



## INVITATION FOR BIDS (IFB) No. 20023

### Exterior Painting Improvements at Hampton Port Apartments

DATE: July 16, 2020

CONTACT NAME: All questions shall be sent via e-mail to: [procurement@hacc.org](mailto:procurement@hacc.org). All questions must be received by August 03, 2020 at 3:00 pm CST.

**One (1) original and one (1) copy of the Sealed Bids are due Tuesday, August 11, 2020, at 2:00 pm CST.**

Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window).

#### NOTES TO ALL CONTRACTORS:

1. Project must be completed within 120 days of Notice to Proceed.
2. A non-mandatory pre-bid conference is scheduled for Tuesday, July 28, 2020 at 10:00 am, 3740 S. Port Ave., Corpus Christi, TX 78415. A brief site visit will follow the meeting.
3. All work performed must meet all electrical, mechanical and building codes based on local, state, and federal regulations.

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Brian Bray C.P.M.  
Vice-President of Administrative Support

Signature and submission of this Bid shall serve as evidence that the Contractor understands and agrees to all conditions of the Invitation For Bids - IFB 20023.

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Company Name

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Printed Name and Title of Authorized Representative

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Signature

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Address

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Phone Number

---

E-Mail Address

---

Date

**CORPUS CHRISTI HOUSING AUTHORITY & AFFILIATES**  
**INVITATION FOR BIDS (IFB) 20023**  
**Exterior Painting Improvements at Hampton Port Apartments**

- 1.0 AGENCY'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 the Agency 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 30 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 30 days subsequent to the deadline for receiving bids without the written consent of the Agency Contracting Officer (CO).
  - 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.
- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking bids from qualified and licensed entities to provide the Agency with the following detailed services:
- 2.1 Required Construction Services.** The successful bidder (a/k/a herein as "the Contractor") will provide all material and labor to complete the construction work detailed herein and within Exhibit A - Scope of Work.
  - 2.2 Contractor Responsibilities.**
    - 2.2.1 Access for Emergency Vehicles.** The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The Agency reserves the right to approve or reject (and demand the movement) of the placement of any such equipment or vehicles at any time during the performance of the contracted work if, in the opinion of the Agency, the placement of such equipment or vehicles does interfere with such traffic.

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- 2.2.2 **Contract End Items.** Upon completion of the project the Contractor must submit the following:
- 2.2.2.1 A separate payment request for the retainage;
  - 2.2.2.2 A one-year warranty letter from the Contractor;
  - 2.2.2.3 Consent of Surety to Final Payment;
  - 2.2.2.4 Contractor's Affidavit of Release of Liens;
  - 2.2.2.5 Contractor's Certificate and Release; and
  - 2.2.2.6 As-builts.
- 2.2.3 **Debris.** The Contractor shall clean work areas daily, at the end of the work day, of all work-generated debris which may endanger the safety of the others (the public; Agency residents; etc.).
- 2.2.3.1 All work areas must be kept sanitary and clean of any trash. Debris from work must be removed from living areas.
  - 2.2.3.2 The Contractor must examine the work area and determine any unsuitable work condition.
  - 2.2.3.3 Any required removal or replacement of this work caused by unsuitable conditions will be just cause for the Contractor to bear the expense. Notice of unsuitable conditions shall be brought to the Agency's representative in written form.
  - 2.2.3.4 **Request for Payment Forms.** The Contractor shall submit a request for payment for this project on the following forms, each as may be appropriate:
    - 2.2.3.4.1 form HUD-51000 (1/2014), *Schedule of Amounts for Contract Payments*; NOTE: The Agency also retains the right to require any bidder (but most likely the apparent low bidder) to submit this fully completed form to the Agency at any point after the bid submittal deadline—the typically will occur when the Agency wishes to do an analysis of the bidder's proposed cost to ascertain as to whether or not the bidder's proposed cost is realistic, fair, and/or reasonable.

