WEST BLOOMFIELD TOWNSHIP
INVITATION TO BID

CDBG MINOR HOME REPAIR CONTRACT
PROGRAM YEAR 2014
DEADLINE: Wednesday, September 24th, 2014 at 2:00 p.m.

Sealed bids for the following services for West Bloomfield Township will be accepted by the Planning Department until Wednesday, September 24th, 2014 at 2:00 p.m., after that time they will be publicly opened and read in the West Bloomfield Township Boardroom:

Administer a program including: (qualifying eligible applicants, inspecting the house, writing specifications for rehab work, awarding contracts, approving payments to contractors, compiling paperwork for submittal to Oakland County for reimbursement). Repairs shall conform to Oakland County guidelines and State of Michigan Lead Based Paint requirements. The amount available for this program shall be $40,000, with a maximum amount of $5000 per house. The amount and ability to enter into contract is subject to final approval by West Bloomfield Township, Oakland County, and HUD.

The bids may cover those services provided under contract between July, 1, 2014 until June 30, 2016. Billing arrangements will be detailed later in this document. This is a federally funded project that will be funded with CDBG funds and must comply with all HUD requirements. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. West Bloomfield is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

1. Preparation of Bid

A. Bidders are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk.
B. Each bidder shall furnish all the information required. Erasures or other changes must be initialed by the person signing the bid form. Partial bid packages will be rejected.
C. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, it is advised to call and have that portion clarified. For clarification, contact Chris McLeod, Planning Director, at (248) 451-4828.
D. Each bid shall indicate the measured deliverable in a unit/cost amount (i.e. unit hour of contact for assistance or programming).
E. Each bid shall acknowledge that case documentation shall be completed and filed indicating new service to individuals and income/age qualification, as appropriate.

2. Submission of Bid

A. All bids must be submitted in a sealed envelope and must include the following information on the face of the envelope: bidders' name along with contact person as well as address. Failure to do so may result in the premature opening of or failure to open such a proposal. Address bids as directed below:

CDBG-MINOR HOME REPAIRS
West Bloomfield Township
Planning Department
4550 Walnut Lake Road
West Bloomfield MI 48323

DO NOT PLACE BIDS IN THE TOWN HALL DROP BOX!

B. Bidders are responsible for submitting proposals before the stated closing time. Bid packages will be date stamped when they are received. Bid packages that arrive late due to delays in the delivery of the mail will not be considered. Any proposal received after the stated deadline will be rejected.

C. Facsimile bids will not be accepted.

D. West Bloomfield Township shall not be responsible for any costs incurred in the preparation of the bid.

E. Any bid may be withdrawn by giving written notice to the Planning Department before the stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of 60 days after said closing time, except the successful bidder whose prices will remain for the entire contract period.

3. Terms and Invoicing

A. All bids are tax exempt.

B. All bids will be considered net 30 unless otherwise stated. Payment will be made when all work or equipment specified is received and properly invoiced. Invoices are expected on a monthly basis.

4. Award

A. The evaluation and award of this bid will be based on a combination of factors including, but not limited to, the following: bid price, past performance, ability to meet service requirements, manpower and equipment available to perform this service, completeness of bid, compliance with specifications, and any other factors considered to be in the Township's best interest.

B. West Bloomfield Township reserves the right to make an award in total or to split the award in whatever manner deemed to be in the best interest of the Township.

5. General Conditions

A. Upon the awarding of the bid, a contract shall be signed between the Township and the successful bidder stipulating the terms and conditions for the completion of the work as outlined in the bid.

B. Since this service impacts public safety the Township reserves the right to cancel this contract immediately for failure of the contractor to comply with terms and conditions set forth herein that might impact the safety/well-being of the Township and residents utilizing this site. In case of default of the contractor, the Township may cancel the contract or purchase order and procure services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The Township may remove a defaulting contractor from future bid lists.

C. The Township reserves the right to cancel this contract without cause or reason upon 30 days written notice.

D. Agreements with the Township may not be assigned by the vendor to another vendor or subcontractor without prior written consent of the Township.

E. West Bloomfield Township reserves the right to accept or reject any or all bids, to let bids again, and to waive any irregularities in the best interest of the Township.

F. Any errors, omissions, or discrepancies in the specifications discovered by a prospective contractor and/or service provider will be brought to the attention of Chris McLeod, Planning Director, as soon as possible after discovery. Further, the contractor and/or service provider will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

6. Bid Specifics

The successful bidder shall provide Minor Home Repair services utilizing designated Community Development Block Grant Funds in the amount of $40,000. Minor Home Repair Programs are designed to help low to moderate income resident homeowners within West Bloomfield Township complete more complicated home maintenance. Minor Home Repair Programs are subject to federal lead based paint regulations. Minor Home Repair jobs that require addressing lead based paint must be completed by certified lead abatement contractors. The contractor(s) doing these jobs must be licensed and carry liability, property damage and worker's compensation insurance as necessary and appropriate and provide proof of such.

