



Merry Place Estates

Invitation for Bid Number
21-MPE-Electric
September, 2021

KEY INFORMATION:

Owner/Contractor: West Palm Beach Housing Authority (#CBC1258445)

Architect: David Lawrence Architecture, Inc. (#AR0016260)

Question & Answer Period: through September 16, 2021

Point of Contact: Joel Hatcher, Director of
Construction Services, WPBHA
jhatcher@wpbha.org

Bid Due Date: September 21, 2021 prior to 4pm EST

COVER PAGE

TABLE OF CONTENTS

COVER PAGE	Cover Page	Page 1
TABLE OF CONTENTS	Solicitation Sections	Page 2
INVITATION FOR BIDS	General Information	Pages 3-5
SECTION I	Specifications	Page 6-8
SECTION II	Addresses and Schedule	Page 9
SECTION III	Payment Terms	Page 10
SECTION IV	Additional General Terms and Conditions	Page 11
SECTION V	Instructions To Bidders	Page 12
SECTION VI	Pricing	Page 13-14
SECTION VII	Required Documentation	Page 15
 <u>ATTACHMENTS AND RELATED CONTRACT DOCUMENTS:</u>		
EXHIBIT A – Electrical Fixture List		Page 16

End of Table of Contents

INVITATION FOR BIDS

MERRY PLACE ESTATES
IFB 20-MPE- Electric

Electric Subcontractor

The West Palm Beach Housing Authority (WPBHA, the “Authority” or “Contractor”), as Owner/Builder (CBC1258445), is seeking written, signed, firm-fixed bids/quotes (do not need to be sealed) from qualified Subcontractors, for the **Electric** requirements associated with the construction of four (4) Single Family Homes, located on contiguous, vacant lots at 426 20th Street and 429 Hogan Street, West Palm Beach, Fl, 33407.

Construction Plans (the “plans”) have been approved by the City of West Palm Beach, and shall be included in final form, or referenced in final form, in each approved Subcontract. Subcontractors are required to submit bids that are inclusive of the requirements of any and all plans affecting the particular Sub-trade for which is being bid, and only after consideration of the Scope of Work and associated specifications as shown herein, as well as a thorough inspection of the worksite. Any and all questions, clarifications, exclusions, conflicts and the like, shall be articulated by the Subcontractor in writing, prior to the submittal of its bid, such that the total requirements and conditions of the work are known to all parties. The Architect of Record, David Lawrence, of David Lawrence Architecture, Inc. (#AR0016260), has been retained to provide additional construction administration services during the bidding and construction phase of the project, if needed.

Subcontractors/Vendors shall be responsible for all labor, equipment, materials and supplies necessary in accordance with plans and specifications, and in a condition acceptable to the West Palm Beach Housing Authority.

Construction Plans/Contract Documents are available on our website at www.wpbha.org,

Although there will be no formal “pre-bid” meeting, interested Subcontractors are encouraged to schedule a site visit with the Director of Construction, as shown on the cover page, so that the work locations are known, and site conditions are considered prior to submitting a bid.

All bid inquiries must be in writing. Answers to inquiries will be posted on the WPBHA website at www.wpbha.org and an Addendum issued. All bid inquiries must be received no later than 4:00 P.M. September 16, 2021. The last Addendum will be issued by 4:00 P.M. on September 17, 2021.

Bids Valued at More than \$150,000: N/A

Bids valued at more than \$150,000, must include a % Bid Surety (as described below), and shall be provided in hardcopy (1 signed original and 1 signed copy), in a sealed envelope prior to 4pm on _____, in keeping with the legal advertisement.

Bids Valued at \$150,000 or Less:

Bids valued at \$150,000 or less, are not required to include a bid surety (as described below), and are not required to be delivered in a sealed envelope, nor in hardcopy. These bids may be submitted, either by hand delivery or mail delivery, at the West Palm Beach Housing Authority, 3700 Georgia Avenue, West Palm Beach Florida 33405, by Fax (561-293-3088) or by electronic submittal(email-jhatcher@wpbha.org).

