

IFB DOCUMENT
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INTRODUCTION

The Housing Authority of the County of Contra Costa (hereinafter, "HACCC") is a public entity that provides federally subsidized housing and housing assistance to low-income families, within the County of Contra Costa. HACCC is headed by an Executive Director (ED) and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and HACCC's procurement policy.

Currently, HACCC owns multi-family apartment complexes totaling 1,179 and manages approximately 6,300 Section 8 Housing Choice Vouchers. The Agency currently has approximately 85 employees.

In keeping with its mandate to provide efficient and effective services, HACCC is now soliciting an Invitation for Bid (IFB) from qualified, licensed, and insured entities to provide services to HACCC as listed below. All bids submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.



IFB INFORMATION AT A GLANCE

[Table No. 2]

<p>Accessing the IFB Solicitation</p> <p>All solicitations are posted on our website at www.contracostahousing.org and on our internet e-Procurement System at ha.economicengine.com. In order to review and submit proposal pricing for our solicitations, you must first register for free access to review and submit pricing and bid documents for HACCC solicitations at https://ha.internationaleprocurement.com/requests.html?company_id=11057 (HACCC Company ID: 11057.) If you have any problems registering or using the internet e-Procurement System, contact the site administrator at 1-866-526-9266 or support@internationaleprocurement.com</p>
<p>Responding to the IFB Solicitation - Questions</p> <p>After the Bidwalk has concluded, questions pertaining to our solicitation shall be addressed via the internet e-Procurement System. Once a question is posted by a potential bidder, a response will be sent in the form of a numbered addendum for all bidders to receive and review.</p>
<p>Responding to the IFB Solicitation - Entry of Proposed Fees/Costs</p> <p>As directed within Section 7.2 of the IFB document, bidders must submit proposed pricing through our internet e-Procurement System as referenced in the above section "<u>Accessing the IFB Solicitation</u>". HACCC will not accept proposed pricing verbally, by mail, telephone, or fax!</p>
<p>Responding to the IFB Solicitation – “Digital Documents” and “Pricing” Submission</p> <p>Always follow HACCC instructions in the solicitation documents, along with any addenda when responding. Failure to do so may disqualify your bid response. To attach documents, open the solicitation, check the gray box near the bottom of the solicitation that says, “Respond – Will Bid”. Follow the instructions in the “Attach Documents” area and “Revise the Response” to add or delete any information regarding your bid documents. After you review your bid submission, click on the “Confirm Response” link and you will get confirmation number/letters at the top of the page.</p> <p>As a contractor/vendor, you can revise your response at any time prior to the solicitation deadline date/time, by logging in and clicking on the title of the solicitation, clicking on “View Response”, and then on “Revise Response”. <u>(Do Not Include Any Pricing Within Any Digital Documents You Are Submitting as Part of Your Proposal).</u> Pricing must only be submitted where you are requested to do so. If you have any questions regarding any part of this “how to” process, contact e-Procurement customer Support at 1-866-526-9266 or support@internationaleprocurement.com</p>
<p>HACCC Contact Person for Procurement & Solicitations</p> <p>The HACCC contracting officer for this IFB is: Julian Ignacio, Purchasing Agent Email: purchasing@contracostahousing.org</p>
<p>HACCC Contact for Project Information</p> <p>Ted Ancheta, Facilities and Housing Modernization Officer Email: tancheta@contracostahousing.org</p>
<p>Bidwalk – Tour of Building</p> <p>June 17th 2026, at 10:00AM HACCC Property HCV East Office located at 2601 Somersville Rd, Antioch CA 94509</p>
<p>Bid Submittal Due Date & Time</p> <p>Pricing and Digital Bid Documents must be received no later than 2:00 P.M. (Pacific Time) on July 1st 2026. Bids received after the date and timeline will not be considered.</p>