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- 2.2.3.4.2 form HUD-51001 (1/2014), *Periodic Estimate for Partial Payment* (Attached hereto);
  - 2.2.3.4.3 form HUD-51002 (1/2014), *Schedule of Change Orders* (Attached hereto);
  - 2.2.3.4.4 form HUD-5372(1/2014), *Construction Progress Schedule* (Attached hereto); and
  - 2.2.3.4.5 **Retainage.** The Request for Payment form must list and clearly identify the retainage in the amount of 10% as a deduction to the subtotal of charges on the Request for Payment.
- 2.2.4.5 **Review and Approval.** The Agency will review each such Contractor request for payment and will approve the payment only if the following listed conditions are met. If the Contractor requests payment items which have not been completed in a satisfactory manner ("satisfactory," as determined at the sole discretion of the Agency), the Agency shall hold payment for the unsatisfactory items, and pay the balance of the request (e.g. the undisputed portion). The Agency shall ensure:
- 2.2.4.5.1 The request for payment is consistent with the Agency-approved schedule of amounts for contract payments;
  - 2.2.4.5.2 As further detailed within the preceding Section 2.2.4.5 herein, the total of the request for payment does not include the amount to be retained by the Agency under the contract (retention or retainage);
  - 2.2.4.5.3 The work covered by the request for payment has been performed in accordance with the construction documents;
  - 2.2.4.5.4 The AIA document has been properly executed on all applicable supporting documentation submitted; and
  - 2.2.4.5.5 The Contractor has submitted all required reports such as payroll reports.

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- 2.2.4.6 **Distribution of Documents.** The Contractor shall submit 2 original copies and 1 additional copy of all documentation required. The Agency shall retain the 2 original AIA documents or Partial Payment requests and all applicable supporting documentation for its file and return 1 copy of all such forms to the Contractor.
- 2.2.5 **Permits.** The Contractor shall obtain any and all required permits pertaining to any assigned work at his/her expense.
- 2.2.6 **Required Licensing.** The Contractor(s) shall be in possession of any current appropriate licensing that may be required by the County of Nueces (and/or, if applicable, any city jurisdiction therein in which work will be performed) and/or the State of Texas.
- 2.2.7 **Safety.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor's staff and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations. Screened safety barriers must be provided around work areas.
- 2.2.8 **Security during Work.** The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four hour basis, not just during the normal work hours.
- 2.2.9 **Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to: temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.
- 2.2.10 **Time of Completion.** The Contractor shall commence work under the ensuing contract on a date to be specified within the Notice to Proceed form issued by the Agency, and the Agency anticipates that the Contractor will fully complete all work thereunder within 120 consecutive calendar days from said date.
- 2.2.11 **Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work tools, equipment, and material are handled, placed, and stored in a secure and safe manner so as to protect all parties, including, but not limited to, the Contractor's workers, Agency tenants and staff,

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and the public at large. The Contractor shall ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. As the building the Contractor will be working in is occupied by housing tenants, including a number of elderly/disabled or special needs persons, it will be especially important that the hallways are clear for access and egress.

**2.2.12 Weekends.** Unless otherwise approved by the Agency in writing, the Contractor shall not perform work on Agency property during a holiday nor weekend days (Saturday or Sunday).

**2.2.13 Work Standards.** It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to, the County of Nueces (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Texas, or any applicable Federal Agency.

**3. Bonds.** As this solicitation pertains to public works or construction, the bonds that are required include:

**3.1 Bid Bond.** The 5% bid bond or guarantee shall be included in the bid package submitted by each bidder. This bond ensures that if awarded the contract, the bidder will accept and perform the work under the contract. It also ensures that the bidder will not attempt to withdraw or otherwise not fulfill the contract. Finally, the bid bond ensures that the bidder will execute the contractual documents that are required within the time specified in the solicitation, or forfeit all or part of the guarantee. A certified check, bank draft, U.S. Government Bonds at par value, bid bond secured by an acceptable surety company, or other negotiable instrument may be accepted as a bid guarantee. If the successful bidder refuses to sign the contract after award, the bid bond is forfeited and award will go to the next lowest responsive and responsible bidder. If a bid bond or guarantee is not submitted with the bid, the Agency will reject the bid as non-responsive. The Agency anticipates that it will not return any bid bonds until the contract has been awarded and the required performance and payments bonds have been furnished; until all bids have been rejected; or the time specified for acceptance of bids has expired. In fairness to the other bidders, the Agency may also choose to return the bid bonds if the Agency has a firm and reasonable assurance that the responsive and responsible bidder who submitted the lowest cost will execute the contract.