Bids will be opened and reviewed for responsiveness no later than 4pm on September 4, 2020. Bids which are delivered after the aforementioned date and time shall not be considered responsive to the solicitation and will be rejected.

The West Palm Beach Housing Authority reserves the right to reject any or all bids or to waive any informality in the bidding. Bids may be held by the West Palm Beach Housing Authority for a period not to exceed sixty (60) days from the date the bidders, prior to awarding the contract of opening of bids for the purpose of reviewing them and investigating the qualifications of the bidders prior to awarding the contract.

BID BOND (not applicable, unless the following is true)

As previously mentioned, as a condition of responsiveness to this solicitation, if the bidder's firm-fixed bid exceeds \$150,000, then the bidder is required to provide, as a guarantee of its intent to contract and properly bond the work described herein, a bid guarantee in the form of a cashier's check, money order or bid bond/surety, payable to the WPBHA. The amount of the guarantee shall be equal to at least 5% of the bidder's firm-fixed bid price. If a bid bond is provided, the Surety must be a company recognized to execute bid bonds for contracts with the Federal Government. The bid guarantee will be held until the required construction bond is provided and accepted by the WPBHA. At that time, the bid bond shall be returned to the bidder or otherwise become void.

CONSTRUCTION BOND (not applicable unless the following is true)

If the selected Subcontractor's firm-fixed bid price exceeds \$150,000, the Subcontractor shall be required as part of the award, to furnish 100% Performance and Payment Bonds as a condition of performing and an assurance of completing the work. The bonds must be obtained from a guarantee or surety company acceptable to the U.S. Government and authorized to do business in the State of Florida. U.S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Individual Sureties shall not be considered. Acceptable Payment and Performance bonds must be received within 7 business days after contract award date, otherwise the bid will be deemed unresponsive.

QUESTIONS

Questions related to this Invitation For Bids shall be directed to Joel Hatcher, Director of Construction Services, at jhatcher@wpbha.org. Questions must be submitted by 4:00 P. M. on August 26, 2020 to be considered for a response. All questions must be submitted in writing, and shall subsequently be posted in writing with associated answers, for consideration of all interested parties. No verbal questions or answers shall be accepted or provided. For clarification on these requirements, please email or call at (561) 655-8530 X 1401.

This Invitation For Bid and associated documents (the "Bid Package") shall be posted in

downloadable/printable fashion, on the WPBHA's web page at www.wpbha.org, under the "Business/Bids" Tab along the right-hand side of the home page.

ELIGIBLE SUBCONTRACTORS

Bids will only be considered responsive if the bidding party holds a valid Certified Electrical Contractor's license issued by the State of Florida. The aforementioned license must be issued in the same name as the Bidder to qualify. Interested firms must be ethically, technically and financially responsible to be considered for a contract award pursuant to this solicitation. *Time is of the essence* in the performance of the contract, and the awarded Subcontractor will be required to immediately submit for all necessary sub-permits, if required and begin work once the contract is fully-executed.