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- 1.0 HACCC'S RESERVATION OF RIGHTS:** The Agency reserves the right to:
- 1.1 **Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by HACCC to be in its best interests.
 - 1.2 **Right to Not Award.** Not to award a contract pursuant to this IFB.
 - 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the successful bidder(s).
 - 1.4 **Right to Determine Time and Location.** Determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this IFB.
 - 1.5 **Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of HACCC Contracting Officer (CO)/Purchasing Agent (PA).
 - 1.6 **Right to Negotiate.** Negotiate the fees proposed by the bidder entity.
 - 1.7 **Right to Reject any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
 - 1.8 **No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
 - 1.9 **Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing our internet e-Procurement System and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within our internet e-Procurement System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by HACCC that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve HACCC, but not the prospective bidder, of any responsibility pertaining to such issue.
 - 1.10 **Right to Reject - Obtaining Competitive Solicitation Documents.** The e-Procurement Marketplace is the only official and appropriate venue to obtain the IFB documents (and any other information pertaining to this IFB such as addenda). Accordingly, by submitting a response to this IFB the respondent thereby affirms that he/she obtained all information on the e-Procurement Marketplace. Any other group such as an association or a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the e-Procurement Marketplace to obtain the documents. HACCC will reject, without consideration, any response submitted from a firm that has not obtained the documents from the e-Procurement Marketplace.



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2.0 SCOPE OF WORK (HCV East 2601 Somersville Rd, Antioch CA 94509):

This property is an existing single story commercial building, located in a commercial complex, a former Wells Fargo Bank establishment with a total building area of 6,889 sq. ft. The total area of work is also 6,889 sq. ft. Its exterior finish is predominantly stucco, glazing, and parapeted tile mansard roof. Generally, the scope of work is to remodel the interior of the building, selected site improvements, replacement of rooftop equipment, replacement of roofing, one new exterior door, and exterior painting.

These involve as detailed in the (see **ATTACHMENT D**) construction drawings, technical specifications, and addendum the following: tree protection, temporary erosion controls, selective interior and exterior demolition, concrete work, cold-formed metal framing, miscellaneous metal fabrications, Rough carpentry, sheathing, interior architectural woodwork, fiberglass reinforced plastic wall panels, solid surfacing, self-adhering sheet waterproofing, thermal and acoustical insulation, metal wall panels, thermoplastic polyolefin roofing, flashing and sheet metal, joint sealants, interior aluminum frames, wood doors, special function doors, aluminum framed entrances and storefronts, door hardware, glazing, architectural window films, ballistic resistant window systems, cement plastering, gypsum board, tile, acoustical ceilings, resilient flooring & base, wallcoverings, paintings, signage toilet compartments, demountable partitions, toilet room accessories, fire protection specialties, residential appliances, window roller shades, Fire Suppression (contractor shall provide Design/Build of system modifications specification included), Plumbing (see ATTACHMENT D construction drawings & technical specifications attachments), HVAC (see ATTACHMENT D construction drawings & technical specifications attachments), Electrical (see ATTACHMENT D construction drawings & technical specifications), Electronic Safety & Security (contractor shall provide Design/Build of system modifications specification included), site cleaning and earth moving, Exterior Improvements: asphalt paving, concrete paving, crushed stone pavement, pavement markings, detectable warning surfaces, gate operators, decorative fences and gates, site bicycle racks, planting irrigation and planting.

Pricing Item Lot #1 – Line Item #23 - Permits & Fees:

City of Antioch Reference Invoice (**ATTACHMENT O**)

This amount is **fixed** and must be remitted to the City of Antioch when the selected contractor is prepared to pull the permit. Each bidder is responsible for determining any additional markups including percentage rates, overhead and profit, administrative costs, or similar charges. These amounts should be incorporated into their final pricing under **Pricing Item Lot #1 - Line Item #23 - Permits & Fees**, with the specified amount included.

Full Size Plans

If full size copies of the plans are required, PDQ Printing can provide project-related documents, including:

- Drawings (64 pages)
- Technical Specifications (430 pages)
- Addendum No. 1 (1 page)

Please Note*** All expenses related to printing or obtaining these documents shall be the sole responsibility of the ordering contractor. No reimbursements or cost-sharing arrangements will be provided.

