

## ***Amendment to Contractor Bid Scoring Policy***

In order for a contractor to be awarded a bid for the rehabilitation of an NSP El Paso Collaborative property, the contractor's bid will have to undergo a scoring system, which will be determined by the following criteria:

- The bid must be submitted before the deadline;
- All required documentation related to bid must be included and completed in bid submission;
- All bids within 10% of EPC's cost estimate will be scored based on criteria outlined in the EPC Bid Scoring Sheet *(It is important to note that eligible bids closest to EPC's budget (those that are within 10%) do not have any sole advantage over any other bids also within 10%).*
- The highest score of the submitted bids that is within 10% of EPC's budget will be awarded the bid. If for whatever reason the contractor with the highest score rejects the bid, then the bidder with the next highest score who is within 10% of EPC's cost estimate will be offered the property.

### ***Special Circumstances***

- In the event that no bids come within 10% of EPC's cost estimate, then EPC will rebid the property to the other bidding group.
- Should bids received from the other bidding group be outside 10% of EPC's cost estimate, then EPC will award the bid to the contractor from either bidding group who submitted the LOWEST, CLOSEST BID to EPC's cost estimate.

### **Behaviors that will affect contractor bid selection:**

- Failure to complete the rehabilitation of a property within the contractual deadline will render the contractor ineligible to bid on the next project. Two occurrences of failure to complete projects by contract deadlines will result in the contractor's removal from the approved contractor's list.
- Contractors who do not comply with EPC directives, instructions, and/or orders will have a note added to their file detailing the non-compliance infraction. In addition, the non-compliance infraction will result in the contractor losing points on subsequent bid submissions for the next two bids for which the contractor is eligible to submit a bid. Two occurrences of failure to comply with EPC directives, instructions, and/or orders will result in the contractor's removal from the approved contractor's list.

### **Contractor Expectations**

- Should a property encounter damage from vandalism, break-ins, and/or Acts of God during its rehabilitation, the contractor is required to:
  - 1) File a police report within 24 hours of the incident;
  - 2) Immediately communicate the incident to EPC;
  - 3) Provide EPC a copy of the police report.

EPC is well aware that acts of vandalism, break-ins, and/or Acts of God to a property could affect the contractor's completion of items on the Scope of Work. Consequently, these acts can affect compliance with the deadline date of the rehabilitation contract. In the event that such acts occur to a property, EPC will evaluate all relevant circumstances to determine whether an amendment to the rehabilitation contract is warranted. If an extension to the contractual rehabilitation deadline is granted, it will be the sole responsibility of EPC to determine what the new deadline will be. It is important to note that the contractor will not be penalized if these acts do occur and cause the delay of the completion of items on the Scope of Work.

**Note:** *All infractions and their consequences will be communicated to the contractor in writing.*