

HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
715 E. BRIER DRIVE
SAN BERNARDINO, CA 92408-2841
(909) 890-0644 FAX (909) 890-2349

ADDITIONAL INSTRUCTIONS TO BIDDERS

The provisions of the following Additional Instructions to Bidders are in addition to the Instructions to Bidders. The Additional Instructions to Bidders will prevail in the event of a conflict between the Instructions to Bidders and the Additional Instructions to Bidders.

"Housing Authority"

The term "Housing Authority", "HACSB", "PHA", or "LHA", as used in these documents, means the Housing Authority of the County of San Bernardino.

Qualification

Only contractors and subcontractors licensed in the State of California under the California Business and Professions Code of Law for the category of work included herein will be permitted to submit a proposal. The contractor's business license must be in the name of the person or entity submitting the proposal. The HACSB reserves the right to require any bidder to present evidence of qualifications and ability and will consider such evidence prior to award of contract. All contractors and subcontractors who have violated the terms of the Federal Labor laws will not be allowed to bid this project.

Clarification During Bidding

Request for clarification of specifications, if any, during the bidding period shall be directed in writing; via fax or e-mail to Marsha Zeller at (909) 890-2349 (fax) mzeller@hacsb.com (e-mail). No oral questions, all clarifications must be written. Interpretations requested which are not covered in the specifications will only be made in writing by the Contract Administrator.

Existing Conditions

By the act of submitting a proposal for his/her work, each bidder will be held to have examined the premises and satisfied himself/herself as to the existing conditions under which he/she will be obligated to operate or that will in any manner affect the work under this contract. No allowance will be made, subsequently, in this connection on behalf of the contractor for any error or negligence on his/her part.

Addenda

1. Interpretation of Contract Documents: No interpretation or change of the specifications will be made to any bidder orally. Requests for interpretation shall be made to the HACSB at least ten (10) days prior to the bid date. All

interpretations requested by that date will be issued in the form of a written addendum and mailed to all prospective bidders. All such addenda shall become part of the bidding documents and shall be incorporated in all bids. No questions will be answered on the day of the bid opening.

2. Immediately before submitting proposal, each bidder shall ascertain that his/her proposal amount includes any and all addenda which may have been issued during the bidding period. Any additional costs or work covered by addenda shall be included in proposal and shall become part of the contract when executed. It is each bidder's responsibility to obtain all addenda relating to the project in which he/she is bidding.

Completion of Forms

Each bid must give the full business address of the bidder and be signed by him/her with usual signature. Bids by partnerships must furnish full names of all partners and must be signed in the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by a corporation, with corporate seal affixed, must be signed with the legal name of the corporation, followed by the State of Incorporation and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The names of all persons signing shall be typed below the signatures. When requested, furnish satisfactory evidence of the authority of the officer signing on behalf of the corporation or partnership to the Owner.

Required Bid documents

1. Certification of Acceptance of the General Conditions of the Contract for Construction (HUD Form 5370)
2. Specific Conditions of the Contract for Construction Pre-screen
3. Representations, Certifications, and Other Statements of Bidders (HUD Form 5369-A)
4. Request for Taxpayer Identification Number and Certification (IRS Form W-9)
5. Minority Code Identification Form
6. Non-Collusive Affidavit
7. Statement of Bidder's Qualifications
8. Designation of Subcontractors Form
9. Davis/Bacon and Related Acts Certification

10. Certification of Authorization and Understanding
11. Bidder Certification Regarding Status as a Section 3 Business Concern
12. Certificate as to Corporate Principal (Corporations only)
13. Stipulation of Lien
14. Warranty/Guarantee
15. Agreement Certification

Time and Place of Delivery of Bids

Bids received late or at any other Housing Authority location will be returned - unopened.

Bid Specifications Exactly as Shown

The HACSB will expect a debit or credit during the project for any deviations from specifications and addenda. Deviations will only be at the request of the HACSB.

Rejection of Proposals

Any proposal or pre-screen may, at the HACSB's discretion, be rejected if it is adjudged incomplete, illegible, or conditional. However, alternate proposals or explanations may be made on separate sheets. Such alternates or explanations will not be considered in determining the low bid, but may be used in negotiations after determination of the low bidder. All corrections shall be initiated by the bidder.

Award of Contract

1. Bid opening will be officiated and attended by the Contract Administrator at the place and time stated in the Invitation to Bid.
2. Identity of the successful bidder may not be determined at bid opening. The HACSB reserves the right to obtain opinion of Counsel of legality and sufficiency of bids. The contract will be awarded, if at all, to the lowest responsible bidder within sixty (60) days of the final date of receiving bids, and the contract will be entered into within ten (10) days after written notice of award has been given to the successful bidder.
3. The HACSB reserves the right to reject any or all bids.

Time for Performance

1. All work and/or deliveries and set-up shall be completed and the contract performed within the total number of calendar days stated below. Any modification of this time caused by inclusion of any alternate in the contract shall

be as stated in such alternate. Total number of calendar days: to be determined relative to each contract awarded.

2. All time limits stated in the contract documents are of the essence of the contract.
3. The HACSB will issue, or authorize to be issued, a **NOTICE TO PROCEED**. Work shall commence on, or subsequent to, receipt of such notice, and time for performance shall be calculated ten (10) days from date of issuance of such notice.

Lead-Based Paint Prohibition

Any contractor awarded a contract for construction or rehabilitation shall comply with 24 CFR Part 35 prohibiting the use of lead-based paint.

Subcontractors

A list of subcontractors will be submitted at the time of bid opening on the form entitled "Designation of Subcontractors" and as required by State Law. The subcontractor shall have demonstrated to the Owner's satisfaction previous experience in each additional division or classification he is listed under other than his primary contracting business.

If a subcontractor is licensed and qualified to do more than one division or classification of work as defined by the specifications, he shall be listed under each of these additional divisions or classifications. All subcontractors shall be listed if their portion of the work is 1/2 of 1% or more of the total project bid amount.

Within 72 hours after bid opening, the apparent low bidder will be required to submit an additional list which will include all of the following information for the general contractor and each subcontractor listed in the original bid proposal submission:

- a. Complete name (as it appears on State Contractors License), address and phone number for each.
- b. Trade for each.
- c. Contractor's License Number and license classification for each.
- d. Expiration date (if license is expired or inactive, proof of renewal must be submitted).