PDQ Printing

Attn: Heron Torres – heron@pdqteam.com

724 Marina Vista Ave.

Martinez, CA 94553

Business Phone: (925) 229-2222

Website: www.pdqteam.com



3.0 GENERAL CONDITIONS

- 3.1 **Standards:** All ensuing work by the successful bidder shall be performed pursuant to standards and codes set by the County of Contra Costa Fire Department, NFPA Standards and the State Fire Marshall. In addition, all work provided by the Contractor pursuant to the ensuing contract shall be completed pursuant to all applicable local codes and all applicable State Statute and Federal regulations.
- 3.2 **Additional Work:** Additional work shall be performed by the Contractor only if HACCC has given prior written permission to do so. All such work shall be at HACCC's expense unless such damage or problem was necessitated by the actions or lack of action of the Contractor.
- 3.3 **Drawings/Lists:** Any drawings or lists provided herein or at any time during the contract period are provided as an aid only to the prospective bidders. It is the responsibility of each bidder to carefully inspect the premises listed and to notify HACCC, in writing, of any discrepancies in the drawings or lists provided. (**Attachment D**)
- 3.4 **Reports:** It shall be the responsibility of the Contractor to complete, in a legible fashion, any required reports. Copies of such reports must be delivered to the HACCC Project Manager within 10 days of completion of such event, and shall be delivered by the Contractor, as required by any code, law or regulation, to all applicable local, State or Federal agencies.
- 3.5 **Written Approval:** The Contractor shall obtain from the HACCC Project Manager, written approval to proceed with any work prior to commencing such work. Failure to abide by this requirement shall cause the Contractor to be fully liable and financially responsible for the work performed, which means that HACCC shall have no obligation to pay for the work performed, in which case the Contractor shall not be allowed to reverse the work.
- 3.6 **Signatures:** Whenever the contractor completes work at an HACCC site, he/she shall obtain the signature of the HACCC Project Manager showing that the work was completed in a satisfactory manner. A copy of this document shall accompany the related billing invoice.
- 3.7 **Invoicing & Payments:** To receive payments due, submit invoices of completed work to the address of HACCC, P.O. Box 2759, Martinez, CA 94553. Payment terms are on a net/30-day basis, from receipt of an approvable invoice, and shall be formatted as follows:
- Contractor name, address, and telephone number;
 - Contractor invoice, with HACCC purchase order and/or contract number;
 - Detail of services being invoiced, work-site location, and date of service;
 - Name of HACCC Project Manager or Contact Name.
 - All weekly, bi-weekly, or monthly invoice(s) shall be accompanied with a Weekly Certified Payroll
 - All invoice, contractor shall use document: APPLICATION AND CERTIFICATION FOR PAYMENT, AIA DOCUMENT G702 -G703, 1992 Edition
- 3.8 **Emergency Situations:** The Contractor must inform HACCC Project Manager immediately of any life-threatening or possibly dangerous situations that come to the attention of or are discovered at any time by the Contractor.



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- 3.9 **Sub-Contracting:** Unless prior written permission is given by HACCC, all work performed by the Contractor shall be performed by the Contractor only and shall not be sub-contracted to another firm. HACCC reserves the right to not grant such approval.
- 3.10 **Normal Business Hours:** Unless prior written permission is given by HACCC, all work will be performed and completed during normal business hours (Monday through Thursday excluding Holidays, 7:30 a.m. to 4:30 p.m. Pacific Time).

4.0 SUBMISSION REQUIREMENTS:

- 4.1 Please submit your bid submittal in an electronic digital format. Note that this can be as simple as uploading an entire bid submittal, without pricing, as an attachment consistent with the guidelines given. Upload a page that identifies separation for each of the sections listed under Section 7.0 Bid Format (Tabs#1- #10). In addition, for Item 7.2.1 (pricing Items), please indicate in your digital submittal that you have successfully uploaded your fee schedule to the e-Procurement website (but do not include your fee schedule in your digital submittal documents).

5.0 INSURANCE & LICENSING REQUIREMENTS FOR THE SUCCESSFUL BIDDER(S):

Prior to award (but not as a part of the bid submission) the *successful bidder(s)* will be required to provide the requested insurance documents. Required insurance amounts will be maintained for the duration of the contract by the contractor. (See **Attachment I** for all HACCC Insurance Requirements for Contractors.)

