

INVITATION TO BID

Date:

To: Invited HCD Contractor List Contractors

SEALED BIDS, subject to the conditions contained herein, will be received until _____ on _____, then to be opened and read for the following project:

Project Location:

TAMPA, FLORIDA

Owner:

(singularly or collectively as the case may be)

Project Description: Rehabilitation of an owner-occupied residence including, but not limited to:

This project is to be carried out subject to a contract between the successful bidder and the Owner, who is the approved recipient of certain state and/or federal program funds administered by the City of Tampa (City). While the City may assist with certain management aspects of the project and a successful bidder will owe certain duties to the City and public program entity, the successful bidder will not contract with the City or the public program entity.

Bid documents are being provided to invited entities from the HCD Contractor List for their use in developing bids subject to the Housing and Community Development Division (HCD) Programs Handbook for Contractors. For information on the HCD Contractor List, please contact HCD at (813) 274-7980.

MANDATORY PRE-BID WALK THROUGH

All bidders must have representation at the mandatory Pre-Bid Walk Through to be held at the above Project Location at _____ on _____.

LEAD-BASED PAINT STATUS: Positive Negative Not applicable

Report(s) available online (attached to work description) or copies available upon request.

ASBESTOS SAMPLING: Positive Negative Not applicable

Report(s) available online (attached to work description) or copies available upon request.

The Pre-Bid Walk Through will start promptly at the time specified. Contractors are required to sign in. Contractors who arrive late (as determined by the City's Housing Quality Specialist (HQS)) or fail to attend will not be allowed to sign in and will not be eligible to bid. Contractors may not begin to inspect the home or Project site before the City's HQS arrives and the Pre-Bid Walk Through officially starts. **BRING A COPY OF THIS DOCUMENT TO THE PRE-BID WALK THROUGH.**

Bids should be submitted on the Bid Response Form provided. Bids are required to be submitted under a condition of irrevocability for a period of 60 days after submission. Bids are by invitation only. Bids from unsolicited bidders will be returned.

Questions regarding this bid should be submitted by email to _____ at _____.

Questions will be accepted up to five (5) days prior to the scheduled opening date and time referenced above.

Submission of bid responses by mail, hand delivery, or express mail must be in a sealed envelope with bidder's name and return address indicated. If submitting the bid by express mail, please place the bid in a separate sealed envelope inside the carrier's envelope. Please mark on the **outside of the sealed envelope and on any carrier's envelope**:

SEALED BID FOR

**TAMPA, FL
ON**

and sent to the following address:

Purchasing Department
Tampa Municipal Office Building, 2nd Floor 306
E. Jackson Street, Tampa, Florida 33602

NOTE: The Tampa Municipal Office Building is a controlled access building and all visitors are required to obtain a Visitor's Pass prior to visiting the Purchasing Department.

Bids shall be accepted no later than the opening date and time referenced above. The bid opening shall be thereafter and open to the Public. Bids received after the due date and time shall be rejected. Offers by telegram, telephone, or facsimile (FAX) machine are not acceptable. No bid may be withdrawn or modified after the time fixed for bid opening.

Attached are important instructions regarding responses to this invitation. **Failure to follow these instructions may result in your bid being disqualified.**

INSTRUCTIONS TO BIDDERS

EXECUTED, SEALED BID: Submit **one (1) original and one (1) copy** of the Bid Response Form and any other requested forms of documents furnished in the bid package, including but not limited to the Contractor Compliance Affidavit. Documents must be executed by an original, manual signature of an authorized representative of the bidder in the Bid Response Form. Bids must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by bidder to a bid must be initialed. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain mathematical errors, erasures, alterations, or irregularities of any kind may be declared unacceptable. Failure to submit all documents can void a Bid. Bids that are unresponsive, unreasonable, and inaccurate, contain incorrect totals, or are unsigned may be rejected

Bidders are cautioned that all items quoted must be in compliance with the bid documents (Bid Documents), including but not limited to the Scope of Work Write Up write up, any Addenda issued, and the current issue of the City of Tampa Housing and Community Development Division Handbook for Registered Contractors (Handbook).

Bidders discovering any ambiguity, conflict, discrepancy, omission or other error in this Invitation to Bid, shall immediately notify the City of such error in writing via email and request modification or clarification of the Invitation to Bid. Modifications will be made by issuing an addendum and will be given by written notice via email to all prospective Bidders who attended the mandatory Pre-Bid Walk Through, using information provided. Addenda will be disseminated at least five days prior to this Bid opening date. The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the Bid prior to submitting the bid or it shall be deemed waived.

Submission of a Bid shall constitute an acknowledgment by the bidder that bidder has thoroughly examined and is familiar with the Project Location and proposed work as set forth in the Bid Documents subject to the Handbook and contract to be entered into with the Owner (Contract), the form of which is set forth in the Handbook. The failure or neglect of a bidder to examine the site(s) of the work shall in no way relieve bidder any obligations with respect to the Bid. No claim for additional compensation will be allowed which is based upon a lack of knowledge of the Bid Documents, Contract, Handbook, or upon a lack of a reasonable knowledge gained through examination of the site(s) of the work.

Federal funds are NOT | are used from _____, which federal funds require Bidder to submit Form 1: Section 3 Clause and Form 2: Certification of General Contractor Eligibility. Bidder will not be penalized for including those forms when they are not otherwise required.

The Contract allows for assessment of liquidated damages, which amount shall be _____ per calendar day.

Labor, overhead, permits, insurance and profit must be included into each itemized price and not listed as a separate itemized price or listed under miscellaneous. Non-compliance will result in rejection of the bid.

Itemized and/or unit pricing may be used for negotiation, in the event of a change in the extent or scope of work, as described in the Handbook.

