



Instructions to Bidders

for

Housing Authority Partridge and Sterling Window and Door Retrofit Project

**Housing Authority
of the
City of San Buenaventura
995 Riverside Street
Ventura, CA 93001**

Date: July 27, 2020

**Bid Due Date:
2:00PM August 20, 2020**

Instructions to Bidders for Contracts

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1. Bid Preparation and Submission

(a) Bidders are expected to review and comply with Form HUD-5369, Instructions to Bidders for contracts, Public and Indian Housing Programs (construction).

(b) All bids must include Form HUD-5369 – A Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs. and HUD-5370 General Conditions for the Contract for Construction. These form must be fully completed and executed.

(c) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site. Failure to do so will be at the bidders' risk. Project plans prepared by Mainstreet Architects + Planners, Inc., are on file in the office of the Housing Authority of the City of San Buenaventura and online at www.https://cybercopyplanroom.com/. Bidders hereby propose to furnish all labor, materials, equipment and services required to remove and replace all the windows, sliding glass doors and front doors at all units in the residential building located at 7995 Telephone Road and 1050 Partridge Drive Ventura, CA.

(d) All bids must be submitted on the forms provided by Authority. Bidders shall furnish all the information required by the solicitation. Bids must be signed, and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)

(e) All bids must include AIA Document A305 Contractor's Qualification Statement.

(f) Section 3 Business Preference Documentation: For any bidder claiming a Section 3 Business Preference, he/she shall fully complete and execute the Section 3 Business Preference Certification form and any other documentation required by that form.

(g) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents for Housing Authority Partridge and Sterling Window and Door Retrofit Project."

2. Explanations and Interpretations of Prospective Bidders

(a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.

(b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

3. Submittal Requirements

(a) Before beginning of construction submit bid samples and or product data for all proposed materials, fixtures, equipment, hardware and appliances to Architect and Authority to approve products prior to installation. Data to include manufacturer product information indicating material characteristics, performance criteria and product limitations.

(b) During project, submit to Architect shop drawings of building components of sufficient detail to show fabrication, installation, anchorage and interface of the work with work of other trades, prior to installation.

(c) All materials, fixtures, equipment, hardware and appliances to be approved by Architect and Authority before installation and installed per manufacturers recommendations and instructions.

4. Amendments to Invitations for Bids

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Bidders shall acknowledge receipt of any amendment to this solicitation by identifying the amendment number and date on the bid form. Authority must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the bid requirements.

(c) Amendments will be on file in the offices of Authority at least 7 days before bid opening.

5. Late Submissions, Modifications and Withdrawal of Bids

- (a) Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered.
- (b) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to Authority will be considered at any time it is received and may be accepted.
- (c) Bids may be withdrawn by written notice, or by email received at any time before the exact time set for opening bids; provided that written confirmation of email withdrawals over the signature of the bidder is mailed and dated prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for bid.

6. Bid Opening

All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read immediately after receipt of bids. The time and place of opening will be as specified in the solicitation. Bidders and other interested parties may be present.

7. Service of Protest

Denise M. Wise
Executive Director
Housing Authority of the City of San Buenaventura
995 Riverside Street
Ventura, CA 93001

8. Contract Award

- (a) The Housing Authority of the City of San Buenaventura (Authority) will evaluate bids in response to this solicitation based on the comparative cost estimate for the window and door retrofit work. The basis of award is "lowest responsible and responsive bidder whose bid meets the requirements of the solicitation".
- (b) Authority may reject any and all bids and waive informalities or minor irregularities in bids received, in accordance with Authority written policies and procedures.
- (c) Authority may accept any item or combination of items bid.
- (d) Authority may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is

based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

- (e) A written award letter shall be furnished to the successful bidder.

9. Bid Guarantee

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The Bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company authorized to do business in the state where the work is to be performed. Certified checks and bank drafts must be made payable to the order of Authority. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable and after the bid opening.

10. Assurance of Completion

(a) The successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance shall be in the form of a performance and payment bond in a penal sum of 100 percent of the contract price.