- 5.1 A valid, current, and original certificate evidencing industrial (Worker's Compensation) insurance carrier and coverage amount; This document will come directly from your insurance agent to the HACCC Director of General Services.
- 5.2 A valid, current, and original certificate evidencing General Liability Insurance, together with the appropriate endorsement to said policy reflecting the addition of HACCC as an additional insured under said policy. This document will come directly from your insurance agent to the HACCC Director of General Services.
- 5.3 A valid, current, and original certificate evidencing Automobile Insurance, together with the appropriate endorsement to said policy reflecting the addition of HACCC as an additional insured under said policy. This document will come directly from your insurance agent to the HACCC Director of General Services.
- 5.4 A copy of the Business License allowing the bidder to provide such services within Contra Costa County and/or the appropriate city/locality for the project location;
- 5.5 A copy of the Contractor License/s issued by the State of California allowing the bidder to provide the services detailed herein.
- 5.6 A valid and current W-9 Document (Taxpayer ID number and Certification) of the successful bidder.
- 5.7 The requested related information shall also be entered where provided on the Profile of Firm Form which will be included in Tab #3. (DO NOT ATTACH OR SUBMIT COPIES WITHIN THE BID SUBMITTAL--we will garner the necessary certificates/documents from the successful bidder only, prior to contract execution).



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6.0 HUD DETERMINED WAGE RATES: This project is funded by federal sources, and as such, calls for compliance with federal labor standards provisions as administered by the HUD Office of Labor Relation, requiring prime and subcontractors pay wages to workers compensated at the Davis-Bacon Wage Rate as set forth in the contract documents, for construction work exceeding \$2000.00.

6.1 The Contractor is required to pay the workers no less than the wage rate as designated. If the awarded Contractor does not pay fringe benefits, the fringe benefits amount must be added onto the basic hourly rate. (See **Attachment N** for Davis-Bacon Wage Rate)

7.0 BID FORMAT:

7.1 **Tabbed Bid Submittal:** So that HACCC can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted as follows. Each category must be separated by the numbered tabs and labeled with the corresponding tab reference as noted below. None of the proposed services may conflict with any requirement HACCC has published herein or has issued by addendum. **Pricing and all bid documents must be submitted via our e-Procurement system.**

[Table No. 3]

TAB #1	
#1	Form of Proposal: This Form is attached hereto as Attachment A to this IFB document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
TAB #2	
#2	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment B to this IFB document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the bid submittal.
TAB #3	
#3	Form HUD-2530 (11/30/2022) Previous Participation Certification: This Form is attached hereto as Attachment C-1 to this IFB document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
#3	Form HUD-50071 (01/14) Certification of Payments to Influence Federal Transactions: This Form is attached hereto as Attachment C-2 to this IFB document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
#3	Form HUD-5369-A (11/92) Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs: This Form is attached hereto as Attachment C-3 to this IFB document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
#3	Form HUD-92010 Equal Employment Opportunity Certification: This Form is attached hereto as Attachment C-4 to this IFB document.
#3	Designation of Subcontractors: This Form is attached hereto as Attachment C-5 to this IFB document. If no subcontractors are to be used, then state “No Subcontractors” and sign the document.
#3	Non Collusion Affidavit: This Form is attached hereto as Attachment C-6 to this IFB document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.



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#3	Standard Form LLL (Rev 7/97) Disclosure of Lobbying Activities: This Form is attached hereto as Attachment C-7 to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
#3	Standard Form 24 Bid Bond: This Form is attached hereto as Attachment C-8 to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal. The Bid Bond will be 5% of the total bid.
#3	Standard Form 25 Performance Bond: This Form is attached hereto as Attachment C-9 to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal. The Performance Bond will be 100% of the total bid.
#3	Standard Form 25A Payment Bond: This Form is attached hereto as Attachment C-10 to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal. The Payment Bond will be 100% of the total bid.
TAB #4	
#4	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Work</i> , of this document, the bidder shall, at a minimum, clearly detail within the information submitted under this tab documentation showing: (it is anticipated that the documentation submitted to show following shall be no more than 1 or perhaps 2 pages):
#4	<ul style="list-style-type: none"> • The bidder’s Demonstrated Understanding of HACCC's Requirements. • The bidder’s Technical Approach (including, if appropriate, labor categories, estimated hours and skill mix) and the bidder’s proposed Work Plan to provide the required services.
#4	<ul style="list-style-type: none"> • The bidder’s Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.). • The bidder’s Demonstrated Experience in performing similar work and the bidder’s Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
#4	<ul style="list-style-type: none"> • The proposed quality control program; • An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.); • A complete description of the products and services the firm provides.
TAB #5	
#5	Managerial Capacity/Financial Viability: The bidder entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment B, Profile of Firm Form . Such information shall include the bidder's qualifications to provide the services; a brief description of the background and current organization of the firm.



