



**COLUMBUS METROPOLITAN  
HOUSING AUTHORITY**

**INVITATION FOR BIDS (IFB) NO. 2024-014 ROOF REPLACEMENT  
(Winchester Lakes)**

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**INTRODUCTION**

The Columbus Metropolitan Housing Authority (hereinafter, “HA”) is a public entity that was formed in 1934 to provide federally subsidized housing and housing assistance to low-income families, within the City of Columbus, Ohio. CMHA is headed by a President & CEO and is governed by a board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and CMHA’s procurement policy. Brought into existence by the State Board of Housing, the State of Ohio, by May 8<sup>th</sup>, 1934, resolution. CMHA is a subdivision of the State of Ohio

Currently, the HA owns and/or manages: (a) 25 multi-family apartment complexes totaling 2,951 units; (b) 9 senior complexes, totaling 692 units; 3 Service Enriched complexes, totaling 230 units; and (d) the administers a total of 12,500 Section 8 Housing Choice Vouchers. The CMHA currently has approximately 100 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the services specified herein to the HA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

**INFORMATION AT A GLANCE**

[Table No. 2]

HA CONTACT PERSON	Andrea Quinichett Purchasing Manager 614.421.4434 <a href="mailto:aquinichett@cmhanet.com">aquinichett@cmhanet.com</a>
HOW TO OBTAIN THE IFB DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access the <a href="http://cmhanet.com">cmhanet.com</a> 2. Click on the “Business Opportunities/Section 3” heading 3. Click on the “Purchasing/Open Opportunities” heading If you have any problems in accessing or registering on the system, please call the Purchasing Department at 614.421.4434
PRE-BID CONFERENCE & WALK THROUGH	Monday August 19, 2024 @ 11:00 am 6655 Kodiak Drive, Canal Winchester, Ohio 43211
HOW TO FULLY RESPOND TO THIS IFB BY SUBMITTING A BID SUBMITTAL	As directed within Section 3.0 of the RFP document, All pricing must be submitted separately to <b>Electronic Submission (Optional)</b> All technical responses must be submitted and received to <a href="mailto:technicalresponse@cmhanet.com">technicalresponse@cmhanet.com</a> no later than the submittal deadline stated herein (or within any ensuing addendum). <b>Physical Copy Submission</b> (1) “original” bid to CMHA Corporate Offices, 880 E. 11 <sup>th</sup> Avenue, Columbus, Ohio 43211.
BID OPENING SUBMITAL RETURN & DEADLINE	Thursday August 29, 2024, 11:00am 880 E 11 <sup>th</sup> Avenue, Columbus 43211  Join Zoom Meeting <a href="https://us02web.zoom.us/j/86210076932?pwd=tnEDeWbaaDKDq16b4DbSFcEUkbuwS.1">https://us02web.zoom.us/j/86210076932?pwd=tnEDeWbaaDKDq16b4DbSFcEUkbuwS.1</a> Meeting ID: 862 1007 6932 Passcode: 352526
BOARD APPLICATION	December, 2024

**1.0 HA'S RESERVATION OF RIGHTS:**

- 1.1 The HA reserves the right to 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 HA to be in its best interests.
- 1.2 The HA reserves the right not to award a contract pursuant to this IFB.
- 1.3 The HA reserves the right to 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 The HA reserves the right to determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5 The HA reserves the right to retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the HA Contracting Officer (CO).
- 1.6 The HA reserves the right to negotiate the fees proposed by the bidder entity.
- 1.7 The HA reserves the right to 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 The HA shall have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.9 The HA shall reserve the right to 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. By accessing the HA website, [www.cmhanet.com](http://www.cmhanet.com) and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective bidder, of any responsibility pertaining to such issue.

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**2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** The CMHA is seeking bids from licensed and bonded interested parties for the procurement of Roof Replacement/Restoration at Winchester Lakes, 6655 Kodiak Drive, Canal Winchester, Ohio 43110 as described in Attachment A - Attachment T and detailed:

**2.1 See Attachment A-T for Scope of Work** as required by this IFB.

**2.1.1 PLEASE NOTE:** The HA is providing the following brand names (GAF, CertainTeed, Owens Corning, TAMKO) as a sample only so that bidders have a better understanding as to the minimum product standards the HA desires. As required by HUD regulation, bidders must propose to match existing or "equal" or "same as" product (laminated composition), as long as such product is substantially equivalent to or exceeds the products identified, all materials require HA approval. Also, all specifications are subject to normal manufacturing tolerances.