END OF SECTION

SECTION I SPECIFICATIONS

A. SUBCONTRACTOR REQUIREMENTS

1. As referenced earlier in this solicitation, all bidders must meet the definition of “Eligible Subcontractors” for the bid to be considered. A copy of the bidder’s Certified Florida Electrical Contractor License, shall be required as proof of eligibility.
2. All work to be accomplished hereunder shall be conducted in strict compliance with safety regulations and guidelines including OSHA requirements and any state or local requirements.
3. The Subcontractor shall furnish all supervision, **temporary gas operated electric power generator**, technical personnel, labor supplies/materials, sub-permits, inspections, machinery, tools, equipment, and services including utility and transportation services to perform and complete all work required for the project. Temporary water will be provided from meter at each location.
4. The Subcontractor will be responsible for having a competent Superintendent on the job at all times. The subcontractor will be responsible for the care and handling of materials and equipment on the work site. The subcontractor shall be responsible for any damage to his work or equipment from the date of agreement to the date of acceptance of his work and shall make good any damage or loss during that period without additional cost to the Authority.
5. The WPBHA/Contractor will furnish/obtain the following items:
 - a. Portable sanitary facilities for employees and subcontractors’ employees.
 - b. Primary Building Permit. All subcontractors are responsible for their own sub-permits as further specified in A.7 below.
6. All trash and debris shall be disposed of in accordance with applicable law and regulation. Use of WPBHA or surrounding communities’ trash receptacles is prohibited. The WPBHA will provide an appropriately-sized dumpster/roll-off for trash and construction debris.
7. Any required Subcontractor sub-permits shall be provided and paid for by the Subcontractor and copies of all appropriate permits shall be submitted to WPBHA prior to commencement of work. No payment will be processed unless these permits are on file with the WPBHA. Additionally, all required permits and notices shall be posted at the job site in a conspicuous location.
8. It is the responsibility of the Subcontractor to promptly notify the City of West Palm Beach and the Contractor for the appropriate inspections. Copies of approved City of West Palm Beach Inspection reports must be submitted to the WPBHA within five (5) days of the City inspection. No payment will be processed without the appropriate inspection report(s).

9. The Subcontractor shall notify the WPBHA in writing if any part of the work fails the City of West Palm Beach's inspection procedures. Please include the reason it failed and steps being taken to correct it.
10. The job will be considered complete when all approved City final inspections have been submitted to WPBHA for review and WPBHA has performed a final acceptance inspection and accepted the completed product. Additionally, all work must be received and accepted, permits closed and final releases of liens received.
11. Subcontractor shall schedule work during normal working hours, unless specifically approved by the WPBHA.
12. The Subcontractor's point of contact for all issues during performance is Joel Hatcher, Director of Construction Services.

B. SCOPE OF WORK – ELECTRIC

In supplement to the associated construction plans, following is the written Scope of Work applicable to this Sub-trade, as it applies to construction of Single Family Homes at 426 20th Street and 429 Hogan Street, West Palm Beach, Fl. 33407. **Merry Place Estates Project:**

Provide for and install a complete Electrical System for each single family home including, but not limited to: one 150 amp panel, whole house general lighting and receptacles, 4500 watt 40 gallon water heater, small appliances, dishwasher, disposal, refrigerator, oven, air conditioning and heating., washer and dryer, garage door opener, smoke detectors, and all wiring, low voltage wiring, phone, cable and chase-ways. Electrical system is to be inclusive of a maximum of 80 feet of underground electrical supply service from the FPL power source to each house panel. Electrical Subcontractor shall follow all bid documents, architectural plans and specs, details, notes and all codes. Allow for \$1,000 for electrical lighting fixtures, ceiling fans etc. A list of lighting fixtures will be posted on the WPBHA website as 20-MPE-Electric Exhibit A

C. INSPECTION OF WORK

1. It will be the WPBHA/Contractor's responsibility to acquire the primary building permit, subcontractors are responsible for sub-permits for their respective trade and pay the associated usually minimal fees.
2. All work will be subject to inspection by the WPBHA Construction Project Manager, Joel Hatcher at all times, but such inspection shall not relieve the Subcontractor from any obligation to perform said work in accordance with the specifications or any other modification thereof, as hereby provided. Work not done strictly in accordance with the specifications shall be corrected and made good by the subcontractor whenever so ordered by the WPBHA, without

reference to any previous oversight or error in inspection and at no additional cost to the WPBHA.

3. Please also refer to Section A. paragraphs 9-12

D. OTHER SUBCONTRACTOR RESPONSIBILITIES

1. The WPBHA/Contractor shall provide revolving physical security after normal construction hours and will not be responsible for theft of equipment or materials that are not installed. The Subcontractor shall ensure that its equipment and materials are satisfactorily stored and secured during the construction process, and prior to leaving each day, such that the items will not be damaged or vulnerable to theft.
2. The Subcontractor shall insure that the workplace is organized and tidy during construction and prior to leaving each day, in accordance with industry standards.
3. It is the Plumbing subcontractor's responsibility to know the local code requirements and the bid shall reflect that knowledge of the code.
4. At all times, the Subcontractor shall coordinate with Joel Hatcher regarding all incremental and final inspections required by the building department, in the performance of the required work.

