



## Portland Housing Bureau Home Repair Loan Program Contractor Bidding Requirements

The Portland Housing Bureau's (PHB) Home Repair Loan Program provides up to \$40,000 to income-qualifying homeowners in Interstate Corridor or the Lents Urban Renewal Areas (URAs). The no interest, no monthly payment loan covers the cost of substantial home repairs, and is forgiven after 15 years, as long as the homeowner remains in the home for that time.

### **Contractor Eligibility:**

Only Contractors who are licensed, insured and bonded with the Oregon Construction Contractor's Board, may bid. Only contractors with a Lead Based Paint Renovators License are permitted to bid or perform repairs on homes built before 1978.

### **Bid Process Overview:**

PHB Construction Coordinators complete extensive home assessments and work closely with the Homeowner to write the scope of work before the Bid Conference. The scope of work is developed based on the following considerations:

- Active Housing Code Violations cited by Bureau of Development Services
- Fire, Life, Safety hazards identified by the Construction Coordinator
- The Homeowner's home repair priorities which they believe will help them stay in their home.

Therefore, Contractors are required to submit complete itemized bids on the PHB-approved Request for Bid form provided at the Bid Conference.

### **Bid Instructions:**

1. Contractor attendance at the PHB-facilitated bid conference is required to submit a bid for a home repair loan project. The PHB Construction Coordinator, Homeowner, and all bidding Contractors attend the bid conference together to discuss the scope of work and Contractors are encouraged to bring subs. Due to the vulnerable populations our program serves, we ask that Contractors wait until the Construction Coordinator arrives before entering the home at Bid Conferences.
2. Contractors must bid the work exactly as it appears on the Request for Bid Form. A bid for each repair item requested must be provided, and include price allowances for fixtures and materials when requested. Each line item should also include costs associated with permitting, debris removal, testing, and other overhead. The bid must contain the original signature of the Contractor.
3. **During the bidding process Contractors are prohibited from offering pro bono repairs or materials and directly or indirectly initiating discussion with the Homeowner for the purpose of influencing them to enter into a contract with the Contractor.**
4. During the bidding process Contractors can contact the Homeowner to schedule a sub-contractor on site if needed to complete a bid. Questions on scope of work should be addressed to the PHB Construction Coordinator.

5. Any change to the scope of work prior to the bid due date must be approved by the Homeowner and the Construction Coordinator. Scope of work changes will be included on the Request for Bid form and will be made available to all bidders by email.

6. Contractors must submit bids by the deadline set by the Construction Coordinator during the Bid Conference (generally 10-14 days). Bids must be submitted on the PHB-provided **Request for Bid** form and be received by the PHB Construction Coordinator by email. Telephone bids will not be accepted. Incomplete or incorrect bids will not be accepted.

7. Contractors are expected to meet the bid submission deadline. If the Contractor feels they are unable to meet the bid deadline due to extenuating circumstances, they must contact the Construction Coordinator before the bid due date and requests an extension. If a bid due date extension is granted the Construction Coordinator will notify all bidders.

8. Bids will not be considered if: 1) they are past due and the Contractor has not contacted the Construction Coordinator; 2) if the Contractor doesn't meet minimum qualifications for contractors as outlined in the Bid Instructions section of the Request for Bid form; 3) if bids are incomplete.

### **Bid Selection**

1. The PHB Construction Coordinator prepares a bid comparison form and reviews it with the Homeowner. The Homeowner is responsible for selecting a Contractor for their home repair project.

2. The Construction Coordinator will prepare the Construction Agreement and a Work Specifications document and will send it to the Contractor notifying them of their selection and the final scope of work to be funded. The Contractor will have 3 days to complete and send the Construction Coordinator the following forms (extensions may be provided for new contractors that need more assistance with completing required forms):

- Construction Agreement signed by the Contractor
- Work Specifications Form
- Contractor Demographic Form
- ACH & 990 forms (if a new Contractor)

**Note: A Construction Contract between the Contractor and the Homeowner is also required.**

3. In addition, Contractors and the Homeowner sign a PHB Construction Agreement. Once a bid is accepted by the Homeowner, the Contractor will be given 60 calendar days to complete the work. Additional time may be granted upon request.

**4. Contractors MUST receive the Notice to Proceed from PHB before ANY WORK BEGINS.**