**2.2** Cost must include the total to restore the roof, located in the Winchester Lakes community, 6655 Kodiak Drive, Canal Winchester, Ohio 43110 to its original condition. All labor, material, transportation, permits, inspections and any other associated costs will be included in the bid price.

**2.3 Proposal Page: Please see Attachment A - Attachment T,** which is a detailed bid pages to be completed by all interested parties for the roof replacement at Winchester Lakes, 6655 Kodiak Drive, Canal Winchester, Ohio 43110

**2.4 General Requirements:** As may be further detailed herein, the successful bidder will Be required to perform all operations for the successful roof replacement at Winchester Lakes, 6655 Kodiak Drive, Canal Winchester, Ohio 43110

**2.4.1 Proposed Costs All-inclusive:** of all costs associated with the services to replace the roofing at the above-mentioned location, including labor, materials, permits, bonds, warranties.

**2.4.2 Basic Performance Standards:** The successful bidder shall, at all times when on HA property, conduct the services and operate his/her vehicles, in a legal manner that protects HA property, residents and resident property, and the public-at-large. Any accident that may occur as the result of the actions of the successful bidder, whether or not the fault of the successful bidder, shall be the full and complete responsibility of the successful bidder and not the HA.

**2.4.2.1 Expected Work Hours:** Monday - Friday 7:00am - 5:00pm

**2.4.2.2 Weather:** All weather-related requirements shall be the responsibility of the Bidder to complete the project within the stated deadline.

**2.5 Appropriate Disposal of all Refuse:** It is the responsibility of the successful Bidder to dispose of all refuse collected from the worksite and the property in a legal manner, compliant with all applicable local, State and Federal codes, statutes, laws and regulations.

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The successful bidder will be required to obtain, maintain and remove the appropriate receptacles for refuse during this project.

**2.6 Payment:** Payment under this contract will be based on services delivered. All invoices shall be directed to [Accountspayable@cmhanet.com](mailto:Accountspayable@cmhanet.com) at the time services are completed. All payments are made net 30. The HA does not pay “late fees”.

**2.7 Required State Contractor’s License:** As required by State of Ohio law, the contractor shall be in possession of a current Ohio contractor’s license.

**3.0 BID FORMAT:**

**3.1 Tabbed Bid Submittal:** So that the CMHA can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers or tabs (which number extends so that each tab can be located without opening the bid) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

[Table No. 3]

IFB Section	Tab No.	Description
3.1.1	1	<b>Form of Bid:</b> This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
3.1.2	2	<b>Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract:</b> This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
	2	<b>Form HUD-5369, Instructions to Bidders for Contracts, Public and Indian Housing Programs (construction) or form HUD-5369-B, Instructions to Offerors Non-Construction.</b>
	2	<b>Form HUD-5369-A, Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs (construction) or form HUD-5369-C, Certifications and Representations of Offerors Non-Construction Contract.</b>
	2	<b>Form HUD-5370, General Conditions of the Contract for Construction</b>
	2	<b>Form HUD-5370-C, General Conditions for Non-Construction Contracts,</b>
3.1.3	3	A complete detailed description of the products and services the firms provide.
	3	<b>BID Bond.</b> If required, the Bid Bond as detailed within the following Section
3.1.4	4	<b>Managerial Capacity/Financial Viability:</b> The bidder entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment F, <i>Profile of Firm Form</i> . Such information shall include the bidder’s qualifications to provide the services; a description of the background and current organization of the firm and three (3) years of audited financial statements to include cash

