NLLAP Labs shall be selected by CmDv.</p>		
		<b>TOTAL \$</b>	

Project Number: **CD-13151**  
Address: **3605 BALDWIN AVENUE**  
Inspection Date: **5/21/2018**



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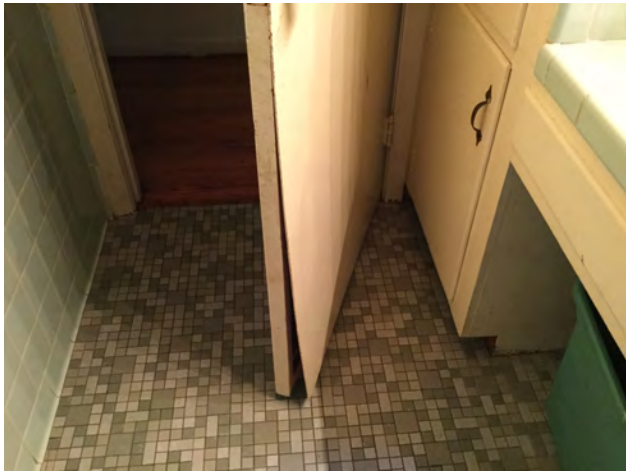


**Case Number: CD-13184**  
**Address: 5107 DONALD DRIVE**  
**Inspection Date: 10/18/2018**

Category	Question	Comment	Amount
Carpentry	Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike. *Contractor may be required to install header if one does not exist. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	Front entrance to living room, 1 door total. Rear entrance to utility room, 1 door total. Entrance from garage to dining room, 1 door total ( this door shall be fire rated per IRC R302.5.1 ). Latch repair to sliding door at rear entrance to dining room.	
	Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.	Front entrance only. 1 storm door total	
	Install mill finish storm windows on all exterior windows. Storm windows to be factory weather-stripped, capable of being securely locked and equipped with aluminum or vinyl screen. Frames shall be well caulked to insure minimum air infiltration. Irregular sizes shall be custom made to insure adequate and secure fit. *Excluding windows with A/C units.	3 window assemblies on front of house, 5 window assemblies on back of house and 1 window assembly on right side of house. 9 window assemblies total.	
	Remove existing interior door and replace with new pre-primed masonite interior hollow core door unit & trim. On all newly installed doors, all hinges, screws, locks, hardware and trim to be new. Hardware color to match existing. Doors are to be flush, plumb and balanced with existing walls. Make all necessary adjustments to frame and/or walls and replace frames to ensure adequate, proper and secure fit. Doors to remain in manufacturers pre-primed finish. *On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	Entrance door to front left bedroom, closet door in master bedroom ( located at back left side of house ) and entrance door to hallway bathroom. 3 Interior doors total.	

Other	<p>This project is assumed to have lead hazards. Awarded Contractor must hold a current EPA Lead Safe Practices Certification or a Certified Renovators Certification (800-424-5323 x.3) to be eligible for project award. Lead safe work practices and interim controls are required. Depending on area of work, a lead hazard Baseline Test may be required prior to the start of work, which will be ordered and paid for by CmDv. A Lead Base Clearance Test must be conducted within a specific time after ALL renovations are complete and the clean-up procedure is finished by the Contractor. Clean-up costs are at the Contractors expense. Contractor is responsible to contact the CmDv Lead Testing Sub-contractor to coordinate a Clearance Test at least one week in advance. Call CmDv at 318-449-5074 for the Lead Testing Inspectors contact info. CmDv will pay for one Clearance Test. In the event that the one Clearance Test fails, the Contractors final payment amount shall be deducted by the cost of any additional Clearance Tests required until a clean test is achieved. The issuance of the Certificate of Completion and Contractor payment will be held until a passed test is achieved. All certified Lead Testing Inspectors and Certified NLLAP Labs shall be selected by CmDv.</p>		
		<b>TOTAL</b>	<b>\$</b>

Project Number: **CD-13184**  
Address: **5107 DONALD DRIVE**  
Inspection Date: **7/6/2018**



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**Case Number: CD-13224**  
**Address: 4620 HARGIS STREET**  
**Inspection Date: 10/16/2018**

