

CONTRACT PACKAGE CHECK LIST

Housing Authority/Company _____ DHCR # _____

Vendor _____

Type of Work _____ Amount of Contract \$ _____

Note: DHCR approval is required for the following: all contracts involving grant funds; all personal service contracts; and for the following Housing Company contracts: professional service contracts of \$25,000 or more; all contracts of \$100,000 or more; where the integrity of the building structure is involved (NYCRR 1728-4.6); where an identity of interest is involved (1727-4.7); or where DHCR determines that further supervision is required (NYCRR 1727-4.8). For other Housing Authority contracts requiring DHCR approval refer to NYCRR 1628-3.1 and budget approval letter.

- 1. **Form HM-23/HM-23AE**, fully completed and signed. All contractors/consultants on the approved HM-180/ HM-180 AE and on the list from the Office of Fair Housing and Equal Opportunity, whether they bid or not, must be listed as well as any additional bidders. The amount of the bids/fees must be listed. If the contractor/consultant is a minority or woman-owned business, check the appropriate column. Enter "no bid" if none was received. **If any question under paragraph E (Statements of Qualifications of Bidders) included in Form HM-31 has been answered "Yes", include justification for selecting this contractor notwithstanding such affirmative answer.** (Bid solicitation letters and proof of mailing are to be retained in Housing Authority/Company files.)
- 2. **Funding Sources** must be identified on Form HM-23/HM23AE, availability confirmed with HAA, and reserves encumbered by the Housing Management Bureau, as applicable.
- 3. **Architecture & Engineering Bureau Recommendation** (not required from Housing Authority/Company).
- 4. **Consultant's Letter** recommending award of contract to a specific contractor (not professional consultants) and stating amount of the contract. If low bidder is not selected, full written justification must be provided.
- 5. **Form HM-180/HM-180AE**, approved copy including the names of the additional contractors /consultants provided by DHCR.
- 6. **Form HM-31/AIA Contract for Consultants**, executed for the recommended contractor/consultant, including the form of proposal. All grant program contracts must have an Appendix A and those for which M/WBE goals have been assigned must have an Appendix B. The face of the contract must be initialed by the Housing Authority/Company counsel to indicate review of bids and documents and approval as to form.
- 7. **Payment & Performance (P&P) Bonds**, for contracts over \$100,000 (except service contracts), or commitment letter from insurance company/broker to issue the bond upon award of contract. No work may begin, nor payments made to the contractor, until DHCR has received and accepted the bond.
- 8. **Insurance Requirements** (per HM-31 or, for consultants, RFP Guidelines, Attachment No.1):
 - (a) General Liability insurance with minimum annual limits as follows:
 - general aggregate\$2,000,000
 - completed operations aggregate\$1,000,000 (not required for consultants)
 - personal injury\$1,000,000 (not required for consultants)
 - each occurrence\$1,000,000

and with the following named as additional insureds:

 - The Housing Authority/Company
 - New York State
 - NYS Division of Housing and Community Renewal
 - Housing Company's Mortgagee:
 - (i) NYS Urban Development Corporation (UDC) and, where the NYS Project Finance Agency (PFA) was formerly the mortgagee, Empire State Development Corporation (ESDC); or
 - (ii) NYS Housing Finance Agency (HFA); or
 - (iii) The private lender

DHCR and the Housing Authority/Company must be certificate holders with their addresses listed. Certificates must indicate 30 days prior written notice of cancellation or material change.
 - (b) Worker's Compensation and Disability Benefits coverage for all employees engaged under contract.
 - (c) In addition, for Consultants, Professional Liability insurance of \$1,000,000 per occurrence and \$1,000,000 aggregate, including Contractual Liability coverage. Evidence must indicate that the Housing Authority/Company, NYS, NYSDHCR and Housing Company Mortgagee are indemnified from errors or omissions on the part of the consultant with respect to the services provided under the contract.
- 9. **Copies of All Bids**, with bid tabulation, and all alternates if included in the contract.
- 10. **Advertisements**, for Housing Authority construction contracts over \$50,000 and purchase contracts over \$25,000 a copy of notice advertised at least once in the official municipal publication (or, if none exists, in a newspaper circulating in the municipality) at least 20 days (10 days for purchase of materials and supplies) before the bid due date.
- 11. **Board Resolution** for Housing Authorities and Mutual Companies.