



# **INVITATION TO BID**

## **# 25T-RP-123**

### **Snow Removal Eagle River Properties**

August 2025

Prepared By:

Cook Inlet Housing Authority  
Procurement Department  
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**SNOW REMOVAL EAGLE RIVER PROPERTIES  
COOK INLET HOUSING AUTHORITY**

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**SPECIFIED DATES  
ITB # 25T-RP-123**

Description	Date and Time	Locations
1. Bid Packet Available	August 22, 2025	CIHA Website
2. Questions Due Date	August 29, 2025, 2:00PM *	Email
3. Proposal Due Date	September 5, 2025, 2:00PM.*	Email/Mail/Hand Delivery

\*All times stated in Alaska Standard Time

\*Bidders are strongly encouraged to visit each property by themselves. This is the bidders opportunity to see each location before submitting your bid.

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Cook Inlet Housing Authority (CIHA) is a state-chartered Housing Authority primarily funded by the Department of Housing and Urban Development, with other State and private grant fund sources. CIHA is accepting bids from responsive and responsible Contractors for Snow Removal Services at our Eagle River properties.

Bid documents will be available for download at [www.cookinlethousing.com](http://www.cookinlethousing.com). Bid packets will not be available until after the time and date specified on the Specified Dates page.

**BID SUBMITTALS**

Sealed bids must be submitted, clearly marked: **“Attn: Procurement ITB# 25T-RP-123, Snow Removal Services Eagle River Properties – Do Not Open”**. CIHA will reject bids received after the deadline. Faxed bids will not be accepted.

- **Mailed or hand-delivered bids:** Bids must be received at CIHA, Attention: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503 no later than September 5, 2025 at 2:00PM according to the time clock located at CIHA's front desk.
- **Emailed bids:** Bids must be received no later than September 5, 2025, at 2:00 p.m., according to the time and date received by CIHA's email server. Emailed bids may be submitted to [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org).

**QUESTIONS**

CIHA will not be bound by any oral interpretations of this ITB. Questions are encouraged and should be sent in writing to CIHA's Procurement Manager via email by the deadline in the Specified Dates.

Email: [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org)

No communication is to be directed to any other CIHA employees or CIHA representative.

Substantive issues will be answered in writing in the form of an Addendum to this ITB. If determined necessary by CIHA, the proposal submittal due date may be extended and will be stated as such in the Addendum form.

**BACKGROUND**

CIHA is an Alaska regional housing authority established by state statute for the purpose of providing affordable housing opportunities for eligible participants in the Cook Inlet region. The mission of CIHA is “To create housing opportunities that empower our people and build our community.” CIHA administers Indian Housing Block Grant funds awarded under NAHASDA and other federal, state and local funds, develops and manages properties built with investor proceeds from the sale of Low-Income Housing Tax Credits, federal, state and local funds, and operates affordable housing programs through the parent corporation and its subsidiaries.

Our goals are to enhance the image of a quality institution by maintaining a high standard of care

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and to provide a safe, functional, and attractive environment.

**DOMESTIC PREFERENCE FOR PROCUREMENTS**

As appropriate, and to the extent consistent with law, Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this Section, "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**CONTRACT TERM**

Award of a goods/services contract for the specified work will include an initial two (2) one (1) year terms with an option to extend for no more than three (3) additional (1) one-year terms based on available funding, satisfactory performance, agreed upon pricing and mutual consent. The yearly contract extension shall be automatically renewed for one year unless either party gives written notice of thirty (30) days prior to the expiration thereof. The cost portion of your bid submittal should include the initial 2 year term and the extension option years.

**SCOPE OF SERVICES**

The Contractor shall provide all labor, material, equipment and services required to complete work in accordance with all sections of this Invitation to Bid. Contractor shall be prepared to respond on-site for service within 12 hours of the request for service, respond to emergency requests (extreme conditions) within 6 hours, and will provide prompt over-the-phone guidance to CIHA staff regarding snow removal matters.

The Contractor shall be responsible for all damage to persons or property caused by either equipment or operator error. This includes, but is not limited to buildings, landscaping, trees, shrubs, or irrigation fixtures. CIHA reserves the right to repair any damages with other sources if the Contractor fails to do so within a reasonable time of notice, and to repair and deduct the cost incurred from monies owed the Contractor.

Time shall be of the essence, and all services shall be delivered in accordance with the specifications and requirements as set out in this ITB. Failure to meet the specified delivery of services shall entitle CIHA, at its sole option, to cancel any portion or the entire contract without incurring any liability costs. Contractor shall have adequate resources of labor and equipment to comply with the scope of work.