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- 3.2 Performance Bond.** The 100% performance bond is meant to ensure that the contract is successfully completed. The performance bond guarantees that if the Contractor is unable to complete the contract, the surety company will step in to finish the work.
- 3.3 Payment Bond.** The 100% payment bond is a method of ensuring that the Contractor pays the subcontractors and suppliers. By requiring payment bonds, the Agency avoids becoming entangled in disputes concerning payment of subcontractors and suppliers by the general contractor. The surety underwriting the payment bond ensures the contractors and suppliers will be paid. Often, performance and payment bonds are combined into a single document. Failure to pay subcontractors for work performed in commercial contracts may often lead to the subcontractor filing a mechanic's lien against property owners to obtain payment for services rendered. The Agency contract requires the payment bond to prevent this problem and ensure that no liens will be filed against any Agency building or lot of ground.
- 3.4 Bonding Companies.** An acceptable surety (bonding) company is one that is authorized to do business in the State of Texas and is acceptable to HUD and the Agency. The surety must be listed on the most recently published U.S. Treasury Circular 570 (often referred to as the T-List). Individual sureties are not permitted. Circular 570 is available from the U.S. Department of the Treasury, Financial Management Service, Surety Bond Branch, Room #262C, 401 14th Street, S.W., Washington, D.C. 20227. The T-List may also be accessed on the Internet at: <http://www.fms.treas.gov/c570/index.html>.
- 3.5 Bonding Requirements.** These apply to all construction projects greater than \$100,000 (though, at the Agencies discretion, may apply to smaller projects), whether development or modernization, funded pursuant to the U.S. Housing Act of 1937, as amended. As a result, the contractors for all construction projects shall be required to submit the following bid and contract guarantees. Please note that only the bid bond is required at time of bid; however, one of the purposes of the bid bond is to provide the Agency with assurance that the successful bidder will indeed obtain the necessary performance and payment bonds. Required bonds include a bid guarantee from each bidder, equivalent to 5% of the bid price.
- 3.6 Inadequate Surety.** If the low bidder fails to provide an acceptable assurance of completion (payment and performance bonds) after award of the contract, the Agency may consider the bid guarantee forfeited and notify the surety company. The contract is then terminated for default. The amount to be recovered from the bid bond or guarantee will typically equal at least the difference between the defaulted bid and the next higher acceptable bid or the amount by which the bid accepted by re-soliciting exceeds the defaulted contract.

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- 3.7 Bid Submission.** All bids must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") of the bid submittal and 1 exact copy shall be placed unfolded in a sealed package addressed to:

**Corpus Christi Housing Authority**  
**Attn: Brian Bray, Vice-President of Administrative Support**  
**3701 Ayers,**  
**Corpus Christi, TX 78415**

The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address. Include the Bid number and Project name. Bids received after the published deadline will not be accepted.

**3.7.1 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers 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 the Agency by the bidder, such may invalidate that bid. If, after accepting such a bid, the Agency decides that any such entry has not changed the intent of the bid that the Agency intended to receive, the Agency may accept the bid and the bid shall be considered by the Agency as if those additional marks, notations or requirements were not entered on such. Each prospective bidder agrees to confirm all notices that the Agency 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.

**3.7.2 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 the Agency, including the IFB document, the documents listed within IFB document, 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 the all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that bidder to not be considered for award.

- 3.8 Bidder's Responsibilities – Contact with the Agency.** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the CO only. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of



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Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the Agency to not consider a bid submittal received from any bidder who may has not abided by this directive.

**3.8.1 Addendums.** Unless otherwise instructed herein, all questions and requests for information must be addressed in writing to the CO. The CO 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). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the Agency 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—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 may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective bidders in writing by addendum.

**3.9 Pre-bid Conference.** The scheduled pre-bid conference identified in this document is not mandatory. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference the Agency will conduct an overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference; however, the Agency *will not* distribute at this conference any copies of the IFB documents.

#### **4.0 BID EVALUATION.**

**4.1 Public Opening.** At the set date and time, all bids received will be opened and publicly read aloud by the CO, including the company name of the bidder and the total calculated costs proposed. At the bid opening the Agency will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the Agency will, at a later time, review all bids in detail and will, in a timely manner (within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to

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be non-responsive or not-responsible, the Agency reserves the right to, as determined by the Agency, "waive informalities or minor irregularities in bids received." Bids will be available for inspection by the public after the award has been completed.

**4.1.1 Ties.** In the case of bids, the award shall be decided by "drawing lots or other random means of selection."

**4.2 Responsive Evaluation.** After the public opening the "hard copy" bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made).

