



City of Rocky Mount Administrative Policy

Procurement & Disbursement Policy: Urgent Repair Program

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SECTION 1. Procurement Policy

To the maximum extent practical, the City of Rocky Mount Community Development Department (the Department) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP), and in accordance with 24 CFR§85.36. Bids are invited from Contractors who are part of the Department's approved list of contractors. The list is reviewed annually to ensure there are enough qualified sources for maximum open and free competition. All contractors on the list must complete an application, be licensed in the state of North Carolina; have a Unique Entity Identifier (UEI) # and registered with Central Contractor Registration (CCR); and Renovation, Repair, and Painting (RRP) certified.

SECTION 2. Debarment

No contractors will be allowed to bid that are debarred from any program financed with HOME, CDBG, NCHFA funds from any local/state/federal jurisdiction. No contractors will be eligible to bid who are debarred federally. Contractors should note that if they have been debarred within the last 5 years from a local/state/federal program, they will be considered an irresponsible bidder for any local/state/federal program that administers CDBG, HOME Program or funds from NCHFA. A letter, explicitly stating that the contractor is no longer debarred locally must be received in order to be placed on the approved contractor registry used for the Urgent Repair Program.

SECTION 3. Bid Procedures

The Housing Rehab Specialist inspects applicants' homes to identify and verify the eligibility of requested repairs and modifications. A detailed work write-up is prepared describing necessary improvements to the property along with an itemized estimate of the cost of proposed improvements. Work write ups must include:

- The scope of work
- The construction method
- The quality of materials
- The quality standard
- The location
- References to performance and general specification manuals used
- Installation and performance standards

The MWBE Coordinator/Housing Rehab Specialist extends an invitation to prospective bidders, on the Department's approved list of contractors, to participate in the formal bid process. Each prospective bidder receives a bid package with all the

information necessary to ensure that all contractors are bidding on the same high-quality end product. The package includes:

- An invitation to bid that includes the bid opening date and hour, and place. Bids arriving after the date and hour designated for the opening will be considered non-responsive and returned to the vendor.
- Work write up(s)
- Itemized estimate of cost of proposed improvements
- bid sheet(s) for each job

A minimum of three (3) approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor is deemed able to complete the work in a timely fashion, and that the bid is within fifteen percent (15%) (in either direction) of the City's cost estimate.

Prospective bidders must send all formal bids to the MWBE Coordinator as the authorized representative of the Purchasing Office. Formal bids must include:

- written specifications based on the Department's work write up
- all bids submitted by bidders must be in sealed envelopes with their Company name, Contractor License #, and the name of the address of the bid property on the outside of the envelope. Faxed or emailed bids are not acceptable.
- Dollar amount for proposed property rehabilitation. The cost per item breakdown must agree with the line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
- Responsive bids must be within 15% below or above the City's estimated cost of proposed improvements.

Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsible bidder (s) for each job site.

In the event phone bids are used, the City will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The City will track who has been called and responsive and will rotate through the list before starting through the rotation again.

The Department reserves the right to reject any or all bids at any time during the procurement process. In the event of an emergency situation, the Department reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed/emailed bids and the like. Full documentation is required should such methods become necessary.

All bids will be opened publicly with bids tabulated by the MWBE Coordinator. Bidding Contractors and homeowners are invited to attend bid openings. Once the bids are opened, questions pertaining to them will not be answered until the bids have been reviewed by the Housing Rehab Specialist, Compliance Administrator and the Community Development Administrator.

Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the Community Development Department (Housing Rehab Specialist and Community Development Administrator) and two representatives of the Finance Department (Finance Director and Purchasing Manager). The change order must also detail any changes to the original contract price.

No work may begin prior to a contract being executed and a written order to proceed provided the contractor. A pre-construction conference and walk thru shall be held at the work site prior to commencement of repair work.

The City of Rocky Mount is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool.

SECTION 4. Disbursement Policy

All repair work must be inspected by (a) the Department's Housing Rehab Specialist and (b) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of:

- An original invoice from the contractor. Contractors should allow 14-21 business days for processing of the invoice for payment.
- Owner Certificate of Satisfaction,
- Certificate of Final Inspection, and
- Release of Liens - All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.
- If the house was the subject of any Community Code actions, a statement of compliance with the minimum housing code issued by the Community Code Division is required.

If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the Department's Housing Rehab Specialist, payment may be withheld until such time the work is satisfactory. (Contractors may follow the Department's Urgent Repair Program Assistance Policy if a dispute occurs;

however, contractors shall abide by the final decision as stated in the policy).

The City of Rocky Mount assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.