

## City of Anthony 2023 Community Development Block Grant Contractor Guidelines

In order to be eligible to work on houses in the Anthony Housing Rehabilitation program, contractors must meet the following program requirements.

### I. Contractor Eligibility

- A. Contractors are placed on the Bidders List through contact with the City.
- B. All contractors must be licensed with the City of Anthony.
- C. All plumbing, electrical and mechanical subcontractors must also be licensed and have qualifications information on file with the City.
- D. Permits are required and must be pulled and approved by the City prior to starting work. Subcontractors must also pull their own permits. Permit fees will be waived.
- E. Contractors may be asked to provide work and credit references.
- F. Contractors must provide references upon bid submission.
- G. Contractors must be in good standing which means they will not appear on the Department of Labor's debarment list.

### II. Contractor Requirements

- A. Contractors must comply with all federal and state guidelines, rules, regulations and orders issued by the U.S. Department of Housing & Urban Development, the U.S. Department of Labor, and the Kansas Department of Commerce governing the Anthony Housing Rehabilitation program.
- B. Contractors may not work on more than two CDBG houses in the City at one time, unless the dollar value of a housing rehabilitation contract is less than \$2,500; except under special exceptions granted by the City Commission.
- C. Contractors shall provide and shall require any subcontractors to provide certificates or other evidence of insurance prior to signing a contract certifying that for the period covered by any contract all contractors and subcontractors carry:
  - 1. Workmen's Compensation Insurance for all owners, employees and employees of subcontractors engaged in work on the premises, in accordance with Kansas Workmen's Compensation Laws.
  - 2. Contractors shall maintain general liability coverage with a company licensed as an admitted insurance company in the state of Kansas, in an amount not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. The City of Anthony shall be added as a "Certificate Holder" to the insurance policy and require the insurance

company to notify the City in writing of any change or cancellation in coverage at least 10 days prior.

3. Property damage insurance in an amount not less than \$25,000 to protect the contractor, his subcontractors and the owners, as their interests may appear, from claims for property damage that might arise from operations under any contract.
  4. Contractor shall also submit to the city a good and sufficient bond in the amount of \$3,000 conditioned that the contractor will comply with all laws and regulations of the city.
  5. Any and all additional insurance required by the laws of the State of Kansas.
  6. Lead Based Paint Certification for themselves, all employees and subcontractors, as applicable by law.
  7. A valid Renovation Firm license as applicable by law.
  8. A Sam.gov UEI registration number
- D. An invitation to bid will be sent to all contractors placed on the Bidding List through the city. Those contractors interested will be sent a bid package which will include:
1. Instructions to bidders, which will include bid tour date and bid opening.
  2. The final bid specifications for each house.
  3. A required Bid Proposal form for each house.
  4. General and Material Specifications.
  5. A notice of where lead hazards have been identified.
  6. A copy of the Construction Contract (for informational purposes only).
- E. Contractors send sealed bids to City Clerk at the City of Anthony unless otherwise instructed. Bids will be opened virtually and will be accessible to the public. Contractors bidding on the project will receive invitations to attend the opening, ensuring compliance with the open and fair bidding process. Bid selection will be determined by the following factors:
1. Lowest bid.
  2. Each contractor will only be allowed to have three open CDBG housing contracts at one time.
  3. Low bid on individual line items that are selected for inclusion in the final contract document specifications.

4. Quality of workmanship on previous projects.
  5. Performance on previous contracts with federal and state funds.
  6. References supplied by the contractor.
  7. Timeliness of start date for work.
- G. City Commission approves the best bid.
- H. Conference is held between the Grant Administrator and the contractor to finalize the contract specifications, contract terms and to go over federal and state rules, regulations, and laws.
1. Contract specifications may need to be revised due to a maximum allowable limit per house placed on grants to homeowners.
  2. The contract specifications will contain only the highest priority repairs on each house.
  3. Change orders must be approved by the inspector, grant administrator, the City, and the Homeowner.
- I. Conference is held between the Grant Administrator, the contractor and the homeowner to sign the contract and issue the Notice to Proceed.
1. Notice to proceed will not be issued until Subcontractor Disclosure forms are completed.
- J. Terms of payment must be met for payment to be made by the City.
1. Work must pass inspection.
  2. Certificate of Completion will be signed.
  3. A subcontractor Release of Liens form will be required.
  4. Contractor will submit an invoice for the amount of the work no later than the Monday prior to the next scheduled payment date of Friday. Checks are normally issued weekly, but payment within 5 days cannot be guaranteed. Submittal of invoices one week prior to the next payment date is encouraged to ensure that payment can be made at the next scheduled payment date.

These guidelines are specifically established for the Community Development Block Grant (CDBG) project. They are intended to ensure proper administration and compliance throughout the duration of the grant. These procedures serve as an addition to the guidelines of the City of Anthony. Upon the completion of the CDBG project, these CDBG standards will no longer be required or applicable, and City of Anthony contractor requirements will remain customary city regulations.

The Contractor Guidelines and all related attachments were approved and adopted by the City Commission of the City of Anthony on the \_\_\_\_ day of \_\_\_\_\_ 2023.

**City of Anthony**

By: \_\_\_\_\_  
Mayor: Gregory L. Cleveland

Attest: \_\_\_\_\_  
City Clerk: Cyndra Kastens