



TurnKey Recovery™
Managed Direct Repair Program

INVITATION FOR BID (IFB)

<u>IFB Number</u>	<u>Scope Description</u>	<u>Closing Date</u>	<u>Closing Time</u>
PR157417-005034	Flooring Installation	5/13/2022	5PM CST

Insured Property Owner:	Paducah Housing Authority		
Property Location Name:	Duplex		
Address Line 1:	2002 7 th St		
Address Line 2:			
City:	Paducah	State:	TX
		Zip Code:	79248

DESCRIPTION: Furnish all required labor, materials, and equipment necessary to provide Scope-of-Work at the above-described location. Work is being authorized under the elected TMLIRP TurnKey RecoverySM Program administered by Synergy NDS, Inc. (SynergyNDS) on behalf of the Insured Property Owner, a Member of the Texas Municipal League Intergovernmental Risk Pool (TMLIRP).

SUBMITTAL INSTRUCTIONS: In support of Procurement Guidelines, the IFB Packet includes specifications and terms & conditions associated with the above referenced project information.

- Bids shall be received no later than the Closing Date & Time indicated above. Bids received after above deadline or that are not submitted in accordance to Submittal Instructions may be rejected without further explanation or contractor notification.
- Bid shall be completed and submitted to bids@synergynds.com using **ONLY** the **Contractor Submittal Form** (provided at the end of the IFB Packet). Contractor may attach additional supporting documents that may or may not be used in the overall scoring of the IFB Contractor Submittal. Attachments do not change &/or modify the IFB, Scope-of-Work and the Turnkey RecoverySM General Contractor Expectations Document.
- Contractor IFB Form Submittal **MUST INCLUDE** all applicable Sales Tax or any other Local, State &/or Federally mandated fee(s) within the aggregated Lump Sum Proposal. Do not breakout separately.
- Contractor is responsible to validate all Quantities and Units of Measurements specific to the following scope items &/or products. The information and descriptions provided in the IFB are intended for general guidance purposes only. Contractor may not change or alter any material &/or specifications identified in the IFB for submission purposes without prior written/email notification to: bids@synergynds.com.
- Contractor has the sole responsibility to ensure that all services and material for BID Submittal (whether stated correctly in the IFB or not) satisfactorily meet all required Codes & Standards, OSHA Guidelines and The Americans with Disabilities Act (ADA).
- Contractor should also consider the approach (if necessary) in which to stock/store material at the jobsite in a safe and secure manner. SynergyNDS will not be responsible for lost or stolen material, supplies or equipment stocked at the jobsite.
- Bid award will be made based on best overall LUMP SUM project value as determined by SynergyNDS in accordance to market valuation, project demands, critical path scheduling – as well as overall Insured Member's WorkForce Participation Goals. Contributing factors, in addition to price, may be

considered as necessary to help determine bid award based on any additional criteria set forth by the specific TMLIRP Insured Member.

- 8. SynergyNDS reserves the right to modify the IFB Specifications and Terms & Conditions at any time during the bid solicitation process. Timely notice to all bidders will be given via an electronically distributed Addendum.
- 9. All registered HUB & HUB Zone Contractors, as well as DBEs are encouraged to participate. Additional Contractor Financial Assistance is available to help support daily HUB/DBE Contractor’s operations under the terms and condition of a successful contract award.
- 10. SynergyNDS is an equal opportunity employer and administers all Contracts & Contractor Agreements in accordance to the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a).
- 11. Contractor is strongly encouraged to schedule a Site Visit of the property as necessary to support the IFB Submittal. All scheduled site visits can be requested at bids@synergynds.com.
- 12. When a mandatory Pre-BID Meeting is identified and scheduled in a specific IFB, Contractor Attendance is a requirement as part of the Solicitation. Contractors who fail to attend the Pre-BID Meeting will not be eligible to participate in the IFB and subsequent submittal process.
- 13. Contractor can submit all questions &/or concerns specific to the IFB by email to: bids@synergynds.com.

SCOPE-OF-WORK SUMMARY

Refer to **EXHIBIT A** for scope-of-work description.

Yes | No

- | This IFB is part of a publicly advertised solicitation
- | This IFB is part of a potential Federally Funded Project.
- | This IFB is being distributed externally
- | This IFB requires a Contractor Payment or Performance Bond.
- | This IFB requires a Pre-BID Meeting
- | This IFB supports workforce participation goals.

**** THE REMAINING PART OF THIS PAGE IS INTENTIONALLY LEFT BLANK ****



IFB EXHIBIT A Scope-of-Work

<u>IFB Number</u>	<u>Scope Description</u>	<u>Closing Date</u>	<u>Closing Time</u>
PR157417-005034	Flooring Installation	5/13/2022	5PM CST

Insured Property Owner:	Paducah Housing Authority		
Property Location Name:	Duplex		
Address Line 1:	2002 7th St		
Address Line 2:			
City:	Paducah	State:	TX
		Zip Code:	79248

GENERAL SCOPE DESCRIPTION

The Paducah Housing Authority sustained damages as a result of a fire. All building interiors were damaged as a result of the loss. Purpose of the IFB is to solicit bids for installation of VCT flooring as defined below.

