



East Hartford Housing Authority
546 Burnside Ave, East Hartford, CT 06108

Main Office
860-290-8301

Maintenance\24 Hour Emergency
860-290-8300

TDD 1-800-545-1833 ext 216

Finance Dept Fax
860-290-8308

Leasing Dept Fax
860-289-1688

www.ehousing.org

Invitation for Bid - Carpentry & General Repair Services

The East Hartford Housing Authority will be seeking contracts with qualified firms for carpentry and general repair services for associated repairs in vacant and occupied units and general building repair services at ten (10) separate locations all located in the Town of East Hartford. Additional repairs are also covered for the Scattered Site program for an additional nineteen (19) units. This proposed contract will be held for a three (3) year period with two additional 1 year extensions possible upon mutual agreement of both parties.

I. PROPOSED SERVICE REQUIREMENTS -

Carpentry & General Repair services and labor pricing should include all labor, materials, tools and equipment necessary to complete general carpentry repairs in vacant and occupied units.

1. Common Interior repairs may include –

Cleaning, wall and ceiling preparation, sheetrock repair, ceramic tile repairs/replacement, wood floor repairs, sanding, caulking, priming, kitchen upgrades, bathroom upgrades, sub flooring, cabinet refinishing or replacements, door repairs/replacement, window replacements, etc. Apartment interior services are to include all walls, ceilings, closets, stairwells, doors (inside and out) exterior doors, shelves, trim, windows as needed, and any other area in an apartment requiring general carpentry repairs.

2. Common Exterior repairs may include –

Gutter & downspout repairs, door/window replacement, siding/soffit repairs, shingle roofing repairs, exterior trim, corner guards or any other associated building or common area repairs.

3. Contractor will take protective measures as necessary to protect surfaces that are associated with repairs such as wood floors, appliances, door hardware to include fire rating labeling, sprinklers heads, escutcheons, lights, glass, etc.

II. EHHA CURRENT PORTFOLIO INCLUDES –

1. Shea Gardens - 47 Elderly/Disabled Apartments, 14 Efficiencies and 33 one Bedroom at Holmes Street & Mill Road
2. Meadow Hill Apartments - 120 Elderly Apartments, 120 one bedroom at

101 Connecticut Boulevard

3. Rochambeau - 50 Elderly Apartments, 50 one bedroom at 68 Silver Lane
4. Elms Village - 85 Elderly Apartments, 24 Efficiencies and 62 one bedroom at Elms Village Drive
5. The Highlands Apartments - 54 Elderly Apartments, 20 efficiencies and 34 one bedroom at 1403 Main Street
6. Heritage Gardens - 46 Elderly/Disabled Apartments, 46 efficiencies at 163 School Street
7. Miller Gardens Apartments - 86 Elderly Apartments, 86 one bedroom at 452 Main Street
8. Hutt Heights - 28 Elderly/Disabled Apartments, 13 efficiencies and 15 one bedroom at 70 Cannon Road
9. Hockanum Park - 100 Family Apartments, 12 one bedroom, 42 two bedrooms, 36 three bedrooms, 10 four bedrooms at Holmes Street, Mill Road and Hamilton Road
10. Veterans Terrace and Extension - 150 Family Apartments, 96 two bedrooms, 54 three bedrooms at Columbus Circle, Columbus Street and Columbus Circle Extension.
11. Scattered Sites various locations in East Hartford, duplexes & triplexes, two or three Bedrooms units

III. ACCEPTANCE AND COMPENSATION REQUIREMENTS -

Qualified contractors must submit their acceptance of terms and service requirements along with hourly rates and marked "Carpentry & General Repair Services Acceptance/Bid Form"

1. Completed Bid Form
2. A certificate of insurance with the following minimum insurance -
 - General Liability
 - General Aggregate of at least 2,000,000
 - Automobile Liability \$1,000,000 per occurrence
 - Workers Compensation and Employers Liability Insurance:
 - a) Bodily injury by accident \$100,000 - each accident.
 - b) Bodily injury by disease \$100,000 - each employee.
 - c) Bodily injury by disease \$500,000 - policy limit.
3. Contractor must supply copy of valid State of Connecticut contractor's license in bid packet.
4. The contractor must include the attached Non-Collusive Affidavit completed in full signed & notarized.

