

INSTRUCTIONS FOR CONTRACTORS  
BIDDING ON HOUSING AUTHORITY

**Form HUD-5371**

Page 2 1(c) Pete Dammon, Dammon Engineering

2(b) enter a percentage number

2 (2) Contractor is to assign a superintendent for the job

2(f) Storage of material. Contractor may request permission to store purchased supplies at an off site location

3(c) 1. Dammon Engineering will conduct periodic visits to the work site

3( c) 4. PHA may enter into other contracts, i.e., security systems/telephone during construction

5(a) After receiving the bid award, within 10 days, and prior to commencing work, the Contractor will attend a preconstruction conference along with PHA, Dammon Engineering/architect. PHA to select the time and location

5(b) Contractor is to begin work **after** receiving written notice from to proceed Dammon Engineering to proceed with job

6(a) Contractor shall, within five days after work has started prepare and submit to Dammon Engineering for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which he plans to start and complete the several phases of the work, i.e. acquiring labor, materials, and equipment. It shall be in the form of a progress chart of suitable scale to include approximately the percentage of work scheduled for completion by any given date during the period. Contracting office, Dammon Engineering may with hold program payment until this report is submitted

6(b) Contractor shall submit three copies of the schedule to Dammon Engineering

9(g) Contractor should request paint colors and other applications from PHA far enough ahead of needing so as not to interrupt the work progress

9(h) Contractor shall submit three copies of all shop drawings to Dammon Engineering

- 13(a) 1-4, (b)1,2, (c), (d), (e). This is a very lengthy series of regulations that may be accessed on the Dept. of Labor web site. You should be aware of these lengthy technical regulations as they pertain to employee safety and health precautions.
- 15(a) If the Contractor uses any of the utilities available at the work site he is responsible for repayment to PHA unless other arrangement have been
- 23(a) Contractor, in writing, shall his work for indicate period of time. Sub contractors are also required to do so.  
All warranties for other items, i.e., HVAC systems, water heaters and any other warranted items are to be furnished the PHA
- 23(f) Contractor shall obtain all warranties, in writing, to the benefit of PHA and furnish to PHA
- 25 Contract period for this job is 150 days
- 27(b) PHA to make progress payments every 30 days if required reports are furnished on time
- (d) Contractor shall submit on forms furnished by PHA periodic estimates showing the value of work completed
- (e) Along with the "value of work completed" form, a special statement must also be included. A copy of this statement may e found on page 9 of HUD 5370.
- (f) PHA shall retain 10%of the amount of the program payments until completion except that upon completion of 50% of the work, PHA in consultation with Dammon Engineering, determine the performance and progress are satisfactory, the PHA may then make the remaining payments in full for work subsequently completed. If unsatisfactory, PHA will continue withholding 10% until work is deemed to be satisfactory.
- (g) Material delivered to the contractor at a location other than------(see form)

- 15.(a) Any use of PHA utilities must be reimbursed to PHA
- 23 (a) Contractor warrants his work for one year.  
Sub-contractor warrants his work for one year  
All warranty information for other items, i.e. A/C, water heater  
Should be furnished to PHA
- 23 (f) Contractor shall obtain all warranties in writing to the benefit of  
PHA and furnish to the PHA
25. Your contract period is 150 days from date of bid award
- 27, PHA is to make progress payments every 30 days
- 27 (d) Contractor shall submit, on forms furnished by PHA, periodic  
estimates showing the volume of work completed.
- 27 (e) Contractor must furnish statement (see Form enclosed in packet)
- 26.
- 5.

Form HUD - 5370

Pg 2 1(c) Rich Damon Damon Eng.

2(b) enter a percentage

2(c) Contractor to assign a superintendent

2(f) Storage of material. Can get permission to store off site see 27(g)

3(c) 1. Damon will make periodic visits to work site.

3(c) 4. PHA may enter into the contract i.e. security, telephone

5(a) Prior to commencement of work and within 10 days after contract execution Contractor will attend a preconstruction conference along with PHA, Damon/Architect. PHA to select time & location

5.(b) Contractor to ~~begin~~ <sup>begin</sup> work AFTER receiving written notice to proceed from Damon

6. (a) Contractor shall, within five days after work has started prepare and submit to Dammon for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the date on which he plans to start and complete the several features of the work i.e. acquiring loans, materials, and equipment. It shall be in the form of a progress chart of suitable scale to indicate approximately the percentage of work scheduled for completion by any given date during the period.  
Contracting officer (Dammon) may withhold progress payment until report is submitted.

6. (b) Contractor shall submit three copies of the schedule to Dammon

9. (g) Contractor should request paint colors and other applications from PHA far enough ahead of need so as not to interfere with work progress.

9. (h) Contractor will submit three sets of all shop drawings to Dammon.

13. (b)

15. (a) Any use of PHA utilities ~~with~~ must be reimbursed to PHA

23. (a) Contractor warrant his work for TIME  
Sub " " " " " "  
Warranty insp for other items i.e A/c, water heater to be supplied to PHA

23. (f) Contractor shall obtain all warranties in writing to the benefit of PHA and furnish to PHA.

25. Contract period to be 150 calendar days

27. (k) PHA to make progress payments every 30 days.

27. (d) Contractor shall submit, in forms furnished by PHA periodic estimates showing the value of work completed.

27. (e) Contractor must furnish statement (See form)

27.(f) PHA shall retain 10% of the amount of the progress payments until completion except that upon completion of 50% of the work, PHA in consultation with Owner determine the performance progress is satisfactory, the PHA may then make the remaining payments in full for work subsequently completed. If unsatisfactory, PHA will continue withholding 10% until work is deemed to be satisfactory.

27.(g) Material delivered to the Contractor at locations other than - - - - -

23<sup>925</sup>  
486

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