GENERAL SCOPE-OF-WORK DISCUSSION

- Contractor shall coordinate all work with SynergyNDS.
- Anticipate location to be ready for flooring on or around 05/23/22. Contractor shall be ready to start work within one week of being notified that building is ready for flooring scope to start.
- Interior finish area is approximately 1200SF. Contractor to verify.
- **VCT Flooring:**
 - Contractor shall provide and install VCT flooring throughout the work area.
 - Adhesive shall be manufacture approved for VCT being installed.
 - Adhesive shall be installed in accordance with manufacturer's instructions.
 - Color to be determined.
- **Floor Waxing:**
 - Contractor shall strip manufactures coating from VCT after installation.
 - Contractor shall wax VCT a minimum of 3 coats after installation.
 - Waxing shall be completed after all other work has been completed. (last step on project)
- **Transitions:**

Contractor shall provide and install all required transition pieces. This includes but not limited to doorways, VCT to concrete, etc.

**Information should match scope-of-work description as described in SimpliCitySM.*

ADDITIONAL NOTES &/OR REQUIREMENTS

This is a lump sum bid for all requested work

Award criteria includes: Reputation of contractor, previous relationship with Paducah HA, TML, and/or SynergyNDS, proposed timeline which is best overall for the project, and/or as approved by the Paducah HA, TML, and/or SynergyNDS.

Bid packets shall include the following:

- 1) Completed IFB Form.
- 2) Proposed timeline for project from beginning of project to completion.

DRAWING & SPECIFICATION DESCRIPTION

Drawings for Paducah HA unit for flooring installation.

Document #1 <https://www.dropbox.com/sh/j096zm5t94gzu7u/AABnOB4Nx-sBQDrsNKbyNCNoa?dl=0>

Document #2 [Click or tap here to enter text.](#)

ADDITIONAL CONTRACTOR EXPECTATIONS

[Click or tap here to enter text.](#)

**Contractor should understand overall expectations as further detailed in the attached TurnKey RecoverySM Contractor Expectation Document in support of accounting for a responsible IFB Submittal.*

GENERAL WORKDAY &/OR JOBSITE CONSIDERATIONS

Safety Expectations: Contractor shall abide by all site safety requirements. Contractor shall hold a Job Hazard Analysis (JHA) with workers each day prior to starting work for the day. A copy of the JHA shall be provided to the Project Manager each day as requested. Contractor and their workers are expected to utilize appropriate PPE for the task being performed each day. Minimum PPE is to include but not limited to: Hard hat, safety glasses, safety shoes, gloves, etc

- **Occupant Workday:** Standard (M-F/8-5pm) Wknd/After Hours Other _____
- **Building/Site Occupancy:** Occupied Vacant Partial
- **Site Access:** Open Restricted (Gated/Security)
- **Parking/Laydown Area:** Open/Available Restricted Limited
- **Restroom Facilities:** Fixed/Indoor Portalets Not Available
- **Waste/Debris Containers:** Provided/Onsite Include in BID

Email all IFB Questions to Bids@synergynds.com



TurnKey Recovery™
Managed Direct Repair Program

IFB – CONTRACTOR SUBMITTAL FORM

<u>IFB Number</u>	<u>Scope Description</u>	<u>Closing Date</u>	<u>Closing Time</u>
PR157417-005034	Flooring Installation	5/13/2022	5PM CST

Company Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Zip Code: _____

Contractor Certification: DBE WBE/WOSB HUB SDVOSB/VOSB

CONTRACTOR LUMP SUM PROPOSAL:

IFB TITLE	Flooring Installation	PROPOSAL:	\$ _____
------------------	-----------------------	------------------	----------

CONTRACTOR NOTES:

MATERIAL DEPOSIT: Required Requested

\$ _____

I understand that all applicable Sales Tax or any other Local, State &/or Federally mandated fee(s) are to be included within the aggregated Lump Sum Proposal. Do not breakout separately. Contractor may attach additional supporting documents that may or may not be used in the overall scoring of the IFB Contractor Submittal. Attachments do not change &/or modify any of the Terms & Conditions as outlined in the IFB, Scope-of-Work (Exhibit A) and the Turnkey RecoverySM Contractor Expectations.

I, having the legal authorization to represent the “Company” (the undersigned) have read and understood the IFB, its Scope-of-Work and the Turnkey RecoverySM Contractor Expectations in accordance with the Terms & Conditions:

Company Contact Name (Please Print)

Company Title (Please Print)

Signature

Date