CHARLOTTE.

SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Addendum 8/10/18

Invitation to Bid

NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

Documents included in Package:

1) Instruction to Bidders
2) Specs by Location/Trade (Scope of Work)
3) Subcontractor Certifications (if applicable)
4) Floor Plan / Site Drawing (if applicable)

Bid Walk & Bid Opening:

Project Address: **1520 Hawthorne Ln.** Call project manager for full address HNS19-04	**SAFE HOME CHARLOTTE** **LEADSAFE CHARLOTTE**
Bid Walk: **8/9/18 at 11:00 am**	
Bid Opening: **9/16/18 at 2:00 pm**	
Client Name: Barbara Digsby	Contact Number:
Project Manager: Chuck Hitsman	Contact Number: Office- 704-336 3495

Bid Walk and Bidding Instructions:

All bid walks are mandatory.

If you are going to be late the policy is the following:
Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Charles Hitsman(cell # 704-622 1685).

Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.

The Bids will be opened at 600 East Trade St. immediately following the

CHARLOTTE.

SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

above due date and time.

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at 1520 Hawthorne Ln. to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:
All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

_____ Dollars ($ _____)
Written total

Specs Dated:	06/13/18	Number of Pages:	8
Addenda # 1 Dated:	8/10/18	Number of Pages:	16
Addenda # 2 Dated:		Number of Pages:	

Project Schedule:	***Start Date -***
	Completion date-

Please Print and Sign:
Company Name/Firm:
Authorized Representative Name:
Signature: Date:

CHARLOTTE.

SAFE HOME

CITY OF CHARLOTTE

NEIGHBORHOOD & BUSINESS SERVICES

CHARLOTTE.

SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Requirements For Bidders

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

1) Is a licensed general contractor in the State of North Carolina;
2) Has an Renovate, Repair & Paint Certification (http://www2.epa.gov/lead/renovation-repair-and-painting-program);
3) Is not listed on a local, state or federal debarment list;
4) Carries an appropriate amounts of insurance;
5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

1) Submit all requested documentation on time;
2) Meet the above requirements for responsibility at the time of bid submittal;
3) Have the capacity to meet the required schedule for the project.
4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Charles Hitsman
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 29202
PH: (704) 336 3495
Fax: (704) 336-3489

CHARLOTTE.

SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Instructions to Bidders

Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
  - Scope of Work
  - Addenda Acknowledgement
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

Work Specification

Prepared By:
City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address:	1520 Hawthorne Ln Charlotte, NC 28205	Owner:	Barbara Digsby
		Owner Phone:	Home: (704) 334-9291
Structure Type:	Single Unit	Program(s):	LeadSafe 2016 SH FY18 Not Ranked
Square Feet:	980		
Year Built:	1955		
Property Value:	84400		
Tax Parcel:	08119303		
Census Tract:			
Property Zone:	Council District 1		

Repairs

Description	Floor	Room	Exterior

Portable Toilet

Provide temporary toilet facilities from job start until approval of permanent facilities.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Permits Required

The contractor is responsible obtaining and paying for all permits required. Said permits shall include all items in this scope of work.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Dumpster

After procuring all required permits, place AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Work Specification

Prep & Paint Exterior Surfaces-

Prep and paint ALL exterior painted surfaces. Properly dispose all loose materials. Secure or replace all loose, broken, rotted or deteriorated materials. Caulk and fill all cracks, voids, holes, etc. prior to applying 25-year or better Low VOC paint. Owners choice of color. All work to be done in a neat & professional manner. Use care to protect all surfaces not intended for paint coverage.

Bid Cost: _____ X _____ = _____

Base **Quantity** **Total Cost**

Repoint Masonry Bricks -REAR

Rake out existing mortar joints to a minimum depth of 1/2". Completely fill mortar joints to match existing.

Bid Cost: _____ X _____ = _____

Base **Quantity** **Total Cost**

Troubleshoot and Repair Electrical Panel Boxes/ sub-boxes

3- Panel Boxes.
Troubleshoot malfunctioning box(s), replace any defective or damaged wiring, devices, and equipment and restore the circuit to safe and proper operation per all requirements of the Electrical Code.