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		flow.
<b>3.1.5</b>	<b>5</b>	<b>Client Information:</b> The bidder shall submit a listing of former or current clients, including any other Housing Authorities, for whom the bidder has performed similar or like services to those being bid herein. The listing shall, at a minimum, include:
<b>3.1.5.1</b>		The client's name;
<b>3.1.5.2</b>		The client's address/email address;
<b>3.1.5.3</b>		The client's telephone number
<b>3.1.5.4</b>		A brief description and scope of the service(s) and the dates the services were provided;
<b>3.1.6</b>	<b>6</b>	<b>Subcontractor/Joint Venture Information (Optional Item):</b> The bidder shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the bidder under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
<b>3.1.7</b>	<b>7</b>	<b>MBE &amp; Section 3 Participation</b>
<b>3.1.8</b>	<b>8</b>	<b>Other Information (Optional Item):</b> The bidder may include hereunder any other general information that the bidder believes is appropriate to assist the HA in its review.

If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

**Bid Submittal Binding Method: (electronic copy preferred)** recommended that the bidder bind the bid submittals.

**3.2 Bidding:** CMHA will award the bid based on the best and lowest cost received.

**3.3 Additional Information Pertaining to the Pricing Items:**

**3.3.1 Assumption:** It shall be the HA's assumption that the successful bidder has based his/her proposed bid for pricing items upon careful assessment of the technical scope provided (Attachment A-H). It is the bidder's responsibility to obtain all information necessary for making a knowledgeable bid to include a physical assessment of the unit he/she will be offering in the bid.

**3.3.5 Davis-Bacon (D/B) and/or State Prevailing Wage Rates:** As may apply by statute, regulation or law, if, at any time during the ensuing contract period(s), the HA needs the successful bidder to provide services that require the successful bidder to pay Davis-Bacon or State Prevailing Wages Rates for a specific task order pertaining to the ensuing contract, then to compensate the successful bidder for any amount that the applicable Davis-Bacon or State Prevailing Wage Rates are greater than the applicable hourly fees listed within the Bid sheet the HA shall:

**3.3.5.1** Ascertain the applicable hourly wage rate(s), as listed within the contract, which applies.

**3.3.5.2** Ascertain the current applicable Davis-Bacon or State Prevailing Wage Rate(s) that applies.

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- 3.3.5.3 Ascertain the difference between the two rates, which amount the HA will pay to the successful bidder for that task order only.
- 3.3.5.4 It is the sole responsibility of the bidder to ensure that the bid submitted includes the most recent Davis-Bacon wage published by. The amounts listed in this IFB are based on published rates at the time of advertising for the IFB.
- 3.3.5.5 **Locating Applicable Wage Rates:** If, as detailed within 24 CFR 85.36(h)(5), the HA is required to pay Davis-Bacon wage rates (for all “construction contracts in excess of \$2,000”), and for similar State requirements, the HA will then issue a General Decision as it applies to that work. Current Davis-Bacon wages rates may be viewed by following the following listed steps:

**3.3.6**

[Table No. 4]

RFP Section	Step No.	Description
3.3.6.4.1	1	Enter <a href="https://wdolhome.sam.gov/">https://wdolhome.sam.gov/</a>
3.3.6.4.2	2	Select a State
3.3.6.4.3	3	Enter a County
3.3.6.4.4	4	Construction Type: Enter “Residential” or “Building”
3.3.6.4.5	5	WD’s: Leave “All WDs”
3.3.6.4.6	6	Click on “Search”
3.3.6.4.7	7	View the wage rate applicable to the service(s)

**3.3.2 HUD Maintenance Wage Rates Determination (MWRD):** HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements), the HA must ensure that contractors do not pay its employees that perform such work for the HA at a rate less than the rates listed on the HUD MWRD. Therefore, by submitting a proposal, each bidder is thereby agreeing to and verifying that he/she will not pay his/her employees at rates less than detailed within the following Table No. 7. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2 (most specifically within Section 10.10.E therein), the contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records available to either the HA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the contractor’s failure to comply.