Category	Question	Comment	Amount
Carpentry	Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike. *Contractor may be required to install header if one does not exist.	Front entrance,side entrance at front and side entrance at rear. 3 exterior doors total.	
	Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.	Front entrance,side entrance at front and side entrance at rear. 3 storm doors total.	
	Remove existing interior door and replace with new pre-primed masonite interior hollow core door unit & trim. On all newly installed doors, all hinges, screws, locks, hardware and trim to be new. Hardware color to match existing. Doors are to be flush, plumb and balanced with existing walls. Make all necessary adjustments to frame and/or walls and replace frames to ensure adequate, proper and secure fit. Doors to remain in manufacturers pre-primed finish.	Entrance to bedrooms, 3 total. Entrance to bedroom closets, 3 total. 1 entrance to bathroom at hallway, 1 total. 1 entrance to den area,1 total. 1 entrance to laundry room, 1 total. 9 interior doors total.	



Other	<p>This project is assumed to have lead hazards. Awarded Contractor must hold a current EPA Lead Safe Practices Certification or a Certified Renovators Certification (800-424-5323 x.3) to be eligible for project award. Lead safe work practices and interim controls are required. Depending on area of work, a lead hazard Baseline Test may be required prior to the start of work, which will be ordered and paid for by CmDv. A Lead Base Clearance Test must be conducted within a specific time after ALL renovations are complete and the clean-up procedure is finished by the Contractor. Clean-up costs are at the Contractors expense. Contractor is responsible to contact the CmDv Lead Testing Sub-contractor to coordinate a Clearance Test at least one week in advance. Call CmDv at 318-449-5074 for the Lead Testing Inspectors contact info. CmDv will pay for one Clearance Test. In the event that the one Clearance Test fails, the Contractors final payment amount shall be deducted by the cost of any additional Clearance Tests required until a clean test is achieved. The issuance of the Certificate of Completion and Contractor payment will be held until a passed test is achieved. All certified Lead Testing Inspectors and Certified NLLAP Labs shall be selected by CmDv.</p>		
		<b>TOTAL</b>	<b>\$</b>

Project Number: **CD-13224**  
Address: **4620 HARGIS STREET**  
Inspection Date: **7/19/2018**



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**Case Number: CD-13176**  
**Address: 5505 JUBE STREET**  
**Inspection Date: 10/16/2018**

Category	Question	Comment	Amount
Carpentry	<p>Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike. *Contractor may be required to install header if one does not exist. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.</p>	<p>Front entrance and rear entrance. 2 exterior doors total. No lead test required. Home tested negative for lead.</p>	
	<p>Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.</p>	<p>Front entrance and rear entrance. 2 storm doors total.</p>	
	<p>Insulate attic according to current International Residential Code standards. Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6 inches clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile or sheetrock dislodged by weight of insulation.</p>		
		<b>TOTAL \$</b>	

Project Number: **CD-13176**  
Address: **5505 JUBE STREET**  
Inspection Date: **7/5/2018**



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7/5/2018 4:00:33 PM

**Case Number: CD-13169**  
**Address: 1304 SHIRLAND AVENUE**  
**Inspection Date: 10/18/2018**

Category	Question	Comment	Amount
Carpentry	Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike. *Contractor may be required to install header if one does not exist. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	Front entrance door and right side entrance door. 2 exterior doors total	
	Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.	Front entrance door and right side entrance door. 2 Storm doors total	
	Insulate attic according to current International Residential Code standards. Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6 inches clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile or sheetrock dislodged by weight of insulation.		

Other	<p>This project is assumed to have lead hazards. Awarded Contractor must hold a current EPA Lead Safe Practices Certification or a Certified Renovators Certification (800-424-5323 x.3) to be eligible for project award. Lead safe work practices and interim controls are required. Depending on area of work, a lead hazard Baseline Test may be required prior to the start of work, which will be ordered and paid for by CmDv. A Lead Base Clearance Test must be conducted within a specific time after ALL renovations are complete and the clean-up procedure is finished by the Contractor. Clean-up costs are at the Contractors expense. Contractor is responsible to contact the CmDv Lead Testing Sub-contractor to coordinate a Clearance Test at least one week in advance. Call CmDv at 318-449-5074 for the Lead Testing Inspectors contact info. CmDv will pay for one Clearance Test. In the event that the one Clearance Test fails, the Contractors final payment amount shall be deducted by the cost of any additional Clearance Tests required until a clean test is achieved. The issuance of the Certificate of Completion and Contractor payment will be held until a passed test is achieved. All certified Lead Testing Inspectors and Certified NLLAP Labs shall be selected by CmDv.</p>		
		<b>TOTAL</b>	<b>\$</b>