E. EXTRA WORK

Any extra work required in addition to that covered by these Specifications or the unit prices bid shall be done at a price agreed by the Owner/Contractor and Subcontractor. All extra work must be authorized in writing by the West Palm Beach Housing Authority prior to commencement of the extra work.

END OF SECTION

**SECTION II
ADDRESSES AND SCHEDULE**

A. ADDRESSES:

2-Contiguous Lots as follows (see site plan for orientation):

<u>Parcel Control Numbers</u>	<u>Addresses</u>	<u>SFH Type</u>	<u># of Stories</u>
74 43 43 1624 003 0010	426 20 th Street	Type 3 Rev	2-story
74 43 43 1624 003 0030	429 Hogan St	Type 3	2-story

B. CONTRACT TERM

Time is of the essence on this project. By submitting a bid, Subcontractor understands and accepts that once notified by the Contractor of the start date, it will mobilize and be fully staffed with the requisite labor force, equipment, assemblies, tools and material, and be capable of commencing work immediately.

ALL HOMES MUST BE COMPLETED IN ACCORDANCE WITH THE BUILDING CONTRACTOR'S SCHEDULE. UNAUTHORIZED SUBCONTRACTOR DELAYS LONGER THAN 10 WORKING DAYS SHALL BE GROUNDS FOR TERMINATION FOR CAUSE

No work shall commence without a fully-executed Subcontract Agreement, receipt of a Construction Schedule from the Contractor and the receipt by the Subcontractor, of any necessary permitting pertinent to the work it will undertake. The Contractor will issue the Subcontract Document.

Coordination with the Contractor is critical at all times, to insure that work progresses as scheduled, and that any necessary changes in the work schedule can be shared with other subcontractors. Additionally, customary coordination and courtesy between Subcontractors on the jobsite is expected and encouraged to facilitate a respectful and workmanlike project.

END OF SECTION

**SECTION III
PAYMENT TERMS**

A. GENERAL TERMS

1. Payment terms are Net 30 days from the acceptance of a properly-completed invoice with all supporting documentation, as shown in the INVOICING section below, *Note: the WPBHA issues checks two times per month and every effort will be made to process a properly completed invoice expeditiously.* Acceptance means that all the billed work has been performed and is complete, and all invoicing requirements have been met. **Submit Pay Application(s) to:**

**West Palm Beach Housing Authority
Attn: Joel Hatcher, Director of Construction
3700 Georgia Avenue
West Palm Beach, FL 33405**

2. The work to be done includes the furnishing and delivery of all equipment, materials, labor, tools and other forms of expense, together with the necessary supervision required to perform and complete the work as stipulated in the Detailed Scope, Specifications and Construction Plans. Therefore, omission of specific mention of the fact from any part of the Detailed Specifications shall not be deemed a waiver of the Subcontractor's obligation to furnish all supervision, materials, labor, equipment, tools and any other item of expense required to perform and complete the work as provided herein.

B. INVOICING

1. Invoicing shall be made as Applications for Pay, and shall be submitted on AIA Forms G702 and G703, or an acceptable equivalent. All Applications for Pay shall also include an invoice detailing the actual work which is being billed on the Application for Pay, and an applicable Conditional Lien Release, referencing the proper amount, along with the proper period of work. Prior to, or along with the subsequent Application for Pay, Unconditional Releases for the previous application for pay will need to be submitted to the WPBHA to show receipt of payment from the WPBHA/Contractor, and payment by the Subcontractor to all of its Subcontractors, if applicable. All Applications for Pay shall be reduced by 5% to be held as "retainage", with exception of the final Application for Pay, which should be for the payment of all accumulated retainage on the project. Under no circumstances shall the amounts reflected on the applications for pay cumulatively exceed the contracted price. The contracted price is that which is shown in the executed Subcontract Agreement along with the value of any executed Change Orders to the Subcontract. Subcontractor agrees to invoice at the prices bid or those referenced in the follow-on Construction Subcontract issued by the WPBHA subsequent to award, or those as modified in writing by the WPBHA.
2. Applications for Pay and Invoices shall also be numbered, include dates of service, location serviced, Project Name and the contract number, if applicable.