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TAB #6	
#6	Client Information: The bidder shall submit a listing of former or current clients, including Public Housing Agencies, for whom the bidder has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include: <ul style="list-style-type: none"> • The client's name; • The client's contact name; • The client's telephone number; • The client's email address; • A brief description and scope of the service(s) and the dates the services were provided;
TAB #7	
#7	Equal Employment Opportunity: The bidder must submit under this tab a copy of its Equal Opportunity Employment Policy.
TAB #8	
#8	Sub-Contractor/Joint Venture Information (Optional Item): The bidder shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm. Please remember that all information required from the bidder under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
TAB #9	
#9	Section 3 Business Preference Documentation (Optional Item)
TAB #10	
#10	Other Information (Optional Item): The bidder may include hereunder any other general information that the bidder believes is appropriate to assist HACCC in its evaluation. Do Not submit any pricing information under this tab.

7.1.1 **All Tabs Must Be Included:** If no information is to be placed under a given tab (especially the "Optional" tabs), please place a page containing a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

7.2 **Entry of Proposed Fees/Costs:** The proposed fees shall be all-inclusive of all related costs that the Contractor will incur to provide the noted services and shall be submitted by the bidder and received by HACCC where provided on our internet e-Procurement System only. Do not submit, enter or refer to any fees or costs within the 10-tab bid submittal detailed within Section 7.1 — any bidder that does so may be rejected without further consideration.

Contractor Must Submit Pricing for Each Line Item via e-Procurement System Only.

7.2.1 **Pricing Items: Lot #1: Base Price**

Line Item #1 - Division 1 Section 01 – General Requirements

Line Item #2 – Division 2 Section 02 – Existing Conditions



Line Item #3 - Division 3 Section 03 – Concrete

Line Item #4 – Division 5 Section 05 – Metals

Line Item #5 – Division 6 Section 06 – Wood, Plastics and Composites

Line Item #6 – Division 7 Section 07 - Thermal and Moisture Protection

Line Item #7 – Division 8 Section 08 – Openings

Line Item #8 – Division 9 Section 09 - Finishes

Line Item #9 – Division 10 Section 10 - Specialties

Line Item #10 – Division 11 Section 11 - Equipment

Line Item #11 – Division 12 Section 12 - Furnishings

Line Item #12 – Division 21 Section 21 – Fire Suppression

Line Item #13 – Division 22 Section 22 – Plumbing

Line Item #14 – Division 23 Section 23 – Heating, Ventilation & Air Conditioning

Line Item #15 – Division 26 Section 26 – Electrical

Line Item #16 – Division 28 Section 28 – Electronic Safety and Security

Line Item #17 – Division 31 Section 31 – Earthwork

Line Item #18 – Division 32 Section 32 – Exterior Improvements

Line Item #19 – General Conditions

Line Item #20 – Bonds & Insurance

Line Item #21 – Contractor’s Fee

Line Item #22 – Design Contingency

Line Item #23 - Permits & Fees - City of Antioch Reference Invoice (ATTACHMENT O)

Line Item #24 - Business License



7.2.2 **Determination of the Lowest Calculated Cost:** After a bidder has entered where provided within our internet e-Procurement System his/her proposed unit costs for each of the above detailed Pricing Items, the System will automatically multiply the proposed unit costs by the listed quantities. The total sum of the extended total of all Pricing Line Items shall be the Total Calculated Cost used in the evaluation of this bid.