**3.4 Bid Submission:** (electronic copy is preferred) All bids must be submitted and time-stamped received in the designated HA 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 shall be placed unfolded in a sealed package and addressed to:



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The Columbus Metropolitan Housing Authority  
Attention: Andrea Quinichett  
Assistant Vice President of Purchasing  
880 E. 11<sup>th</sup> Avenue, Columbus, Ohio 43211

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

- 3.4.1 Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders 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 HA by the bidder, such may invalidate that bid.
- 3.4.2 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 HA, including the IFB document, the documents listed within the following Section 3.7, 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 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 HA requirements contained within the documents may cause that bidder to not be considered for award.
- 3.5 Bidder's Responsibilities—Contact with the HA:** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the PA or CO only. Bidders must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the HA to not consider a bid submittal received from any bidder who may has not abided by this directive.
- 3.5.1 Addendums:** All questions and requests for information must be addressed in writing to the PA or CO. The PA or 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 PA or CO will NOT conduct any *ex parted* (a substantive conversation— “substantive” meaning, when decisions pertaining to the IFB are made—between the HA 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.
- 3.6 Pre-bid Conference:** The scheduled pre-bid conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Typically, such conferences last 1 hour or

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less, though such is not guaranteed. The purpose of this conference is to assist prospective bidders to have a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference the HA will conduct a brief overview of the IFB documents, including the attachments. It is during this conference where prospective bidders will be able to familiarize themselves with the bid process prior to bidding. Prospective bidders may also ask questions, though the PA or CO may require that some such questions are delivered in writing prior to a response being delivered. Whereas the purpose of this conference is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference.

### 3.6.1 General Directions to the Pre-Bid Conference:

[Table No. 5]

IFB Section	Attachment Description
3.6.1.1	Take I-71 North/South
3.6.1.2	Take I-70 East toward Wheeling
3.6.1.3	Take Continue onto I-70 East
3.6.1.4	Take exit 105A to merge onto US-33E towards Lancaster
3.6.1.5	Merge onto US 33-S
3.6.1.6	Take exit 135 for OH-674 towards Canal Winchester
3.6.1.7	Turn left onto OH-674 N/Gender Road
3.6.1.8	Turn right onto Winchester Lakes Blvd
3.6.1.9	Turn right onto Winchester Lakes/Xebec Drive
3.6.1.10	Turn right onto Xebec Drive
3.6.1.11	Turn left onto Kodiak Drive
3.6.1.12	The destination will be on the left

- 3.7 **Recap of Attachments:** It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this IFB, which are hereby by reference included as a part of this IFB:

[Table No. 7]

IFB Section	Attachment	Attachment Description
3.7.1	A-T	Scope of Work
3.7.2	U	Form of Bid: Bid Sheet
3.7.3	V	Bidder's Certification
3.7.4	W	HA Instructions to Bidders & Bidders
3.7.5	X	Profile of Firm
3.7.6	25-35	MBE & Section 3/ HUD Forms/Wage Determination

## 4.0 BID EVALUATION

**4.1 Public Bid Opening:** At the set date and time, all bids received will be opened and publicly read aloud by the CO or designee, including the company name of the bidder and the total bid proposed. At the bid opening the HA will only disclose the following information: (a) The company name of each bidder; (b) the total bid; and (c) the identity of the apparent lowest bidder. 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 HA will, at a later time, review all bids in detail and will, in a timely manner (within 10 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible (please

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remember, as detailed within Section 8(d) of form HUD-5369 and Section 7(b)(3) of form HUD-5369-B, the HA reserves the right to, as determined by the HA, “waive informalities and minor irregularities” in the offers received).

**4.1.1 Ties:** In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

**4.1 Responsible Evaluation:** The HA will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e., a firm that is qualified, responsible and able to provide to the HA the required services). If the HA ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the HA may proceed with award. If the HA determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the HA in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the HA may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

**4.2 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 Responsive and Responsible Bidder:** Award of this IFB is made to the responsive and responsible bidder that submits the best and lowest bid for the required roof replacement.

**5.2 Award Procedure:** If an award is made pursuant to this IFB, the following detailed procedures will be followed:

**5.2.1** By completing, executing and submitting the Form of Bid, Attachment B, the bidder is thereby agreeing to “abide by all terms and conditions pertaining to this IFB as issued by the HA. Accordingly, the HA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case the HA has no power or authority to negotiate any clauses contained within any attached HUD documents.