Bid Cost: _____ X _____ = _____

Base **Quantity** **Total Cost**

Front Brick Retaining Wall

Level surface, prepare a footing at a properly compacted subgrade. Set concrete blocks 2 high off a Permited, approved footing . Useing brick chosen by owner build a running pattern retaining wall to match house pattern (see photo handout for example). Form & pour concrete cap. Starting from porch sidewalk, extend wall 2 feet past left-end of house. Grade property in front of new wall to drain to the left of property. Seed & straw disturbed area.

Bid Cost: _____ X _____ = _____

Base **Quantity** **Total Cost**

Replace 2 Portable Air-Conditioners

Replace (2) two window mounted air-conditioners. Size units to supply proper square footage. Fabricate a steel exterior support system for Units.

Bid Cost: _____ X _____ = _____

Base **Quantity** **Total Cost**

Double Bowl Sink Complete - KITCHEN

Install a 18 gauge 33" x 22" x 8" double bowl, stainless steel, self rimming kitchen sink including a single handle metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, P-trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. No copper compression fittings.

Bid Cost: _____ X _____ = _____

Base **Quantity** **Total Cost**

Work Specification

Counter Tops Replace - KITCHEN

Screw to base cabinet a square edged plastic laminate counter top. Provide end-caps and cutout for sink. Caulk counter top to adjoining walls with low VOC caulking to match wall color. Owner's choice of in-stock color and texture.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

GFCI Receptacle 20 AMP- KITCHEN & BATH

Install the flush mounted, ground fault circuit interrupted, duplex receptacle and cover plates. Fish wire and repair all tear out as needed. Supply correct number of outlets per room.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Electric Oven and Matching Hood Fan - KITCHEN

Dispose of wall oven. Install a white, 30" electric, self cleaning, single wall oven with bake and pass broil elements in same cabinet. trim/ repair/ paint any opening from oven size differential. Match exterior vented Hood Vent

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Cabinets Base - KITCHEN

Replace base cabinets. Cabinets to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Cabinets Wall - KITCHEN

Replace wall cabinets. Cabinets are to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Subfloor Repair - KITCHEN / UTILITY ROOM

Remove damaged subflooring as needed. Replace any joist, bands or girders needed. Replace with underlayment grade plywood to match level of existing flooring (CDX grade if new underlayment is required for entire room. 23/32" Advantech tongue and groove subflooring is also acceptable.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Work Specification

Resilient Flooring - Healthy Homes ; KITCHEN , UTILITY ROOM , LIVING ROOM & HALL

Healthy Homes
Install 25 year warrantied resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

REPAIR DECAYED BRICK MOLDING

Cover ground with drop cloth. Repair decayed brick moldings. Scrape loose, cracked, peeling, and blistered paint from exterior side of door, jamb, casing and trim. Feather edges and dull gloss with sandpaper. Tack rag all surfaces. Spot prime and topcoat with owner's choices of premixed acrylic latex semi-gloss.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Exterior Rear Crawlspace Door

Remove existing door, frame and threshold. Install new Energy Star rated pre-hung exterior door. Insulate cavity. Install mortised dead bolt and lever handled door hardware keyed alike. Install wide peep sight. New casing and shoe molding will match existing. Apply primer and topcoat. This installation to include repairing any damaged header, door framing, to include wall framing, sub-floor, floor joists and sill.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Electric Baseboard Heat Registrars - Replace All

Replace all Baseboard Heat Registrars.
Be sure to fit units properly into wall. Any excess space, holes, shoe molding Gaps' to be smoothly retro-fitted to match and be weather tight. Neatly/cleanly caulk if nessesary Paint any 10 year Product Warranty or greater.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Work Specification

Demo and Rebuild Bathroom - Complete

Completely demo the existing bathroom. Remove all plumbing and electrical fixtures, ceiling, wall, and floor coverings to the framing. Repair or replace all framing as necessary to meet the requirements of the Construction Specifications and the Building Code.

