

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

INVITATION FOR BID

IFB # 300-38-14

CARBON MONOXIDE DETECTORS AUTHORITY WIDE

RESPONSES DUE:

Tuesday, January 13, 2015 at 11:00 am

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**INVITATION FOR BIDS
for**

CARBON MONOXIDE DETECTORS AUTHORITY WIDE

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Any bid or proposal received from a contractor that does not contain such certification and back-up documentation supporting the MBE/WBE and Section 3 participation plans acceptable to HACP may be deemed non-responsive.

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
INVITATION FOR BIDS
for
CARBON MONOXIDE DETECTORS AUTHORITY WIDE
IFB # 300-38-14**

PART 1 - SCOPE OF WORK, INSTRUCTIONS, AND CONDITIONS

SCOPE OF WORK; DEVELOPMENTS: IFB CONTENT.

I.1. **SCOPE OF WORK:** The Housing Authority of the City of Pittsburgh (hereinafter referred to as “HACP”), is a federally funded public housing agency. The Housing Authority maintains approximately 5208 units of rental housing. HACP is issuing this Invitation for Bids (“**IFB**”) for qualified and interested business firms to submit sealed bids to provide the services and other related work requested by HACP in accordance with Attachment 1 and 2, titled “Bid Sheet and “Specifications”.

I.2. **CONTENT OF IFB:** This IFB consists of this document and Attachment Nos. 1 - 18, which are attached hereto and incorporated herein.

II. INSTRUCTIONS TO BIDDERS:

II.A. **ISSUE DATE:** December 22, 2014

II.1. **SUBMISSION DEADLINE:** Bids must be received by **11:00 a.m. Eastern Time on Tuesday, January 13, 2015.** It is the bidder’s responsibility to ensure that the bid is delivered prior to the designated time and date. Bids which for any reason are not delivered within the deadline will not be considered and will be returned unopened.

II.2. **PLACE OF SUBMISSION:** The original signed bid sheet and all supporting documents and required information, must be executed and submitted in a sealed envelope. The face of the envelope shall be clearly marked with the words **Bid Documents**, the **IFB number**, any **project title** or other identifying number and the **bidder's name**. Offers by telegram, telephone, or telecopier, and fax will not be accepted by HACP.

Submit bids to:

Kim Detrick – Procurement Director/Contracting Officer
Procurement Department
Housing Authority of the City of Pittsburgh
100 Ross Street 2nd Floor Suite 200
Pittsburgh, PA 15219
412-456-5007 (Fax) (For Questions only)
Kim.Detrick@hacp.org (For Questions only)

II.3. **PRE-BID MEETING:** A non-mandatory pre-bid meeting will be held during which prospective bidders will have an opportunity to ask questions concerning this IFB. Prospective attendees are asked to be prompt.

A pre-bid meeting will be held on Monday, January 5, 2015, at 11:00 A.M.

HACP Procurement Dept.
100 Ross Street 2nd Fl. Ste . 200
Pittsburgh, PA 15219

II.4. **BID OPENING DATE:** **Tuesday, January 13, 2015 at 11:00 A.M.**

Procurement Department.
100 Ross Street, 2nd Floor, Suite 200
Pittsburgh, PA 15219

All interested parties are encouraged to attend the bid opening.

II.5. **INQUIRIES:** Any prospective bidder who has questions regarding this IFB or desires an explanation or interpretation of any part of the solicitation, statement of work, and specifications, etc., must request it in writing to HACP at the address noted in Paragraph II.2 above. Such questions and requests for interpretations must be received by HACP no later than **Tuesday, January 6, 2015 at 11:00 A.M.** Inquiries must reference the IFB number and title, and the date for receipt of bids.

- (b) No oral explanation or interpretation will be provided to any bidder. No interpretations shall be considered binding on HACP unless provided in writing by HACP.
- (c) Any information provided to a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written addendum or amendment to the solicitation, if that information is necessary in submitting bids or if the lack of it would be prejudicial to other prospective bidders. Addenda and amendments will also be on file in the offices of HACP at least seven (7) days before the closing date. All bidders will be bound by such addenda or amendments, whether or not they are received by the bidders. HACP reserves the right to issue addenda or amendments on its own, irrespective of whether questions or requests for interpretations were received from prospective bidders.
- (d) Any information obtained by, or provided to, any bidder other than by formal HACP addenda or amendments to the solicitation shall not constitute a change to the solicitation.

II.6. **BID PREPARATION:** (a) Bidders are expected to examine all IFB documents including the instructions, required certifications, specifications, product descriptions and contract terms and conditions. Failure to do so will be at the bidder's risk.

(b) All bids must be submitted on the bid forms provided by HACP. If such forms are provided, they shall be marked as an attachment and included as part of the IFB. (See Attachment 1)

(c) Each bidder shall furnish all the information required by the solicitation and complete all required certifications and other documents. If the solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, bidders should insert the words "NO BID" in the space provided for any