7.2.3 **Quantities:** All quantities entered within the preceding table of pricing items and within the corresponding list of Pricing Items on our internet e-Procurement System are for calculating purposes only. HACCC has set these quantities based on its best estimates, but such amounts are not to be interpreted as a guaranteed amount. In any case, HACCC reserves the right to, at its own discretion, order any amount of services it needs.

7.2.4 **Submission Conditions:** DO NOT MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to HACCC by the bidder, such may invalidate that bid. If, after accepting such a bid, HACCC decides that any such entry has not changed the intent of the bid that HACCC intended to receive, HACCC may accept the bid and the bid shall be considered by HACCC as if those additional marks, notations or requirements were not entered on such. By accessing our internet e-Procurement System, registering and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that HACCC delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.

7.2.5 **Submission Responsibilities:** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by HACCC, including the IFB document, the documents listed within the following Section 7.6, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO/PA to exclude any of HACCC requirements contained within the documents may cause that bidder to not be considered for award.

7.3 **Bidder's Responsibilities—Contact With HACCC:** After the Bidwalk has concluded, it is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB solicitation to the CO/PA only. Bidders must not make inquiry or communicate with any other HACCC staff member or official pertaining to this IFB. Questions must be asked via the e-Procurement system and all answers to the questions will be answered in the form of a numbered addendum and posted on the e-Procurement system for all bidders to review. Failure to abide by this requirement may cause HACCC to not consider a bid submittal received from any bidder who may have not abided by this directive.

7.4 **Addendums:** All questions and requests for information must be addressed in writing to the CO/PA via our internet e-Procurement System. The CO/PA will respond to all such inquiries in writing by addendum to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents) via our internet e-Procurement System. During the IFB solicitation process, the CO/PA will NOT conduct any *ex parte* (a substantive conversation—



“substantive” meaning, when decisions pertaining to the IFB are made—between HACCC and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the CO/PA — it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the CO/PA may not respond to the prospective bidder’s inquiries but will direct him/her to submit such inquiry in writing so that the CO/PA may more fairly respond to all prospective bidders in writing by addendum via our internet e-Procurement System.

- 7.5 **Pre-bid Bidwalk:** The scheduled pre-bid conference identified on Page 3 of this document is pursuant to HUD regulation. **Attendance is not mandatory.** Many prospective bidders have previously responded to an IFB with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-bid conference. Typically, such conferences last 1 hour, though such is not guaranteed. The purpose of this conference is to assist prospective bidders to have a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference, HACCC Project Manager will conduct a brief overview of the IFB documents, including the attachments. Whereas the purpose of this conference is to view the buildings to be re-modeled and review the IFB documents, attendees should bring a copy of the IFB documents to this conference. **HACCC will not distribute any copies of the IFB documents at this conference.**

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7.6 **Recap of Attachments:** It is the responsibility of each bidder to verify that he/she has downloaded the solicitation and the following attachments pertaining to this IFB, which are hereby, by reference, included as a part of this IFB:

[Table No. 4]

Attachment	Description
A	Form of Proposal (Submit under Tab#1)
B	Profile of Firm (Submit under Tab#2)
C-1	Form HUD-2530 Previous Participation Certification (Submit under Tab-#3)
C-2	Form HUD-50071 Certification of Payments to Influence Federal Transactions (Submit under Tab #3)
C-3	Form HUD-5369A Representations, Certifications, and Other Statements of Bidders (11/92) (Submit under Tab #3)
C-4	Form HUD-92010 Equal Employment Opportunity Certification (Submit under Tab #7)
C-5	Designation of Subcontractors (Submit under Tab #8)
C-6	Affidavit (Notarized) (Submit under Tab #3)
C-7	Standard Form LLL Disclosure of Lobbying Activities (Rev 7/97) (Submit under tab #3)
C-8	Standard Form 24 Bid Bond – 5% of Bid (Submit under Tab #3)
C-9	Standard Form 25 Performance Bond – 100% of Bid (Submit under Tab #3)
C-10	Standard Form 25A Payment Bond – 100% of Bid (Submit under Tab #3)
D	Site Specific Documents Attachments # 1-2 Vicinity Map, Technical Specifications, Architectural Plans
E	Special Conditions
F	Form HUD-5369 Instructions to Bidders for Contracts (10/2002)
G	Form HUD-5370 General Conditions for Construction Contracts (1/2014)
H	Form HUD-92554M Supplementary Conditions to the Construction Contract
I	HACCC Insurance Requirements for Contractors
J	HACCC Sample Contract Form (please note that this contract is being given as a sample only--HACCC reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that HACCC feels it is in its best interests to do so) HACCC Sample Contracts - Notice of Termination (Convenience) - Notice of Termination (Default) (cont.) - Certificate and Release
K	WH-347 Payroll Form
L	Form HUD-5372 Construction Progress Schedule
M	Section 3 HACCC Policy
N	Davis-Bacon Wage Rate
O	City of Antioch Permit & Fees Reference Invoice pertaining to <u>Pricing Item Lot #1 – Line Item #23 - Permits & Fees:</u>