END OF SECTION

**SECTION IV
ADDITIONAL GENERAL TERMS AND CONDITIONS**

A. SUBCONTRACTING

None of the services covered by this Subcontract shall be further subcontracted without the prior written consent of the WPBHA. The awarded Subcontractor shall be as fully responsible to the WPBHA for the acts and omissions of its own employees or independent contractors engaged in work on the project under control of the Subcontractor, or any of its sub-tier Subcontractors, and persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Subcontractor. All terms, conditions and requirements “flow-down” from the Subcontractor to the lower tier Subcontractors. The Subcontractor shall insert in each subcontract appropriate provisions requiring compliance with all of the requirements in this solicitation and in the main Subcontractor’s Agreement with the WPBHA.

B. INDEMNIFICATION AND INSURANCE

1. Each Subcontractor shall be responsible for safety of persons and property and compliance with all Federal, State, and Local statutes, rules, regulations, and orders relating to the conduct of their work. The Subcontractor shall be responsible for payment of all fines levied against the WPBHA because of the Subcontractor’s conduct of their work. The Subcontractor shall indemnify and hold harmless the WPBHA for damages or liability resulting from any claim made by or on behalf of any employee of the Subcontractor relating to the conduct of the work.
2. Subcontractor’s Liability Insurance-The insurance required should be written for not less than the following, or greater if required by law:
 - A. Workmen’s Compensation:
 - a. Statutory limits required by Sate Law
 - b. Employee’s Liability: \$500,000.00
 - B. General Liability Insurance:
 - a. Aggregate - \$2,000,000
 - b. Per Occurrence - \$1,000,000
 - C. Auto Insurance:
 - a. Aggregate - \$200,000
 - b. Per Occurrence - \$200,000
3. The Subcontractor shall procure and maintain, during the life of the contract insurance as listed. The insurance must be in the name of the Subcontractor which bid the work and will perform the work. The Subcontractor will not be allowed to continue on site after the expiration of insurance coverage, any lapse in coverage will cause termination of contract. Subcontractor’s partial payment shall be withheld until current Certificate of Insurance is submitted to the Authority.

END OF SECTION

SECTION V
INSTRUCTIONS TO BIDDERS FOR CONTRACTS

A. BID PREPARATION AND SUBMISSION

Bid submission shall include a copy of the entire Solicitation, including all requested information in the Solicitation filled out/completed, to include Price/Cost, Representations, Certifications and Other Statements of Bidders, copy of a valid, current City Business License and Proof of Insurance coverage and References.

- (a) **Bids must be received by September 21, 2021, prior to 4pm EST.** Any bid received after that date and time will not be considered.

- (b) The WPBHA shall be the sole determinant as to whether a bid is considered responsive to the solicitation, submitted from a responsible Subcontractor, and accepted or rejected.

END OF SECTION

**SECTION VI
PRICING**

**Merry Place Estates
IFB 21-MPE-Electric**

Bid Due Date/Time: September 21, 2021 at 4:00pm EST

Bidder Name: _____ (hereinafter called "Bidder")
(Printed/Typed name of Bidder)

Bidder is a Corporation/a Partnership/an individual (strike out inapplicable terms), and submitting this bid to the West Palm Beach Housing Authority hereinafter called the "Owner".

To Whom It May Concern: The Bidder, in compliance with Invitation For Bid Number **IFB 21-MPE-Electric**, Merry Place Estates, Solicitation For **Electric** Subcontractors, and having examined the bid package and the site of the proposed work, and being familiar with all of the conditions surrounding the completion of the proposed task including the availability of, hereby proposes to furnish all equipment, materials, assemblies, trained labor, and all other necessary furnishings necessary to carry out the bid work in accordance with the Contract Documents, the time set forth therein, and at the prices stated below.