Project Number: **CD-13169**  
Address: **1304 SHIRLAND AVENUE**  
Inspection Date: **6/7/2018**



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**Case Number: CD-13177**  
**Address: 704 SLOCUM DRIVE**  
**Inspection Date: 10/18/2018**

Category	Question	Comment	Amount
Carpentry	Remove existing exterior door units, replace with new, pre-primed, metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door type to be as required by code based on location per International Residential Code 302.5.1. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, hardware locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to ensure adequate, proper and secure fit. Add interior side casing / trim to match existing. Door(s) shall remain in manufacturer's pre-primed finish. Install peep-hole in new door(s) determined by applicants height. Install new entry knob hardware with deadbolt lock(s) on door(s). Lock(s) to be keyed on one side and all keyed alike. *Contractor may be required to install header if one does not exist. **On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	Front entrance and rear entrance. 2 exterior doors total	
	Install new Builders grade aluminum exterior storm door, mill finish. Doors to have a standard kickplate, pneumatic closer and aluminum or vinyl screen. Make all necessary adjustments to frame for proper operation. Irregular door sizes shall be custom made to ensure proper fit in existing door frames.	Front entrance and rear entrance. 2 Storm doors total	
	Remove existing interior door and replace with new pre-primed masonite interior hollow core door unit & trim. On all newly installed doors, all hinges, screws, locks, hardware and trim to be new. Hardware color to match existing. Doors are to be flush, plumb and balanced with existing walls. Make all necessary adjustments to frame and/or walls and replace frames to ensure adequate, proper and secure fit. Doors to remain in manufacturers pre-primed finish. *On CDBG Minor Rehab projects, this scope of work shall require a lead clearance test, see test specification attached.	Entrance doors to bedrooms, 3 total. Closet doors in bedrooms, 3 total. Utility closet door and furnace unit door in hallway, 2 total. Pantry door in kitchen, 1 total. 9 Interior doors total	



Other	<p>This project is assumed to have lead hazards. Awarded Contractor must hold a current EPA Lead Safe Practices Certification or a Certified Renovators Certification (800-424-5323 x.3) to be eligible for project award. Lead safe work practices and interim controls are required. Depending on area of work, a lead hazard Baseline Test may be required prior to the start of work, which will be ordered and paid for by CmDv. A Lead Base Clearance Test must be conducted within a specific time after ALL renovations are complete and the clean-up procedure is finished by the Contractor. Clean-up costs are at the Contractors expense. Contractor is responsible to contact the CmDv Lead Testing Sub-contractor to coordinate a Clearance Test at least one week in advance. Call CmDv at 318-449-5074 for the Lead Testing Inspectors contact info. CmDv will pay for one Clearance Test. In the event that the one Clearance Test fails, the Contractors final payment amount shall be deducted by the cost of any additional Clearance Tests required until a clean test is achieved. The issuance of the Certificate of Completion and Contractor payment will be held until a passed test is achieved. All certified Lead Testing Inspectors and Certified NLLAP Labs shall be selected by CmDv.</p>		
		<b>TOTAL</b>	<b>\$</b>

Project Number: **CD-13177**  
Address: **704 SLOCUM DRIVE**  
Inspection Date: **6/29/2018**



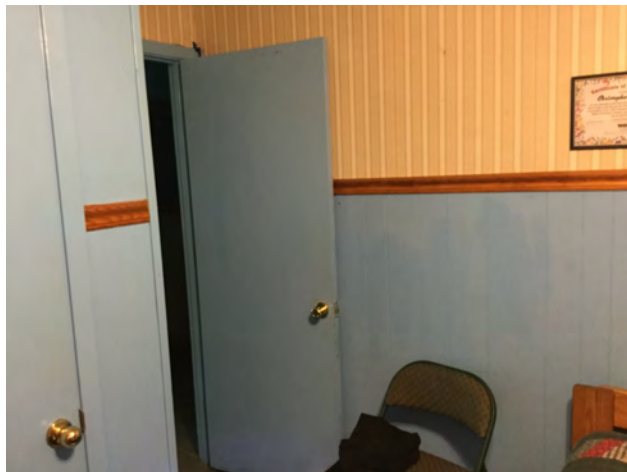
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