### **6.0 ADDITIONAL CONSIDERATIONS:**

**6.1 Required Permits and Licenses:** Unless otherwise stated in the RFP documents, all Federal, State or local permits and licenses which may be required to provide the services ensuing from any award of this RFP, whether or not they are known to either the HA or the bidders at the time of the proposal submittal deadline or the award, shall be the sole responsibility of the successful Bidder and all offers submitted by the Bidder shall reflect all costs required by the successful Bidder to procure and provide such necessary permits or licenses.

**6.2 Taxes:** All persons doing business with the HA are hereby made aware that the HA is exempt from paying Ohio State Sales and Use Taxes and Federal Exercise Taxes. A letter of Tax Exemption will be provided upon request.

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- 6.3 Official, Agent and Employees of CMHA Not Personally Liable:** It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of the HA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.
- 6.4 Termination:** Any contract resulting from this RFP may be terminated under the following conditions:
- 6.4.1 By mutual consent of both parties, and**
- 6.4.2 Termination For Cause:** As detailed within Clause No. 3 of Form HUD-5370-C (10/2006), *General Conditions for Non-Construction Contracts, Section 1 - (Within or without Maintenance Work)*, attached hereto:
- 6.4.2.1** The HA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from the HA, fails to correct such failures within seven (7) days or such other period as the HA may authorize or require.
- 6.4.2.1.1** Upon receipt of a notice of termination issued from the HA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by the HA in the notice of termination.
- 6.4.2.1.2** The HA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.
- 6.4.3 Termination For Convenience:** In the sole discretion of the HA, the HA may terminate any and all contracts resulting from this RFP in whole or part upon thirty (30) days prior notice to the Contractor when it is determined to be in the best interest of the HA.
- 6.4.4** The rights and remedies of the HA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.

- 6.4.5** In the event the resulting contract from this RFP is terminated for any reason, or upon its expiration, the HA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever form that my exist. In addition to any other provision, the Contractor shall transfer title and deliver to the HA any partially completed work products, deliverables, source and object code, or documentation that the Contractor has produced or acquired in the performance of any resulting contract.

Attachment A-T: Scope/Statement of Work

See Attached

ATTACHMENT U:

FORM OF BID/BID SHEET

**Attachment A**

Bid Price \$\_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment B**

Bid Price \$\_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment C**

Bid Price \$\_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment D**

Bid Price \$\_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment E**

Bid Price \$\_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment F**

Bid Price \$\_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment G**

**INVITATION FOR BIDS (IFB) NO. 2024-014 ROOF REPLACEMENT (Winchester Lakes)**

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Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment H**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment I**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment J**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment K**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment L**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment M**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment N**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

**INVITATION FOR BIDS (IFB) NO. 2024-014 ROOF REPLACEMENT (Winchester Lakes)**

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(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment O**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment P**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment Q**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment R**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment S**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)

**Attachment T**

Bid Price \$ \_\_\_\_\_ (US Dollars); \_\_\_\_\_ and \_\_\_/100

(To include all labor, material, permits, and all other associated costs to complete the work required in the Scope of Work)



INVITATION FOR BIDS (IFB) NO. 2024-014 ROOF REPLACEMENT (Winchester Lakes)

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Bid Closing Date: Thursday August 29, 2024, 11:00am

**Certified Payroll Electronic Submission**. Each contractor and every lower-tier subcontractor and supplier will be required to submit certified payrolls and labor compliance documentation electronically at the discretion of and the manner specified by Columbus Metropolitan Housing Authority (CMHA).

Electronic submittal will be a web-based system, accessed on the World Wide Web by a web browser. Each contractor and subcontractor will be given a Log On identification and password to access CMHA's reporting system.

Use of the system may entail additional data entry of weekly payroll information including employee identification, labor classification, total hours worked, and hours worked on this project, wage and benefit rates paid, etc. The contractor's payroll and accounting software might be capable of generating a 'comma delimited file' that will interface with the software.