Additional locations may be added to the contract by a Contract Amendment as new developments are added to the CIHA portfolio. Current properties to be included are on Attachment A.

**CONTRACTOR'S EMPLOYEES**

- Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision by the Contractor.
- The Contractor's supervisors shall be fully and adequately trained and have supervision

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- sufficient in scope to meet the approval of CIHA.
- The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of walkway snow removal operations at all times.

### **INSPECTIONS AND APPROVAL OF WORK**

- CIHA will demand strict conformance to the standards and frequency specified. The Maintenance Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- The Maintenance Manager or his/her designee will enforce the standards of this contract.

### **WINTER SNOW REMOVAL SERVICES**

Provide all labor, materials and equipment to perform plowing, shoveling, sanding, walkway snow removal, snow haul-off (if necessary), and spring sweeping services

#### **SNOW PLOWING**

Automatically plow when snow is more than 2" deep or when called out by CIHA staff. Snow is to be back-bladed away from entrances, to include handicap ramps along the sidewalk. The contractor agrees that time is of the essence in the performance of the Contractor's obligations under this contract.

At the onset of the snow and throughout the season, Contractor shall push the snow all the way to the back of the snow storage areas to keep snow storage areas from filling up prematurely.

#### **SANDING**

Sanding shall cover all driving and parking areas. Aggregate used to be coarse crushed aggregate (winter aggregate). At no time will river washed (smooth) aggregate be used. Apply sand thick enough that aging tenants can walk to their cars without fear of slipping. Sanding by hand may be required at entrances, empty, and handicap parking spaces.

#### **SPRING SWEEPING**

Spring sweeping to be completed no later than May 15<sup>th</sup> each year

### **WALKWAY SNOW REMOVAL**

#### Service Requirements

For the period of September 15 to April 15 between the hours of 5:00 p.m. and 8:00 a.m. on weekdays, and 24 hours per day on weekends and CIHA holiday closures (Attachment I), the Contractor shall remove snow when 2 inches or more of snow has accumulated. The application of ice melting material and ice controls will be by the request of the Maintenance Manager or his/her designee.

Steps, fire exits and walkways and the area in between cars parked in ADA parking spaces must be cleared of snow and ice at least once prior to 8:00 a.m., during weekdays, weekends and during the day if the snow accumulates more than 2 inches. The Contractor will be responsible for clearing the walkways from the building steps to and including the main sidewalks.

The Contractor shall be responsible for all manual and mechanical snow removal equipment and CIHA shall provide ice melting material that will be located in a designated and accessible location.

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Upon the award of this contract, the Maintenance Manager or a designee will hold an orientation session on site to instruct the successful Contractor on the proper application of materials, CIHA procedures and policies.

Failure to clear steps, fire exits, and walkways would require CIHA staff to clear and maintain the steps, fire exits and walkways. A non-performance charge will be deducted from the current month's invoice based on the time and the hourly rate of the CIHA staff.

In the event of inclement weather which results in a continuous snowfall, the designated steps, fire exits, and walkways are to be cleared of snow on a two hour or less interval and ice melting material applied. Steps and walkways must be cleared of snow at least once prior to 8:00 a.m. during weekdays, weekends and during the day if the snow accumulates more than 2 inches.

In the event of freezing rain or a freezing rain advisory has been issued, ice melting material is to be applied prior to the freezing rain and during the freezing rain to prevent ice buildup. The rate of ice melting material will be applied as recommended by the manufacturer. Misuse or over application incidents will be reported to the Contractor for corrective action.

Snow clearing times and ice melting applications shall be logged on to a Snow Log Form (Attachment B) and emailed to the Maintenance Manager. Snow Log Forms must be submitted to CIHA along with monthly billing.

Additional services, upon request only: (these would be outside of their normal, regular snow clearing work)

- Loader, including labor, equipment, and fuel: per hour price.
- Per end dump, including labor, equipment, and fuel: per hour price.
- Sweeper, including labor, equipment, and fuel: per hour price.
- Sanding (additional upon request), including labor, equipment, and fuel: per hour price.

### **OPTIONAL SERVICE**

Areas that can be covered under the awarded contract include loading and end dump of snow, sanding, grading, sidewalk shoveling or roof snow removal.

Concrete curbs, asphalt and lawn conditions shall be inspected prior to each season and at the end of the season. The Contractor shall be responsible for all damage to persons or property caused by either equipment or operator error. The owner reserves the right to repair any damages with other sources if the Contractor fails to do so within a reasonable time of notice and repair and deduct the cost incurred from monies owed the Contractor.