**4.3 Responsible Evaluation.** The Agency will evaluate each bid submitted as to responsibility (e.g. a firm that is qualified, responsible and able to provide to the Agency the required services). If the Agency ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the Agency may proceed with award as detailed herein. If the Agency determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

**4.3.1** Depending on the amount of the award, it is possible that the Agency may take such contract award to the Agency Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

**4.4 Restrictions.** Any and 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.

**5.0 CONTRACT AWARD.**

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

**5.1.1** 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 the Agency. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**5.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this IFB:

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- 5.2.1 **Contract Form.** The Agency will not execute a contract on the Contractor's form—contracts will only be executed on the Agency form. However, the Agency will during the IFB process (*prior to the posted question deadline*) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective bidder to notify the Agency, 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. The Agency will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the Agency's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.
- 5.2.2 **Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
- 5.2.3 **Unauthorized Sub-Contracting Prohibited.** The Contractor 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. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 5.3 **Contract Period.** The executed contract will be in place for the period of 120 consecutive days from the date of the Notice to Proceed (though some stated provisions will extend through the noted warranty period).
- 5.4 **Licensing and Insurance Requirements.** Prior to award (but not as a part of the bid submission) the Contractor will be required to provide:
- 5.4.1 **Workers Compensation Insurance.** An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount;
- 5.4.2 **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together

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with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$5,000;

**5.4.3 Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

**5.4.4 City/County/State Business License.** If applicable, a copy of the bidder's business license allowing that entity to provide such services within the County of Nueces (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Texas.

**5.5 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.

**5.6 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the Agency within 10 work days of notification by the Agency.

**6. Contractor Experience Form:**

**6.1 Complete the attached Contractor Experience Form and return with your bid submission.** Bidders may use their own form, but must use the format provided. Failure to provide this form with your bid, may result in a determination of not being responsible to complete the project as specified.

**7. Forms Included by Reference:**

**7.1 The following forms are included and have full force and effect on the procurement action including subsequent contract.** Contractors are responsible for viewing the forms and being familiar with the terms and conditions. Where indicated, forms need to be completed and returned with the Bid submission.

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Form of Bid

General Information Questionnaire

Need to be completed and returned with Bid submission

Contractor Experience Form

Need to be completed and returned with Bid submission

**Statement of Work-Exhibit A**

**Exterior Painting Improvements at Hampton Port Apartments**

**Hampton Port-Site Plan**

HUD-5370 General Conditions for Construction Contracts

Note: Owner will insert \$250.00/Day for Liquid Damages in Paragraph 33(a)

AIA Document G702, Application for Payment

AIA Document G703, Continuation Sheet

HUD-51000 Schedule of Amounts of Contract Payments

HUD-51001 Periodic Estimate for Partial Payment

HUD-51002 Schedule of Change Order

HUD-5372 Construction Progress Schedule

HU-92554M Supplementary Conditions to the Construction Contract

Affidavit of Release of Lien

Certificate and Release

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**FORM OF BID**



**Invitation for Bid (IFB) 20023**

To: Corpus Christi Housing Authority & Affiliates  
3701 Ayers  
Corpus Christi, TX 78415

Gentlemen:

1. The undersigned is familiar with local conditions affecting the cost of the work, and with the Specifications and Drawings, and Contract provisions as prepared by Corpus Christi Housing Authority hereby proposes to furnish all labor, materials, equipment, machinery, permits and services including utility and transportation services required to complete the **Exterior Painting Improvements at Hampton Port Apartments** all in accordance therewith, for the sum of:

The Total Base Bid with the project to be completed within **120** consecutive days from the date of the Notice to Proceed for all work indicated in the plans and specifications.

**Total Firm Fixed Price:**

\_\_\_\_\_ Dollars

(\$\_\_\_\_\_)

Payment will be based on the percentage of work complete during a one-month period.

A ten percent (10%) retainage will be held on each payment request. A separate payment for the retainage will be required at the completion of the project.

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2. In submitting this bid, it is understood that the right is served by the Corpus Christi Housing Authority & Affiliates to reject any and all bids. Upon written notice of acceptance, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond within (10) days after the contract is presented to him for signature.

**Note:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

By: \_\_\_\_\_  
(Signature)

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**General Information Questionnaire**

1. Name of Firm: \_\_\_\_\_  
Address of Principle Office: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Form of Business Organization: \_\_\_\_\_  
Responsible Contact Personnel:  
Name \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_  
Name \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_  
Name \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
  - 5.1 Has your organization ever failed to complete any work awarded to it?
  - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
  - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last fifteen years?
6. Within the last fifteen years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)



**CORPUS CHRISTI HOUSING AUTHORITY & AFFILIATES**  
**INVITATION FOR BIDS (IFB) 20023**  
**Exterior Painting Improvements at Hampton Port Apartments**

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**Contractor Experience Form**