This requirement will be 'flowed down' to every lower-tier subcontractor and vendor required to provide labor compliance documentation

**Contract Time**

This project must be completed within **sixty (60)** calendar days of receipt of the **Purchase Order**

**SECTION 3 STATEMENT**

Are you claiming a Section 3 business preference? YES\_\_\_ or NO\_\_\_\_\_.

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the noted Proposal Fee Sheet, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted HA website, [www.cmhanet.com](http://www.cmhanet.com), including an agreement to execute an Agreement and/or Contract. Pursuant to all IFB Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided within the noted Proposal Fee Sheet pertaining to this RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

**Attachment V: Bidder's/Bidder's Certification**

By signing below, Bidder certifies that the following statements are true and correct:

1. He/she has fully authority to bind bid and that no member of Bidder's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this bid is eligible to receive the specified payment and acknowledges that this Contract may be terminated, and payment may be withheld if this certification is inaccurate.
2. Bidder proposes to furnish and deliver all items, for which bids were provided herein, as specified in the IFB, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this IFB, all materials and supplies, which are described on the bid worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by CMHA.
3. Bidder agrees that this bid shall remain open and valid for at least a period of sixty (60) days from the date of the bid opening, or as may be specified herein, and that the bid shall constitute an offer, which, if accepted by CMHA and subject to the terms and conditions of such acceptance, shall result in a contract between CMHA and the undersigned Bidder.
4. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this bid.
5. Bidder, (the firm, corporation, partnership, or institution represented by the Bidder), or anyone acting for such firm, corporation or institution has not violated the antitrust laws of the State of Ohio or the Federal Antitrust laws, nor communicated directly or indirectly this bid to any competitor or any other person engaged in such line of business.
6. Bidder has not received compensation for participation in the preparation of the specifications for this solicitation.

**SIGNED:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PRINT COMPANY NAME:** \_\_\_\_\_

**COMPANY PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**ATTACHMENT W: INSTRUCTIONS FOR BIDDERS/BIDDERS**

**SPECIAL CONDITION**

Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.

**SIGNATURE REQUIRED**

Any page format in which bid/proposal pricing is stated must be signed in ink followed by the person's signature printed or typewritten. If the bidder/bidder is a firm or corporation, insert the corporate name followed by the signature and title of a person authorized to sign said bid/proposal.

**PRINCIPALS, PARTNERSHIPS OR PROPRIETORS**

All bidders/bidders are required to attach to the bid/proposal packet a list of all principals, partners or proprietors of the company along with the appropriate title and/or position of each person.

**TAXES**

Federal and/or State taxes are not to be included in prices quoted. The successful bidder/bidder will be furnished an exemption certificate if needed.

**PRICING**

Bidders/Bidders are to quote firm prices unless otherwise noted in the specifications. In case of a discrepancy in computing the amount of the bid/proposal, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price IN WORDS WILL CONTROL.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point, include freight estimate and full value insurance cost.

**ACCEPTANCE AND REJECTION**

This bid/proposal will be accepted or rejected within a period of sixty (60) days from the bid/proposal opening date. CMHA reserves the right to reject any and all bids/proposals, to waive technicalities, and to request a re-quote on the required materials and/or services. If more than one item is listed, prices shall be quoted on each unit. However, each item shall be considered a separate bid/proposal and CMHA reserves the right to award a contract on each item separately bid/proposed, or on all items as a whole or any combination thereof. Bidders/Bidders whose bid/proposal is made on an "all or none" basis must clearly state such fact in the bid/proposal.

**WITHDRAWAL OF BIDS/ PROPOSALS**

Bidder/Bidders may withdraw their bids/proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of bids/proposals. However, no Bidder/Bidder shall withdraw or cancel his bid/proposal for a period of sixty (60) days after said advertised closing time for the receipt of bid/proposals.

**SUBMISSION OF BID/PROPOSAL**

Bids/Proposals must be submitted on the attached proposal page unless otherwise noted in the specifications. Blank spaces in the bid/proposal must be completed and the phraseology is not to be changed. Any additional conditions, limitations, or provisions attached to the bid/proposal may result in its rejection. It is important that all pages be in proper sequence. If the vendor does not wish to propose, the bid/proposal should be so marked.