5. The East Hartford Housing Authority will coordinate with the qualified contractor(s) for each work project and upon completion, contractor will submit invoice for payment. All conditions delineated in this Invitation for Bid shall be in effect for the duration of said service agreement. Payment terms will be Net 30 that invoice is received by EHHA.
6. The East Hartford Housing Authority may award to other qualified contractors, should the need for additional services be warranted. Sub-contractors may be used with the express approval of EHHA **prior** to any approved work. Interested bidders must submit potential sub-contractor names on attached sheet along with this bid. Sub-contractors must be licensed and be insured.
7. The East Hartford Housing Authority intends that this contract would start no later than September 9, 2019 and that the qualified contractor would provide services for a period of three years. Two (2) each, one (1) year contract extensions may be offered at the end of the initial three (3) year contract period, upon mutual agreement of both parties.
8. For micro purchases under \$2,000, verbal or written quote (s) will be provided. For small purchases threshold over \$2000 and up to \$4,000, a minimum of two bids for work projects will be required. For all work projects over \$4,000, 3 written bids will be sought.
9. For all work with labor costs over \$2,000, applicable Davis Bacon wage rates will be applied and wages must be reported on the WH 347 Certified payroll form (see attached form) for all workers used on a specific project. If applicable, current wage rates will be supplied to the contractor by EHHA.

Submission Deadline:

September 5, 2019 by 2:00 p.m. – Place quote form in an envelope marked “Carpentry & General Repair Services”

Contact Person for IFB:

Julius Grier III, Facilities Manager (860)290-8301 Ext. 102 or jgrier@ehhousing.org

All questions regarding this IFB must be put in writing to the above email address no later than Friday, August 23, 2019 at 4:00 PM. All questions will be answered in writing no later than Thursday August 29, 2019 at 4:30 PM and will be emailed to all known email address of current vendors bidding on the project.

Date Issued:

August 6, 2019

The East Hartford Housing Authority reserves the right to reject any and all bids and/or waive any informality in the proposal process, when such action is deemed in the best interests of the Authority.

Debra Bouchard

Debra Bouchard
Executive Director

Invitation for Bid – Carpentry & General Repair Services Acceptance/Bid Form

Company Name: _____

Name of Representative: _____

Title of Representative: _____

Email: _____

Phone Contact # _____

Date: _____

Other documents required with bid:

1. Copy of company's State of Connecticut business license
2. Completed Non-Collusive Affidavit (see attached form)
3. Certificate of Insurance naming EHHA as additionally insured is required upon contract signing.
4. Listing of sub-contractors, if applicable

Statement of Acceptance:

I am requesting to be accepted as a qualified contractor for this Invitation for Bid – Carpentry & General Repair Services Acceptance work at the properties listed and I agree to all conditions and terms as listed in the Invitation for Bid and in the proposed acceptance and contract requirements.

Yes _____

No _____

My requested hourly rate is: _____ per hour

Statement of LBP Certification (Lead Renovator or equal):

Please mark one of these statements as to the status of your LBP abilities.

_____ Our firm is certified in Lead Base Paint work procedures and our certification is attached.

_____ Our firm is not currently certified in Lead Base Paint work procedures and we are willing to get this certification within 90 days of the contract award date.

_____ Our firm is not interested in pursuing Lead Base Paint work procedures certification at this time.

Signature _____

JAMES KATE
CHAIRMAN

PRESCILLE YAMAMOTO
VICE CHAIRMAN

JOHN CARELLA
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HAZELANN COOK
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RALPH J ALEXANDER
LEGAL COUNSEL

EQUAL HOUSING OPPORTUNITY



EQUAL OPPORTUNITY EMPLOYER