(b) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as Authority may grant based upon reasons determined adequate by Authority, shall render the bidder ineligible for award. Authority may then either award the contract to the next lowest responsible bidder or solicit new bids. Authority may retain the ineligible bidder's bid guarantee.

11. Preconstruction Conference

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of Authority and its architect/engineer, and other interest parties convened by Authority. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Equal Employment Opportunity, Labor Standards). Authority will provide the successful bidder with the date, time, and place of the conference.



BID PROPOSAL
FOR
**PARTRIDGE AND STERLING WINDOW AND DOOR
RETROFIT PROJECT**

Bids To Be Received: 2:00PM Thursday August 20, 2020

Deliver to: 995 Riverside Street, Ventura, CA 93001. Due to Covid-19 we will not be accepting bid packets in person. Please drop bid packets in the mail slot at the left-hand side of the front entry.

A Public bid opening will take place at 2:00PM immediately following the closing of the bid by a GoToMeeting invitation. Details to follow.

Submitted by:

Name of Contractor

Address

Telephone

State Contractor's License Number

BID PROPOSAL

WORK IDENTIFICATION:

Partridge: 1050 Partridge Drive Ventura, CA 93004 AND

Sterling: 7995 Telephone Road Ventura, CA 93004

Name/Address of Job site

NAME AND ADDRESS OF BIDDER: _____

Before awarding a bid, Owner will verify that bidder was properly licensed in accordance with California Business and Professions Code section 7000 et seq. Bidder acknowledges that if the bidder was not properly licensed at the time the bid was awarded, the bid will be considered non-responsive and will be rejected.

1. Proposal
 - (a) Bidder has examined copies of all the documents, including without limitation the document wherein each of the other Contract Documents is identified, and accepts all of the terms and conditions thereof.
 - (b) Bidder proposes and agrees, if this bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to complete all work as specified in the Contract for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.
 - (c) This bid will remain open and not be withdrawn for the period specified in the Instructions to Bidders. If awarded the bid, bidder will sign the Contract and submit the bonds, certificates and other documents required by the Contract Documents within 14 days after the date of the Notice of Award of Contract.

- (d) Bidder has examined the site and locality where the work is to be performed and the legal requirements and conditions affecting the cost, progress and performance of the work in strict accordance with the Contract Documents.

2. Payroll and Compliance Reports

Each contractor and subcontractor must keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the contractor or subcontractor in connection with the public work. Such records must be certified and made available for inspection at all reasonable hours at the principal place of the contractor as required by Labor Code section 1776. In the case of state funded Public Works projects, certified payroll reports must be provided to Owner on a weekly basis. In the case of federally-funded Public Works project and in accordance with 29 C.F.R. § 5.5(a)(3), bidder agrees to furnish to Owner weekly payroll reports and weekly compliance statements for all labor used on this project. As necessary, the contractor shall register with the California Department of Industrial Relations if project funding triggers such registration requirement.

FORM OF BID

BID FOR: PARTRIDGE AND STERLING WINDOW AND DOOR REPLACEMENT PROJECT

TO: HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

FROM: _____

ADDRESS: _____

Before awarding a bid, Owner will verify that bidder was properly licensed in accordance with California Business and Profession Code section 7000 et seq. Bidder acknowledges that if the bidder was not properly licensed at the time the bid was awarded, the bid will be considered non-responsive and will be rejected.

(Bidder) Gentlemen:

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the project plans prepared by Amador Whittle Architects, Inc., hereby proposes to furnish all labor, materials, equipment and services required to reroof twelve residential building located at 1050 Partridge Drive and 7995 Telephone Road Ventura, CA for the sum of:

BASE BID:

\$ _____

(figures)

_____ (Dollars)

(written)

The above sum represents the total cost for the project. No additional documents shall be included with this bid with any additional costs.

