



INVITATION TO BID

26T-CN-101

Flooring Term Service

March 2026

Prepared By:

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Procurement Department
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**FLOORING TERM SERVICE
COOK INLET HOUSING AUTHORITY**

**SPECIFIED DATES
ITB # 26T-CN-101**

Description	Date and Time	Locations
1. Bid Packet Available	March 9, 2026	CIHA Website
2. Questions Due Date	March 16, 2026, 2:00PM*	Email
3. Proposal Due Date	March 25, 2026, 2:00PM*	Email/Mail/Hand Delivery

*All times stated in Alaska Standard Time

**INVITATION TO BID
FLOORING TERM SERVICE
ITB # 26T-CN-101**

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 Flooring Term Service across Anchorage, Eagle River, Wasilla, and Palmer.

Bid documents will be available for download at 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 # 26T-CN-101, Flooring Term Service – 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 March 25, 2026, at 2:00PM according to the time clock located at CIHA’s front desk.
- **Emailed bids:** Bids must be received no later than March 25, 2026, at 2:00PM according to the time and date received by CIHA’s email server. Emailed bids may be submitted to Procurement@cookinlethousing.org.

QUESTIONS

CIHA will not be bound by any oral interpretations of this Invitation to Bid (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

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 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 WORK

In accordance with the construction drawings, locally adopted building code and other authorities having jurisdiction supply all materials, labor, tools, equipment and supervision required to provide a complete luxury vinyl plank (LVP) and carpet per the provided flooring layout. The work shall include, but not necessarily be limited to, the following:

Floor Preparation:

Prep all joints and low spots on the subfloor or existing substrate (installed by others) using a lightweight, self-leveling Ardex product (or approved equal). Perform all necessary surface preparation, including sanding ridges, grinding high spots, removing, grinding, or setting protruding fasteners, floating low areas, scraping and removing foreign debris, and applying cement-based self-leveling compound as required. Provide all labor, materials, and methods necessary to ensure the substrate is smooth, level, clean, structurally sound, and satisfactory to deliver a high-quality finished flooring installation free from defects.

Underlayment Installation:

The Contractor shall install one underlayment thickness, either 1/4 inch or 3/8 inch, as required by site conditions. The Contractor shall assess existing substrates and recommend the appropriate thickness for approval.

- 1/4-inch underlayment:
Code-approved, certified, or ASTM-compliant. Installed in accordance with the manufacturer's specifications, glued and stapled.
Price per square foot.
- 3/8-inch underlayment:
Code-approved, certified, or ASTM-compliant. Installed in accordance with the manufacturer's specifications, glued and stapled.
Price per square foot.

Only one thickness will be authorized for installation unless the Owner provides written direction to do otherwise

Luxury Vinyl Plank (LVP) Installation:

Provide and install one Luxury Vinyl Plank (LVP) flooring system- either glue-down or floating click-together- based on site conditions and the Contractor's recommendation, subject to owner approval.

- Glue-down LVP:
Provide LVP with a minimum 12-mil wear layer suitable for residential use. Install using full-spread adhesive in accordance with the manufacturer's written instructions.
- Floating click-together LVP:
Provide click-together LVP with a minimum 12-mil wear layer. Install as a floating system per manufacturer instructions, including required expansion allowances.
- LVP Layout Requirements:
Install planks with a minimum 6-inch offset between end joints in adjacent rows. Use a random stagger pattern. Avoid H-joints, step patterns, and repeating layouts.
- Transitions and Protection:
Provide matching transition strips at all locations where LVP meets other finished floor surfaces. After installation, sweep floors and cover with protective paper supplied by the general contractor.
- Warranty:
Provide the manufacturer's standard residential warranty applicable to the specified wear layer

Carpet Installation:

- Provide carpet with a minimum face weight of 30oz/ yd² and a minimum density rating of 2,800
- Fiber shall be solution-dyed nylon or polyester (PET), or approved equal
- Provide 8lb rebond carpet pad at all carpeted areas, including bedrooms and stairs
- Install carpet in accordance with the manufacturer's written instructions
- Stair treads shall be installed in an upholstered (Hollywood/fitted) method
- Provide matching transition strips where carpet meets other finished floor surfaces
- Vacuum carpet immediately after installation

Vinyl Base:

- Provide Roppe, Pinnacle 4" base, color to be determined (or approved equal)
- Install at all bathrooms

CONTRACTOR RESPONSIBILITIES

- Ensure all carpet and LVP installations are completed in a neat and workmanlike manner, producing high-quality finish with a minimal number of carpet seams and plank joints.
- Correct all deficiencies identified during any CIHA inspection within 48 hours of notification by CIHA.
- Maintain job site cleanliness: Use CIHA-provided dumpsters when available, when no dumpster is available, the Contractor shall remove all crew-generated debris from the site each day.

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- Provide adequate crew supervision to ensure workmanship, code compliance, and adherence to construction documents.
- Maintain worker safety in accordance with applicable regulations and best practices.

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.

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-A Certification Form (Attachment E) 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:
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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
At least \$2,000,000, but less than \$4,000,000	3% of that bid, or \$80,000

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 G) 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 for services performed will be submitted monthly to **CIHA**. Payment of invoices is due and owing thirty (30) days from the receipt of the invoice. Contractor shall keep an accurate record of all hours worked and shall include an accurate accounting of it on each monthly invoice. In addition, a written monthly report shall be attached, describing program activities for the month. Invoices shall reference CIHA's contract control number and the name of the CIHA employee requesting services.

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.

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 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.

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 A) may be emailed to Procurement@cookinlethousing.org or mailed separately to Cook Inlet Housing Authority, Attn: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503. Bid Form (Attachment C) shall be emailed to 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. CIHA reserves the right to award more than one Contractor.

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 – Bidders Checklist
- Attachment B – Floor Plan Drawing
- Attachment C – Bid Form
- Attachment D – Lobbying Certification Form
- Attachment E – HUD Form Certifications and Representations of Offerors
- Attachment F – HUD General Conditions for Construction
- Attachment G – Tribally Designated Wages
- Attachment H – Sample Contract