Base Bid for 4-Contiguous Lots as follows (see site plan for orientation):			
<u>Addresses</u>	<u>SFH Type</u>	<u># of Stories</u>	<u>Firm-Fixed Price</u>
426 20 th Street	Type 3 Rev	2-story	\$ _____
429 Hogan Street	Type 3	2-story	\$ _____
GRAND TOTAL:			\$ _____

Base Bid: Bidder agrees to perform all of the services as is described in the scope of work, project plans, specifications and on the basis of a site inspection for the FIRM-FIXED prices reflected above, and the Grand Total as referenced above and written below:

_____ (\$ _____)
(Written Amount of Bid) (Dollar Value)

In case of discrepancy, the amount shown in words will govern.

Addenda: Bidder acknowledges receipt of the following addend, if any: _____

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding process. The bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids.

Upon issuance of a Subcontract Agreement from the WPBHA/Contractor resultant from the acceptance of a submitted bid, the Subcontractor will execute the formal Subcontract Agreement within 10 days, and provide all the required items such as project-specific insurance certificate reflecting the minimally-required insurance and referencing policies covering the work as bid, at the locations which are part of this Invitation for Bid. Additionally, performance/payment bond will be required if the value of the Subcontract is \$150,000 or greater.

Respectfully submitted:

By: _____
(Signature of Authorized Individual)

(Print Name & Title of Authorized Individual)

(Business Name)

(Address)

(City and State)

End of Section

**SECTION VII
REQUIRED DOCUMENTATION AND ACKNOWLEDGEMENTS**

In keeping with, or in addition to, the responses required of this Invitation For bid, including the appended/referenced Exhibits shown in the Table of Contents, the following documents/acknowledgements, shall be provided with your response. Failure to provide these documents/acknowledgements may preclude your bid from being considered:

Copy of Subcontractor License or Certificate of Competency Submitted with Bid _____
Y or N

***Insurance Certificate (Showing Bidder's Name and Minimum required coverage) has been Submitted with Bid** _____
Y or N

Copy of Bidder's Business Tax Receipt Has Been Submitted with Bid _____
Y or N

Small, Minority or Women-Owned Business (if applicable) (Circle all that apply and provide certification) _____
Y or N

Bid Bond (Surety Bond or Cashier's Check, 5% of Bid Price) (Required if Bid is \$150,000 or more)-----> _____
If applicable

Construction Plans For Each Type Model Home have been reviewed And Considered As Part of This Bid Submittal _____
Y or N

A physical site visit has been made _____
Y or N

***A project-specific insurance certificate will be required prior to contract execution.**

End of Section

EXHIBIT A

Merry Place Estates

21-MPE-Electrical

Electrical Fixture List

Type 3 and Type 3 Reverse

- 2-Hall light-11" nickel finished rim flush mount with frosted glass dome double bulb
- 3-Kitchen and Dining Room lights-13" HD-Commercial Electric or equal nickel rim flush mount with frosted glass dome, double bulb
- 3-Bedrooms 13" HD-Commercial Electric or equal nickel rim flush mount with frosted glass dome, double bulb
- 2-Master Bath HD Hampton Bay Tavish Nickel 24" 3-Light Vanity Fixtures
- 1-Guest Bath HD Hampton Bay Tavish Nickel 3-Light Vanity Fixture
- 3-Closet small white flush mount dome light with white opaque glass single bulb
- 1-Garage 3' florescent bar
- 1-Laundry area white round dome light with 2 bulbs
- 1-Living Room 52 in Ceiling Fan Hampton Bay Glendale Wood and Nickel or equal
- 2-Stair wall sconces HD Hamptom Bay Ashhurst frosted white Nickel finish
- 2-Exterior Black Medium Exterior Wall Lantern HD 1 Light Aged Brimfield Collection or equal
- 1-Porch Flush Mount HD Brimfield Aged Iron 2 light