List all projects, completed or ongoing, within the last 5 years, of similar size, type and complexity to this project where your company was the prime contractor. Projects must be listed in chronological order with most recent at top. Bidder must use the following sample format:

<b>Project Name, Description &amp; Location</b>	<b>Contact Name/Phone Number/Email</b>	<b>Contract Amount</b>	<b>Completion Date or Percent Complete</b>
<i>Exterior Painting Improvements ABC Housing Authority Somewhere, USA</i>	<i>Name Phone Email</i>	<i>\$200,000</i>	<i>January 31, 2018 or 80%</i>

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**Exhibit A**

**Exterior Painting Improvements at Hampton Port Apartments**

**Scope of Work:**

The Hampton Port Apartments is located at 6130 Wooldridge, Corpus Christi, Texas 78414. The apartment complex consist of ten (10) - two-story apartment buildings, one (1) single story Office/Community Building, one (1) single story shop building, one 1 attached single story laundry at end of Building #8, and one (1) attached storage building at end of building #6.

1. Buildings shall be washed clean with algae resistant chemical agent prior to being painted.
2. After application of prime, the Contractor shall apply two coats paint to be A-100 Exterior Latex satin finish.
3. All exterior metal doors shall be painted per each apartment unit, including all patio balcony doors and balcony closet doors, double solid doors, metal overhead door/shop, frames per each door type, fascia/soffit, porch and balcony soffits, horizontal cement siding, window and door trim, stair and balcony railing.

Office/Community Building has metal door facing with wood trim frames, including window frames on each side of main door, a decorative metal door with wood frame at Community entry/exit, and metal double doors/pool equipment with 21" x 25" louvered opening per each door with wood frame.

The Shop Building has one overhead metal door, 8' x 6'-8" opening with metal frame, one 32 x 6'-8" metal door with 2" metal frame, and one 36" x 6'-8" with wood frame door.

The attached building #8 laundry room has decorative metal entry door, 3' x 6'-8", and rear metal double door, 6' x 6'-8".

The attached #6 storage building has 3' x 6'-8" metal door and wood frame.

The 10 exterior apartment buildings have a total of 110 - 3' x 6'-8" main metal entry doors with wood frames per each apartment unit.

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Balcony and closet doors per balcony, consist of a metal finish/glass patio double door, 6' x 6'-8", with 1' wood framing, and 1 closet with 2.5' x 6'-8" metal finish door with wood frame.

4. Contractor shall paint exterior only, including edges, and clean handles.
5. All metal doors shall be cleaned and painted with one coat "PrepRite ProBlock Latex Sealer" Primer, and two coats "Direct-To-Metal Enamel" paint, or approved equal.
6. All exposed door handles, locks, and hinges shall be properly taped or removed as door is to be repainted.
7. Exterior wood frames are shall be cleaned and painted complete with the "PrepRite ProBlock Latex Sealer" primer/one coat, and two coats of Management approved latex color finish.
8. Wood fascia, horizontal cement siding, trim for doors and windows, roof and porch soffit, and door frames shall be cleaned and sealed with the "PrepRite ProBlock Latex Sealer" primer one coat, and two coats A-100 satin approved latex finish or approved equal.
9. Stairs and Hand rails shall be cleaned, removed of rust, and patched for approved finish prior to painting with oil base paint.
10. Stairs shall be cleaned, sanded, primed, and painted on underside and around steps and landings. A site Plan showing each of the buildings is provided to monitor work.
11. Contractor shall submit paint samples to Capital Projects Administration, 3740 Port, Corpus Christi, Texas, prior to paint application.
12. To avoid spot priming, Contractor shall prime the entire surface.
13. Contractor shall use rollers and brushes to apply proper amount of prime, paint and uniform finish.
14. Contractor shall scrape, clean, and sand surface as is necessary.
15. Contractor shall caulk and fill gaps and trim with the proper amount of caulk prior to priming surface.

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16. All work to be applied by workmanship and safety standards.
17. Contractor to comply with required Government Codes, paint manufacturer requirements, and paint specifications, as attached.
18. Lead and asbestos materials are considered Non-Compliant.
19. Contractor shall clean spills, and spatters.
20. No paint to be applied during potential damaging weather.
21. Excessive cold weather, such as 40 degree Fahrenheit, and/or temperatures recommended by paint manufacturer to be avoided, shall be adhered.
22. Contractor subject to and responsible for application of paint project.
23. Entry to any unit requires proper notification by Management staff 2 days in advance.