All rehabilitation work performed must be inspected (rough-in and final) and conform to City and County Ordinances, State Laws, and the Florida Building Code.

Contractor must be a CERTIFIED RENOVATOR in accordance with HUD 24 CFR PART 35.

If there is any conflict between or among the various Bid Documents and the Handbook regarding the scope or detail of the goods and/or services requested, the more stringent or higher quality standard shall control.

BIDS MUST INCLUDE THE MOST RECENT VERSION OF THE SCOPE OF WORK WRITE UP COMPLETE WITH COST AND OTHER INFORMATION FILLED OUT AS INDICATED BY BIDDER: Bidders are reminded that the most recent version of the Scope of Work Write Up **MAY NOT BE** the version originally attached to the Invitation to Bid as the Scope of Work Write Up is expected to change likely in response to information and comments made during the mandatory Pre-Bid Walk Through. Subsequent version(s) of the Scope of Work Write Up will be transmitted to Bidders who signed in at the mandatory Pre-Bid Walk Through, using information available. However, it is Bidder's responsibility to complete and submit the appropriate version of the Scope of Work Write Up. Failure to use the most recent version of the Scope of Work Write Up may result in a bid being rejected. To verify receipt of the most recent Scope of Work Write Up, bidders may contact the HQS at 813-274-7980.

Bid tabulations (results) will be made available to bidders after the scheduled public opening of the sealed bids.

The City reserves the right to accept, cancel, or reject any and/or all bids, or request a re-bid and to waive minor defects, variations to specifications, informalities, irregularities and technicalities, to reject any and all Bids in whole or in part, with or without cause, and/or to accept Bids that in its judgment will be for the best interest of the City. The City may also reject any or all Bids without cause prior to award. If the lowest responsive bid exceeds an amount 15% above or 15% below the estimated bid price, all bids will be rejected.

The Bidder shall comply with the applicable requirements of Federal and state laws, all Codes and Ordinances of the City of Tampa as

amended from time to time and any applicable professional regulations.

The Bidder is expected to carefully examine the entire bid package, including but not limited to the all provisions, terms, and conditions. **Failure to do so will be at the Bidder's risk.**

Again, all contracts for services will be between the selected contractor and the homeowner Owner. The City is the project lender (including funds provided by or through state and or federal program entities) and merely uses its bidding system to collect bids as a convenience to its borrowers and to ensure that any direct or indirect payment from the borrowed funds are paid to program-qualified entities. The City also audits the rehabilitation services for compliance with public program requirements and, accordingly, a successful bidder will owe certain duties to the City and public program entity.

CONVICTED VENDOR LIST (PUBLIC ENTITY CRIME): A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on an award to provide any goods or services to a public entity, may not submit a bid on an award with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2)(a)]

FLORIDA PUBLIC RECORDS LAW: In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all Bidders should be aware that the Bid and the responses thereto are in the public domain and are available for public inspection and copying. However, Bidders are requested to identify specifically any information contained in their Bids which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All submittals received in response to this Bid will become the property of the City of Tampa and will not be returned.*

***A bid will not be accepted when the entire submittal is labeled as exempt from public disclosure. Bidder's references and cost or price information will be deemed a public record, and if a claim of confidential/proprietary information is made, the City may deem the Bid submittal non-responsive.**

DATA COLLECTION: Pursuant to Section 119.071(5)(a), Florida Statutes, social security numbers collected from bidders are used for identification, verification, and tax reporting purposes.

BID CHECKLIST: Bidder is encouraged to any attached Bid Submittal Checklist in addition to providing the required information.

BID PROTESTS: Bid protests procedures are in accordance with the Housing and Community Development Division (HCD) Programs Handbook for Contractors, which is available on the City's webpage at www.tampagov.net/hcd

EVALUATION OF BIDS: All bids received by the specified date will be opened by HCD staff and the Owner, if available. Contractor selection will be based on the lowest sealed bid provided there are no reasonable objections to the bid or the Contractor. The review process will be conducted in two phases. In Phase One, the Housing and Community Development Division (HCD) Manager or designee shall determine whether each Bidder submitted a Bid that conforms in all material respects to the requirements in this Invitation to Bid (ITB) and is responsive. Among other things, a Bid may be found non-responsive if the Bidder fails to provide the information requested; fails to utilize or complete the required forms; provides incomplete, indefinite, or ambiguous responses; fails to comply with the applicable deadlines; provides improper or undated signatures; or provides information that is false, misleading, or exaggerated. A responsible Bidder means a Bidder meets the minimum qualification requirement(s) of this ITB. In Phase Two, the Owner and HCD Manager or designee will, review the Bidders that are deemed responsive and responsible awarding the Contract pursuant to the Handbook, which among other things reserves the right for Owner, subject to certain conditions, to use a contractor of Owner's choice.

INSURANCE: Insurance coverage required by the Handbook must in force throughout the Contract term. Contractor shall not commence work without first presenting a certificate of insurance evidencing such coverage to both the Owner and HQS. Contractor must likewise present proof of renewal to the Owner and HQS within five (5) business days prior to the expiration date of an existing insurance policy; if not, both Owner and the HQS shall have the absolute right to terminate the Contract without any further obligation to the Contractor; provided, however the Contractor shall be liable for the entire additional cost of performing the incomplete portion of the Contract at the time of such termination, which cost may be deducted or withheld from any existing contract between Contractor and Owner or Contractor and the City.

EQUAL OPPORTUNITY: All bidders are hereby notified that all eligible businesses, including Small Local Business Enterprises (SLBEs) will be afforded a full opportunity to participate in any award made by the City of Tampa pursuant to this present matter and will not be subjected to discrimination on the basis of race, color, sex, or national origin.

END OF INSTRUCTIONS TO BIDDERS