Bids/Proposals received prior to the time of the opening will be securely kept, unopened. No bid/proposal received after the specified time will be considered except under the following conditions: if a bid/proposal arrives by mail after the time fixed for opening, but before award is made, and it is shown to the satisfaction of the awarding officer that late arrival was due solely to delay in the mails, such bids/proposals will be received and considered. No responsibility will attach to an officer for the premature opening of a bid/proposal not properly addressed and identified.

Bids/Proposals must be submitted in a sealed envelope and clearly state the Bidder/Bidder's Name, Address, IFB number and IFB Submittal deadline date.

**CHANGES AND ADDENDA TO BID/PROPOSAL DOCUMENTS**

Each change or addendum issued in relation to this bid/proposal document will be on file in the office of the Purchasing Department no less than five (5) working days prior to the scheduled bid/proposal closing. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of bid/proposal documents. Total bid/proposal or specific item cancellations may be issued later than the time specified above.

**DELIVERY**

Time will be of the essence for any orders placed as a result of this bid/proposal. Purchaser reserves the right to cancel such orders, or any part thereof, without obligation if delivery is not made within the time(s) specified. Delivery shall be made 8:00 a.m. to 4:00 p.m. Monday through Friday to the destination shown on the bid/proposal.

**QUALITY**

Unless otherwise stated by the bidder/bidder the bid/proposal will be considered as being in strict accordance with the specifications outlined in the Bid/Proposal Document.

## **INVITATION FOR BIDS (IFB) NO. 2024-014 ROOF REPLACEMENT (Winchester Lakes)**

Reference to a particular trade, manufacturer's catalog or model number is made for descriptive purposes to guide the bidder/bidder in interpreting the requirements of CMHA. They should not be construed as excluding bids/proposals on other types of materials, equipment and supplies. However, the bidder/bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the bid/proposal.

### **SAMPLES**

Samples, when requested, must be furnished free of expense and, if not destroyed, will upon request be returned at the bidder's/bidder's expense.

### **INELIGIBLE BIDDERS/BIDDERS**

CMHA is prohibited from making any awards to contractors, subcontractors or firms who are on lists of those ineligible to receive awards from the United States, as furnished periodically by HUD. The current list of ineligible firms is available for inspection by prospective bidders/bidders at the offices of CMHA.

CMHA is required to procure contracts only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract CMHA will review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, record of past performance, and financial and technical resources.

### **AWARD OF CONTRACT**

The contract will be awarded to the responsible bidder/bidder submitting the lowest bid/proposal complying with the conditions of the Invitation for Bids with equal consideration being given to the detailed action plan, provided his/her bid/proposal is reasonable and it is to the interest of CMHA to accept it. CMHA will consider proof of success of procedures (i.e., references) in the final determination.

All specifications and bid/proposal documents become a binding part of the contract.

### **PERFORMANCE BOND**

All bidders/bidders will be required to furnish a performance bond for any service/construction bids/proposals if requested by the HA. The performance bond of 100% of the full amount of the contract, which secures the faithful performance of the contract, must be furnished at the time of the bid/proposal closing. No exceptions will be granted without prior written permission of CMHA. Failure of the successful bidder/bidder to comply shall constitute a default. CMHA may either award the contract to the next reasonable bidder/bidder or re-advertise for bids/proposals; and CMHA may charge against the bidder/bidder the difference between the amount of the bid/proposal and the amount for which the contract for the work is subsequently executed.

**SUBCONTRACTORS**

The contractor shall not contract with any proposed subcontractor who has not been accepted by CMHA. The contractor shall notify CMHA in writing the name of each proposed subcontractor. The acceptance or any objection shall be expressed in writing by CMHA within ten (10) working days after receipt of said request. CMHA may, without claim for extra cost by the contractor, disapprove any subcontractor for cause on the basis of its own determination or, because the contractor is listed as ineligible to receive awards of contracts for the United States on a current list or lists furnished by HUD.

**CANCELLATION**

CMHA reserves the right to monitor and evaluate the performance of a vendor, pursuant to this bid/proposal, on a regular basis. Either CMHA or the vendor may terminate this contract upon a material violation of the terms herein, provided that the offended party issues written notice of the violation to the offending party.