Bid reflects the following addenda received:

2. In submitting this bid it is understood that the right is reserved by Authority to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within ten (10) days after the opening thereof, or at anytime thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish any required bond within ten (10) days after the contract is presented to him for signature.
3. If awarded the bid, bidder will sign the Contract and submit the bonds, certificate and other documents required by the Contract Documents within 14 days after the date of the Notice of Award of Contract.
4. All bids must include Form HUD-5369–A Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs. and HUD-5370 General Conditions for the Contract for Construction. Theses form must be fully completed and executed. **INSERT HUD-5369-A and HUD-5370.**
5. Schedule – The bidder understands that the completion date is important to Owner. Therefore, time being of the essence, bidder proposes that the work will be commenced and will be completed as specified herein. **INSERT SCHEDULE.**
6. The bidder will complete form AIA 305 and submit with bid. **INSERT FORM AIA 305**
7. Section 3 Business Preference Documentation: For any bidder claiming a Section 3 Business Preference, he/she shall fully complete and execute the Section 3 Business Preference Certification form and any other documentation required by that form. **INSERT SECTION 3 BUSINESS PREFERENCE FORM.**
8. Subcontractors – In compliance with the Subletting and Subcontracting Fair Practices Act, California Public Contracts Code section 4100 et seq, is each subcontractor who will perform work or labor or render service to the bidder in or about the construction of the work or will specifically fabricate and install a portion of the work in an amount in excess of one half of one percent (0.5%) of the total bid sum or in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of one percent (0.5%) of the total bid or \$10,000, whichever is greater. (Public Contract Code § 4100 et seq.) (List only one subcontractor for each portion of the work as is defined by the bidder in this bid.) No other subcontractors may be used other than those specified without written approval of the Owner; such approval will be made upon showing by the contractor of good and sufficient cause. Failure to specify a subcontractor or specifying more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent (0.5%) of the total bid constitutes an agreement that the contractor is fully qualified and will perform that portion of the work. Any contractor who subcontracts for any portion of work not set forth herein, except as otherwise provided by Public Contract Code sections 4107 or 4109, will be subject to the penalties set forth in Public Contract Code sections 4110 and 4111. **INSERT SUBCONTRACTOR FORM**
9. Noncollusion Affidavit, as required by Public Contract Code section 7106 and made part of this bid. **INSERT NONCOLLUSION AFFIDAVIT.**

10. Security in the sum of _____ Dollars (\$ _____), in the form of _____ is submitted in accordance with the bidding requirements.

(INSERT BID BOND and PERFORMANCE BOND)

11. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting or proposals for the contract for which this proposal is submitted.

12. The bidder represents that he/she () has, () has not participated in a previous contract or subcontract subject to the Equal Opportunity clause prescribed by Executive Orders 10925, 1114, or 11246 of the Secretary of Labor; that he/she () has, () has not filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards.

a. The undersigned acknowledges that it is the policy of the Housing Authority of the City of San Buenaventura to take positive steps to maximize the utilization of minority and women's business enterprises in all contract activity administered by the local Housing Authority.

b. The undersigned will utilize his best efforts to carry out this policy in the award of his subcontracts to the fullest extent consistent with the efficient performance of this contract. As used in this contract, the term "minority of women's business enterprise means a business, at least 50 percent of which is owned by minority group members or women or, in the case of publicly owned businesses, at least 51 percent of the stock is owned by minority group members or women. For the purpose of this definition, minority group members are Black, Hispanics, Asians, Native Americans, Alaskans or Pacific Islanders.

c. The undersigned has taken affirmative action to seek out and consider minority and women's business enterprises for the portions of work to be subcontracted. Such actions are fully documented in his records and available upon request. Results are as follows:

Name and Address of Minority/Women's Firms Contractor Anticipates Utilizing*	Category of Work	Dollar Value of Participation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Bid _____

Total Subcontract Amount _____

*Indicate whether business is owned by a minority or a woman

Minority/Women's Enterprise Total of Subcontract Amount

13. Certification of Nonsegregated Facilities. By signing this bid, the bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause of this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washroom, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin, because of habit, local custom or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time period), he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will forward a notice to his proposed subcontractors as provided in the Instructions to bidders.

NOTE: The penalty for making false statements in offers is prescribed in 18 USC 1001.

Date _____, 2020

Bidders Signature:

By: _____

Printed Name: _____

Title: _____

Official Address:

END OF DOCUMENT