

## INVITATION FOR BIDS

IFB NO. IFB- 2024-001

PROJECTS: AL152000001-12  
3500 West Circle {Central}  
Northport, AL 35476

DATE: July 19, 2024

### INTRODUCTION

The Northport Housing Authority (NHA) will accept sealed bids from general or specialized trade Contractors to provide the following services; (1) make necessary repairs generated by the Authority, general work order requests, (2) Provide HVAC repairs/ services (3) Electrical Repairs/Services, (4) Plumbing Services, in/outside of all of the apartments located within the Authority's portfolio; which consist of five developments, one scattered site and five single family homes as needed, according to NSPIRE standards and as directed by the Authority. {A detailed list of possible repairs are located in the Bid Specification Packet) Example – Unit Turn Around (Make/Ready for occupancy) Repairing/Painting exterior/ interior walls, ceilings, floors, bathroom repair/ upgrades, HVAC & Electrical repairs, providing improvements to enhance curb appeal; sidewalk and parking area repair/replacement etc.} The Authority shall accept proposals **ONLY** from Contractors who have successfully completed at least three similar assignments on time for a satisfied Federal, State, State, County or City Governmental Agencies. All Potential bidders shall contact the Chief Executive Officer /Executive Director at RubyNBurton @northporthousingauthority.org. Sealed

bids will be received until **4:00 P.M. CST on Monday, August 05, 2024**, at the Central Office of the Authority, 3500 West Circle, Suite 39, Northport, AL 35476 or emailed to the email address listed above . All bids will be opened publicly and read aloud at **05:30 P.M. on Tuesday, August 06, 2024, during the regular scheduled Commission Board Meeting.**

A Pre-Bid Conference will be held (virtually) All interested Contractors are strongly encouraged to attend in order to prepare an accurate bid.

<b>DATE:</b>	<b>July 29, 2024</b>
<b>TIME:</b>	<b>11:00 A. M.</b>
<b>TELECONFERENCE: ACCESS CODE</b>	<b>877-336-4436 8695653</b>

Specifications and Bid packets may be obtained by visiting the Central Office of the Authority Monday-Friday 8:00 a.m. – 4:00 p.m. or by email upon request.

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

Only Contractors who are properly licensed in accordance with the criteria established by the State Licensing Board for General Contractors under the Provision of Title 34. Chapter 8, Code of Alabama, 1975, as amended will be considered for bidding the work. All bidders shall show such evidence by clearly displaying his/her current license number on the outside of the sealed envelope in which the bid is delivered. Licensing required by the

local municipalities shall be obtained prior to the execution of the contract.

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

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

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

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

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

Each firm or individual must certify that compliance with all applicable equal opportunity requirements governing contracts.

The bid must include signed Northport Housing Authority Certification of Non Discrimination. {Minority and/or Women owned businesses are encouraged to submit a bid}. The Housing Authority of the City of Northport is an Equal Opportunity Employer.

All questions/concerns regarding the bid documents shall be emailed to: RubyNBurton @northport housing authority.org. Oral communication is discouraged and the Authority will not be bound by any oral answers or interpretations of the IFB.

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

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

The Authority’s Website

July 20, 2024

### **ACKNOWLEDGEMENT OF ADDENDUM**

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

### **PROPOSAL RETENTION**

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

### **EQUAL OPPORTUNITY REQUIREMENTS**

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

### **CONTRACT AWARD**

The Authority anticipates awarding a contract to the responsible and responsive Firm whose Bid conforming to all the material terms and conditions of the IFB and is the lowest Bidder. The NHA reserves the right to award a contract of the same services to more than one Contractor in order to meet and/or maintain the requirements and/or time constraints of the U.S. Department of Housing and Urban Development.

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

1. **Bid Form**
2. **Bid Bond (if applicable)**
3. **One copy of the Company's current business license or federal ID Number**

**All forms must be signed in ink and notarized where applicable.**

**Beason Hammond Affidavit**

**AL160116 Residential Construction Wage Determination**

**HUD-2530 Previous Participation**

**HUD-2554 Supplemental Conditions of Contract for Construction**

**HUD-5369 Instructions to Bidders for Contracts**

**HUD-5369-A Representations and Certifications of Proposal**

**Non-Collusive Affidavit**

**Section 3 Clause**

**Section 3 Participation Election Form**

**NHA Certification of Non-Discrimination**

All Bids must be sealed and marked with the IFB number and Project Name on the bottom left corner of the envelope and **Hand Delivered** to the Northport Housing Authority's Central Office, 3500 West Circle,

Suite 39, Northport, AL 35476, or emailed to the email address on page one and labeled/subjected "According to any/all specialized trade/service." Attention Ruby N. Burton, CPM, Chief Executive Officer /Executive Director, no later than the date and time specified above. Any Bid that is not sealed and /or marked accordingly may be rejected.

#### **INQUIRIES**

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

#### **COMMENCEMENT, EXECUTION AND COMPLETION**

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

#### **COMPLETE AND ACCURATE SUBMISSION**

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

#### **RIGHTS AND REMEDIES**

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

#### **TERM OF SERVICE**

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

#### **INSURANCE**

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

#### **GENERAL CONDITIONS**

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

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

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

**NORTHPORT HOUSING AUTHORITY**  
**RUBY N. BURTON, Chief Executive Officer/ EXECUTIVE DIRECTOR**