**PRE-BID/PROPOSAL CONFERENCE**

Where advisable or in the Authority's interest a Pre-Bid/Proposal Conference will be conducted for all bidders/bidders as specified in the bid/proposal advertisement (time and location). However, in lieu of the aforementioned, any bidder/bidder or prospective bidder/bidder interested in a pre-bid/proposal conference may request one by contacting the Purchasing Agent within seven (7) days after the date of the first publication of the notice to bid/proposal. This conference shall be for clarification of procedures and requirements connected with the preparation of responsive bids/proposals only.

**MINORITY AND FEMALE BUSINESS ENTERPRISE POLICY**

As policy, the Columbus Metropolitan Housing Authority (CMHA) will aggressively seek to contract with minority and/or female business enterprises for at least twenty percent (20%) of its annual dollar expenditures for construction, development and supply of goods and services. Initially, CMHA will seek to meet this goal by expanding and improving its contacts with appropriate minority and/or female business enterprises, so that more responsive proposals and competitive quotations can be solicited and received from such business enterprises. CMHA will, therefore, compile and maintain a master list of minority and female business enterprises (categorized and referenced by types of businesses) and related non-profit or service organizations. These businesses and specific groups will be kept informed, through outreach activities, regarding general and specific business opportunities with CMHA. Formal bidding through public advertisements will also be paid for or sponsored by CMHA with minority press and media as well as the major Columbus newspaper. Training sessions, focusing on both CMHA's general business practices and specific construction jobs or purchasing transactions, will also be conducted for the benefit of minority and/or female business enterprises on a regular basis. Actual contract awards for construction and purchasing will be recorded and monitored for minority and/or female business enterprise participation, and selected bidders will be expected to achieve their minority and/or female business enterprise commitments. Implementation duties for this policy will be delegated to the Minority Business/Contract Compliance Officer (for development activities) and the Purchasing Agent (for procurement activities), under the general supervision of the President\CEO.

**INVITATION FOR BIDS (IFB) NO. 2024-014 ROOF REPLACEMENT (Winchester Lakes)**

**RFP 2024-014: PROFILE OF FIRM FORM  
(Attachment X)**

(This Form must be fully completed and placed under Section No. 3 of the "hard copy" sectioned proposal submittal.)

(1) Prime \_\_\_ Joint Venture/ Partner \_\_\_ Sub-contractor \_\_\_ (This form must be completed by and for each).

(2) Name of Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

(3) Street Address, City, State, Zip: \_\_\_\_\_

(4) Please attached a brief biography/resume of the company, including the following information:

(a) Year Firm Established; (b) Year Firm Established in (Jurisdiction); (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (Provide resumes for each under Section No. 3):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Section No. 3 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Identify the rate in which employees are paid:

POSITION WITHIN ORGANIZATION	MANNER OF PAY (HOURLY/COMMISSION, OTHER)

(8) Bidder Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian                       Public-Held                       Government                       Non-Profit  
 American (Male) Corporation                      Agency                      Organization  
 \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

Resident- Owned\*                       African American                       \*\*Native American                       Hispanic American                       Asian/Pacific American                       Hasidic Jew                       Asian/Indian American  
 \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%                      \_\_\_\_\_%



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Woman-Owned (MBE) \_\_\_\_\_%     Woman-Owned (Caucasian) \_\_\_\_\_%     Disabled Veteran \_\_\_\_\_%     Other (Specify): \_\_\_\_\_%

WMBE Certification Number: \_\_\_\_\_ Certified by (Agency): \_\_\_\_\_

(9) Federal Tax ID No.: \_\_\_\_\_

(10) Columbus, Ohio Business License No.: \_\_\_\_\_

(11) State of \_\_\_\_\_ License Type and No.: \_\_\_\_\_

(12) Worker's Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(13) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(14) Professional Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(15) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of \_\_\_\_\_, or any local government agency within or without the State of \_\_\_\_\_? Yes  No   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes  No   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(17) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other bidder, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(18) Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

\_\_\_\_\_  
**Signature    Date    Printed Name    Company**