



## COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION PROGRAM

### BID INSTRUCTIONS

Proposals for Housing Rehabilitation Projects shall be in accordance with the following bid instructions to be considered for award:

#### **Documents:**

- Current copies of Arizona Registrar of Contractors License, General Liability, Workers Compensation and City of Scottsdale Privilege Tax License shall be on file at the City of Scottsdale Community Assistance Office.

#### **Submitting Bids:**

- The Housing Rehabilitation Coordinator shall receive all bids from responsible, responsive bidders at the City of Scottsdale Community Assistance Office. Bids received after the specified time listed on the Invitation to Bid shall not be accepted.
- Each bid shall be made in accordance to the Scope of Work (also referred to as specifications) and the Bid Form, including any addendum or alternates provided therefore, properly executed with all amounts and blanks filled in. DO NOT change or add to the wording of the Scope of Work or the Bid Form. Each blank where a price is to be filled in on the Scope of Work shall include all costs, overhead and profit and shall be rounded off to the nearest dollar. The Bid Form shall include the total amount of the bid. Bid Forms that are not filled out correctly and/or are not completed in full are subject to rejection of the bid, per homeowners' discretion. Unauthorized conditions, limitations, or provisions attached to the proposal shall also be cause for rejection of the entire bid.
- Each bid shall be addressed to the Housing Rehabilitation Program and shall be returned to the City of Scottsdale Community Assistance Office on or before the day and hour set for opening of the bids as listed on the Invitation to Bid. Bids shall include the contractors name, homeowners name, address of the site and bid date. It is the sole responsibility of the Bidder to ensure that the bid is received by the proper time.

#### **Examination of Drawings, Specifications and Site of Work:**

- Before submitting a bid, each Bidder shall carefully examine and read the Specifications and all other Contract Documents and visit the site. Each Bidder shall be informed, prior to bidding, as to all existing conditions and limitations under which the work is to be performed and the bidder shall include in the bid a sum to cover the cost of all items necessary to perform the work as set forth in the Contract

Documents. No allowances shall be made to any Bidder because of lack of such examination or knowledge. The submission of a bid shall be construed as conclusive evidence that the Bidder has made such examination.

**Proof of Competence of Bidder:**

- All Bidders shall be required to furnish evidence satisfactory to City of Scottsdale Housing Rehabilitation Program that shows the Contractor has sufficient means and experience, in the type of work called for, to assure completion of the contract to industry standards.

**Withdrawal of Bids:**

- Any Bidder may withdraw his/her bid, either personally, or by written notice at any time prior to the scheduled time for opening of bids.

**Award or Rejection of Bids:**

- The awarded contract shall be to the lowest responsible, responsive Bidder, unless Owner decides to pay the difference for the contractor of choice.

**Alternate Bids:**

- Alternate bids shall not be considered except where specifically called for in the Work Specifications by the Housing Rehabilitation Coordinator.

- **Temporary Bid Exclusion:**

In order to facilitate the timely completion of projects to be undertaken, the Housing Rehabilitation Program reserves the right to temporarily exclude any contractor from future bid notifications when three (3) or more Housing Rehabilitation projects are concurrently under contract or have been awarded to that contractor at that time. Contractors will remain on the Housing Rehabilitation Program's active list of contractors, but will not be invited to bid new projects until one (1) of it's three (3) contracts are completed.

**Execution of Agreement:**

- Where Bidder is a corporation, proposals shall be signed under the legal names of the corporation followed by the name of the state of incorporation and legal signature of an agent authorized to bind the corporation to a contract.

**Addenda:**

- Any addenda issued by the Housing Rehabilitation Coordinator during the time of bidding shall be included in the proposal, and thereof, shall become a part of the contract. Receipt of addenda shall be acknowledged on the bid form in space provided and by signing addenda form.

**Contractor's License Law:**

- Contractors shall comply with, and shall require all sub-contractors to comply with state and city contractor's license laws and be duly registered hereunder through the Arizona Registrar of Contractors.