A. Minor Home Repairs In General

Minor home repairs may include, but are not limited to the following (this list is also subject to any changes or modifications made through the CDBG program or U.S. Department of Housing and Urban Development):

1. Cleaning, adjusting and repair of furnaces
2. Testing of furnaces
3. Repair or replacing water heaters
4. Replacing garbage disposals
5. Replacing toilets
6. Replacing tub faucets, shower heads, laundry and kitchen faucets
7. Repairing water and waste lines
8. Rod sewer lines
9. Changing electrical services
10. Replace defective light fixtures
11. Install switches and light at entry ways
12. Replace defective wiring
13. Replace entrance doors
14. Repair or replace porch decks, stairs and handrails
15. Reinforce porches
16. Replace defective windows
17. Install storm doors
18. Install storm windows
19. Repair roofs, downspouts, gutters and siding
20. Repair chimneys
21. Clean chimneys
22. Paint interior and exterior (See lead based paint provisions)
23. Remove large items or large amounts of debris from in and around the home
24. Remove architectural barriers
25. Correct single code violations
26. Repair sidewalk and driveways
27. Replacing plaster/drywall on walls and ceilings
28. Connect residences to municipal water and/or sewer lines
29. Install battery operated or hard wired smoke detectors
30. One-time insect extermination

Minor Home Repair Programs cannot exceed $5,000 per household. Homes that require more work than $5,000 or substantial improvements should be referred to Oakland County's Home Improvement Program.

All of these programs are designed to benefit low to moderate income resident homeowners within West Bloomfield Township. To qualify a household for the Minor Home Repair Program, annual gross household income and ownership of the home must be verified and cannot exceed the Section 8 limits as established by the U.S. Department of Housing and Urban Development.

A file must be maintained for each applicant served under this program that contains an application, proper income/ownership verifications and all other necessary documentation required as proof of compliance with all applicable Federal regulations and Oakland County Community Development guidelines and requirements as established under the grant. These programs must be open to outside auditors and Township personnel as required by federal regulation. All Minor Home Repair projects must be competitively procured based on appropriate procurement guidelines.

B. The successful bidder shall do the following:

1. Receive and maintain records pertaining to the monies received in accordance with this agreement for a minimum of **seven** years from the completion of this agreement. Allow the County of Oakland, authorized Township personnel, the U.S. Department of Housing and Urban Development (HUD) and any of their authorized representatives access to financial records pertaining to Community Development Block Grant Funds and this agreement for the purpose of audit or examination.

2. Provide the Township and Oakland County Community & Home Improvement Division a specific unit of measure chart for all services.

3. Submit payment requests based on actual cost that include required supporting documentation upon completion of each individual project (unless otherwise agreed upon in advance) directly to the Planning Department.

4. Provide management and personnel to adequately perform and administer the application review process, perform all necessary pre-inspections to determine scope of requested repair, award all Community Development Block Grant Minor Home Repair projects to qualified West Bloomfield Township applicants (applicant qualifications are to include, but not limited to, CDBG income verification for applicant based on previous year's income tax returns, home ownership verification that dwelling is applicant's primary residence), proper biding and hiring of qualified and licensed contractors to provide minor home repairs to homes of qualified applicants, secure licensed lead contactors to do lead work, perform inspections during and at completion of minor home repair projects for each applicant, handle all complaints/concerns from applicants in a timely manner, comply with all CDBG Minor Home Repair Program regulations in addition to meeting all State and Local laws, ordinances, codes and regulations.

5. Be solely responsible for any and all taxes (federal, state and/or local); worker's compensation insurance; disability payments; social security payments; unemployment insurance payments; insurance, and/or any similar type of payments for the bidder's agency or any employee thereof; and shall hold West Bloomfield Township harmless from any and all such payments.

6. Secure appropriate insurance coverage from Contractors in the kind and amount appropriate.

7. Agency will comply with all CDBG regulations set forth by Oakland County, including but not limited to, completing all Historical Clearance Applications (when applicable), Direct Benefit Activity (DBA) Reports, Lead-based Paint Compliance Certification, Housing Rehabilitation and Minor Home Repair Environmental Review Forms, and taking photographs of the applicant's dwelling (if applicable) and submitting same to the West Bloomfield Township Planning Department with each payment request.

8. Oakland County Community Development Block Grant Procurement Guidelines shall be followed for bidding and awarding of all Minor Home Repair projects to qualified contractors. It shall be the Agency's responsibility to bid for contractors to do minor home repair improvements for applicants and properly award same. The bidder shall maintain a proper log of all bidding/awarding processes and submit all paperwork regarding process to the West Bloomfield Township Planning Department for CDBG auditing purposes.

C. The Charter Township of West Bloomfield shall do the following:

The Charter Township of West Bloomfield shall be responsible for the reimbursement of the Agency for the cost of administration and repairs for each minor home repair job upon completion of each job, receipt of a payment request that includes required supporting documentation from the Agency.

D. Total Funding Available

The total contract sum total is not to exceed the CDBG program year funding in the amount of $40,000 and each minor home repair job shall not exceed $5,000.