### **ADDITIONAL SERVICES**

Any additional services outside the scope of the contract will require the Contractor to submit a quote or proposal and a signed amendment to the agreement in place before the work is initiated.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall post in conspicuous places, accessible to employees and applicants for employment, at the location of the project, notices setting out the provisions of AS 18.80.220.

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The Contractor shall state, in all solicitations or advertisements for employees to work on this project, that the Contractor is an equal opportunity employer (EEO) and that all qualified applicants will be considered for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood.

The Contractor shall include the provisions of this EEO article in every subcontract relating to this Contract and shall require the inclusion of these provisions in every agreement entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor.

**PREFERENCE STATEMENT**

The work to be performed under this contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e (b)). In accordance with 25 U.S.C. 450e(b) and 24 CFR 1000.52, To the greatest extent feasible: (i) preferences and opportunities for training and employment shall be given to American Indians/Alaska Natives (AIAN); and (ii) preferences in the award of contracts and subcontracts shall be given to AIAN-owned economic enterprises. The Contractor shall include this Indian Preference Statement, in its entirety, in every subcontract in connection with the awarded Contract, and shall, at the direction of CIHA, take appropriate action pursuant to the subcontract upon finding by recipient or HUD that the subcontract has violated 25 U.S.C. 450(e).

Preference will be given to American Indian/Alaska Native (AIAN), Small-, Minority- and Women-owned businesses. AIAN, Small-, Minority- and Women-owned businesses are encouraged to submit bids.

**PREFERENCE FACTOR**

Alaska Native/American Indian (AIAN), Small-, Minority- and Women-owned preference in contracting is applicable to this ITB and any contractor/firm/vendor stating a preference must submit a signed HUD 5369-C Certification Form (Attachment G) with their submitted bid to qualify for a preference; ownership must be a minimum of 51% and be active in the day-to-day control and operation of the business. CIHA shall reserve fifteen percent (15%) of the total of available rating points for qualified AIAN-owned organizations or economic enterprises and five percent (5%) for Small-, Minority- and Women-owned businesses.

The prospective contractor must provide, to the greatest extent feasible, preference in employment and training opportunities created as a result of a contract awarded as a result of the ITB.

When the lowest responsive, responsible bid is:	X = lesser of:
Less than \$100,000	10% of that bid, or \$9,000
At least \$100,000, but less than \$200,000	9% of that bid, or \$16,000
At least \$200,000, but less than \$300,000	8% of that bid, or \$21,000
At least \$300,000, but less than \$400,000	7% of that bid, or \$24,000
At least \$400,000, but less than \$500,000	6% of that bid, or \$15,000
At least \$500,000, but less than \$1,000,000	5% of that bid, or \$40,000
At least \$1,000,000, but less than \$2,000,000	4% of that bid, or \$60,000



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At least \$2,000,000, but less than \$4,000,000	3% of that bid, or \$80,000
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If comparable bids are submitted from a responsible non-American Indian/Alaska Native and a responsible small, minority-, or women-owned enterprise, CIHA will award to the small, minority, or women-owned enterprise assuming no responsible qualified American Indian/Alaska Native source provides a bid considered comparable.

**WAGE DETERMINATION**

The wage rates paid to your employees, and used to prepare your bid, must be based on CIHA Tribally Designated Wage rate (TDW) (Attachment F) included with this Contract). Submittal of certified payroll reports will not be required for this Contract; however, payrolls records should be maintained for three (3) years and are subject to prevailing wage compliance review by CIHA. The TDW must be posted at all times at the site of the work, in a prominent and accessible location, where it can easily be seen by all workers. Wage rates are subjected to change; awarded Contractor will accept updated wage rates when they become available.

**INVOICING**

Invoices must be submitted monthly, per property, for work performed according to the contract. Properties are defined in the Scope of Services.

Invoices must include the following:

1. Contractor's name and contact information
2. CIHA's contract control number
3. Property name
4. Invoice number and date
5. Requestor's name and property location
6. Line-item detail with description of services, date of service, price, quantities and extended total

Invoices shall be sent by mail to CIHA's Accounts Payable Department, 3510 Spenard Road, Anchorage, Alaska 99503, by fax to (907) 793-3077, or by email to [cihaap@cookinlethousing.org](mailto:cihaap@cookinlethousing.org).

**INDEMNITY AND INSURANCE REQUIREMENTS**

**Indemnification**

To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold CIHA, its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, "Indemnified Parties") harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys' fees, costs or expenses or any other kind of loss (collectively, "claims or loss"), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by Indemnified Parties.

Contractor's responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by Indemnified Parties that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an Indemnified Party for any

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claim or loss that results from the sole negligence or willful misconduct of the Indemnified Party.