8.0 BID EVALUATION:

8.1 **Public Viewing (via our internet e-Procurement system):** All bid prices for this project will be submitted online via our internet e-Procurement System. The bid submittal will be submitted as a digital document. The bid submittal will not be made available for inspection by anyone at this time; HACCC will review all bids in detail and will, in a timely manner, notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not responsible. Bids will be available for inspection by the public after the award has been completed via our internet e-Procurement system.

8.1.1 **Ties:** In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

8.2 **Responsive Evaluation:** After the bid opening via the internet e-Procurement System, the bid submittals received will be evaluated for responsiveness (i.e. meets the minimum of the requirements). Firms not meeting the minimums that are deemed to be non-responsive will be notified of such in writing by HACCC in a timely manner.

8.3 **Responsible Evaluation:** HACCC will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e., a firm that is qualified, responsible and able to provide to HACCC the required services). If HACCC ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance, and resources to provide the required services, HACCC may proceed with the award. If HACCC determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by HACCC in a timely manner; in such case HACCC may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

8.3.1 Depending on the amount of the award, it is possible that HACCC may take the contract award to the HACCC Board of Commissioners for approval of the award prior to executing a contract with the apparent successful bidder.

8.4 **Restrictions:** All persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

9.0 CONTRACT AWARD:

9.1 **Lowest Responsive and Responsible Bidder:** Award of an IFB is made to the responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.

9.2 **Contract Award Procedure:** If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

9.2.1 By completing, executing and submitting a bid, the bidder is thereby agreeing to "abide by all terms and conditions pertaining to this IFB as issued by HACCC, either in hard copy or on our internet e-Procurement System, including an agreement to execute the attached Sample Contract form **Attachment J.**" Accordingly, HACCC has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case HACCC has no power or authority to negotiate any clauses contained within any attached HUD documents.



9.3 **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by HACCC pursuant to this IFB:

9.3.1 **Contract Form:** HACCC will not execute a contract on the successful bidder's form--contracts will only be executed on HACCC forms (please see the Sample Contract under **Attachment J**), and by submitting a bid the successful bidder agrees to do so (please note that HACCC reserves the right to amend this form as HACCC deems necessary). However, HACCC will during the IFB process (prior to the submittal deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for HACCC to do so; but the failure of HACCC to include such clauses does not give the successful bidder the right to refuse to execute HACCC's contract form. It is the responsibility of each prospective bidder to notify HACCC, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. HACCC will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by HACCC's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

9.3.1.1 Please note that HACCC has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.

9.4 **Assignment of Personnel:** HACCC shall retain the right to demand and receive a change in personnel assigned to the work if HACCC believes that such change is in the best interest of HACCC and the completion of the contracted work.

9.4.1 **Unauthorized Sub-Contracting Prohibited:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to selling or transferring the contract) without the prior written consent of the CO/PA. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO/PA shall be void and may result in the cancellation of the contract with HACCC, or may result in the full or partial forfeiture of funds paid to the successful bidder, as a result of the proposed contract; either as determined by the CO/PA.

9.5 **Contract Period:** HACCC anticipates that it will initially award a contract for the period of **one hundred eighty three calendar (183) days** once the start date for work has been determined.

9.6 **Contract Service Standards:** All work performed pursuant to this IFB must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