In any and all claims against the Indemnified Parties by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in CIHA's favor that are identical in scope as those assumed by Contractor under the terms of this Contract.

The requirement of any insurance required of Contractor under this Contract shall not limit Contractor's indemnification responsibilities under this section in any way.

**Insurance**

Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Such policies shall be primary to any policies held by CIHA.

Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.

Contractor's insurance shall name CIHA as additional insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21.

Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services. All insurance companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the A.M. Best Insurance Rating Guide, most recent edition.

**Minimum Limits of Liability**

Contractor shall maintain with a company satisfactory to CIHA at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

- a. Worker's Compensation and Employers' Liability: The Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation against CIHA.
  - i. Workers Compensation - Statutory limits
  - ii. Employers Liability - \$1,000,000 Each Accident, \$1,000,000 Disease - Each Employee; \$1,000,000 Disease - Policy Limits

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- b. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit per occurrence. This policy must waive subrogation against CIHA.
- i. \$1,000,000 Each Occurrence
  - i. \$2,000,000 General Aggregate
  - ii. \$2,000,000 Products/Completed Operations Aggregate
  - iii. \$1,000,000 Personal and Advertising Injury
  - iv. \$50,000 Fire Damage Legal Liability (any one fire)
  - v. \$5,000 Medical Expense (any one person)
- c. Commercial Automobile Liability Insurance: Covering all vehicles, owned, hired or non-owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against CIHA.

**CANCELLATION, RENEWAL AND MODIFICATION**

Contractor shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to CIHA. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to CIHA. Certificates of insurance showing required coverage to be in force pursuant to this Section shall be filed with CIHA prior to commencement of the Work. In the event Contractor fails to obtain or maintain insurance coverage required under the Contract, CIHA may purchase such coverage as desired for CIHA's benefit and charge the expense to Contractor or terminate the Contract for default.

**CONTINUATION OF COVERAGE**

If any of the required liability insurance is on a claims made basis, "tail" coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twelve (12) months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If Continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.

**CERTIFICATES OF INSURANCE**

Certificates of insurance and copies of all insurance policies and endorsements if requested by **CIHA** required by this section shall be delivered to the **Procurement Manager** prior to commencement of the Work, or as soon thereafter, as is practicable. Renewable certificates shall be delivered to the **Procurement Manager** no later than thirty (30) days subsequent to the certificate's expiration date. No contract will be signed until the certificate of insurance has been received and approved by the Procurement Manager.

If the insurance expires or is cancelled during the term of the contract, services and related payments will be suspended. Certificates shall be addressed to Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, AK 99503.

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**ADDITIONAL INSURED**

Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503

**BID SUBMITTAL**

All required documents listed on the Bidders Checklist (Attachment C) may be emailed to [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org) or mailed separately to Cook Inlet Housing Authority, Attn: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503. Bid Form (Attachment D) shall be emailed to [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org) no later than the bid deadline listed in the Specified Dates. All bids and submittal items must be received by CIHA no later than the bid deadline.

Bidder shall supply all information and submittals required by the ITB documents to constitute a proper bid. The bid must clearly state the legal name, address, telephone number, and fax number of the bidder. The bid must be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the bidder to the bid. Any changes that are made to this bid using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change was made. No bids may be withdrawn without the written consent of CIHA for a period of thirty (30) DAYS subsequent to the deadline date for receipt of bids.

After bid opening, bids will be checked for correctness of bid item price extensions and the total bid price. A discrepancy between a bid item price and the extended amount of any bid item shall be resolved by accepting the bid item price as correct.

**AWARD**

Award of a firm, fixed-price Contract for the specified Work will be made in accordance with CIHA's procurement policies to the lowest priced, responsive and responsible bidder. CIHA reserves the right to reject any and all bids for this work and to waive any technicality or informality in the procurement process that is deemed in the best interest of CIHA. This Invitation to Bid is not to be construed as a commitment of any kind nor does it commit CIHA to pay for any cost incurred in the submission of any bid or any other cost incurred prior to the execution of a Contract.

**DISPUTES**

In the event any dispute arises from this ITB, such dispute will be resolved in accordance with CIHA's policies and procedures.

**LIST OF ATTACHMENTS**

Attachment A – List of Properties  
Attachment B – Snow Log Form  
Attachment C – Bidders Checklist  
Attachment D – Bid Form  
Attachment E – Sample Contract  
Attachment F – Tribally Designated Wages  
Attachment G – HUD Form Certifications and Representations of Offerors  
Attachment H – Lobbying  
Attachment I – Holiday Closures  
Attachment J – Non-Collusive