Rebuild the bathroom complete with all the following features:
*floor, wall, and ceiling insulation at locations required by the Construction Specifications
*switched ceiling mounted fan vented through the roof
*switched light fixture over the vanity
*4 piece fiberglass tub and surround
*drywall and finish walls and ceiling
*vinyl sheet goods flooring over 1/4" underlayment
*baseboard and shoe mold at standard locations
* 16.5 " tall , 1.6 gpf commode
*24" vanity with cultured marble top and single handle faucet
*3 piece bath hardware set (towel bar, paper holder, and towel ring)
*mirror over vanity (minimum 2'x2'-framed)
*wall mounted electric heat registrar
*3-grab bars; at commode, at left/right of exterior shower walls
*walls and ceiling painted semi-gloss per Construction Specifications.

All materials and construction methods shall meet the requirements of the relevant Construction Specifications and the NC Codes.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

LED Screw Base Bulb Installation

Replace all existing screw base (A-Type) lamps throughout the house with LED screw based omni-directional (A-Type) lamps. Contractor to field verify quantity needed.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Prep & Paint Entire Interior remove wall paper

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic FLAT latex in all habitable rooms and low VOC acrylic SEMI-GLOSS latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Exterminate Termites

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Work Specification

Seamless Aluminum Gutter & Downspouts - Install

Install K- type .027 gauge seamless aluminum gutter to service roof with sufficient pitch to downspouts. White or brown color choice by owner.
Gutters installed in front of dwelling will NOT have downspouts draining water on the A side of dwelling. Contractor to remedy all front downspouts to drain on B or D sides of dwelling.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Combination CO / Smoke Detector Hard Wired

Install a hard wired combination carbon monoxide and smoke detector with battery back up per Code

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Smoke Detector Hard Wired

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

See Attached Lead Scope

All work shall be performed in accordance with applicable regulations and shall meet all applicable building codes. Building permits will be obtained as appropriate. Mecklenburg County requires building permits for Lead Hazard Reduction if the work involves activities subject to permitting under general conducts.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Refrigerator--18 CF Frost Free

Dispose of old refrigerator. Install a 2 door, top freeze, frost free refrigerator with at least 18 cubic feet.

Bid Cost: _____ X _____ = _____
Base **Quantity** **Total Cost**

Certification

Contractor Name: _____ **Total Cost:** _____

Signature: _____ **Date:** _____

Internal COST ESTIMATE

Address 1520 Hawthorn Ln

Date **7-Jun-18**

Item #	Feature	Method	Number	Cost Per Unit	COST
1	Exterior A Side Front Porch - Wood trim	Stabilize: Paint stabilization by wet scraping, repaint and followed by general cleaning by wet wiping and HEPA vacuum should be performed.			
2	Exterior A Side - Wall material near windows	Stabilize: Paint stabilization by wet scraping, repaint and followed by general cleaning by wet wiping and HEPA vacuum should be performed.			
3					
4					
5					
6					
7					
8					
9					
10					

Total Cost Estimate

Selective Rehab Team/Forms/Bid Forms/Led Bid Scope/Blank Jim Roy Bid Sheet

LEAD ABATEMENT SCOPE OF WORK
& INSTRUCTIONS TO BIDDERS
Address 1520 Hawthorne Ln.
Complete the following scope of work:

Item #	Feature	Method	Number	Cost P	COST
1	Exterior A Side Front Porch-Wood Trim				
2	Exterior A Side-Wallmaterial near windows				
3					
4					
5					
6					
7					
8					
9					
10					
			total		

Contractors may submit an occupant protection plan on the form provided.
1 Contact Lars Aamoth at 704 237 8150 if you have any questions.
Complete all interior work in a unit in a single day.
2 Allow for replacement of 50 board feet of rotted wood.
3 Unless otherwise noted any window or door removal and replacement
4 includes frame and trim on both sides.
In lieu of complete removal, window frames may be enclosed with vinyl on
5 exterior in accordance with all project manual requirements
6 Contact Jim Roy to conduct inspections prior to repainting or other putback and after vinyl siding installation.
Windows being placed in a bathroom need to be tempered glass.

Total Bid $
Acknowledgement of Addenda (if any):

Addendum#		
		Date

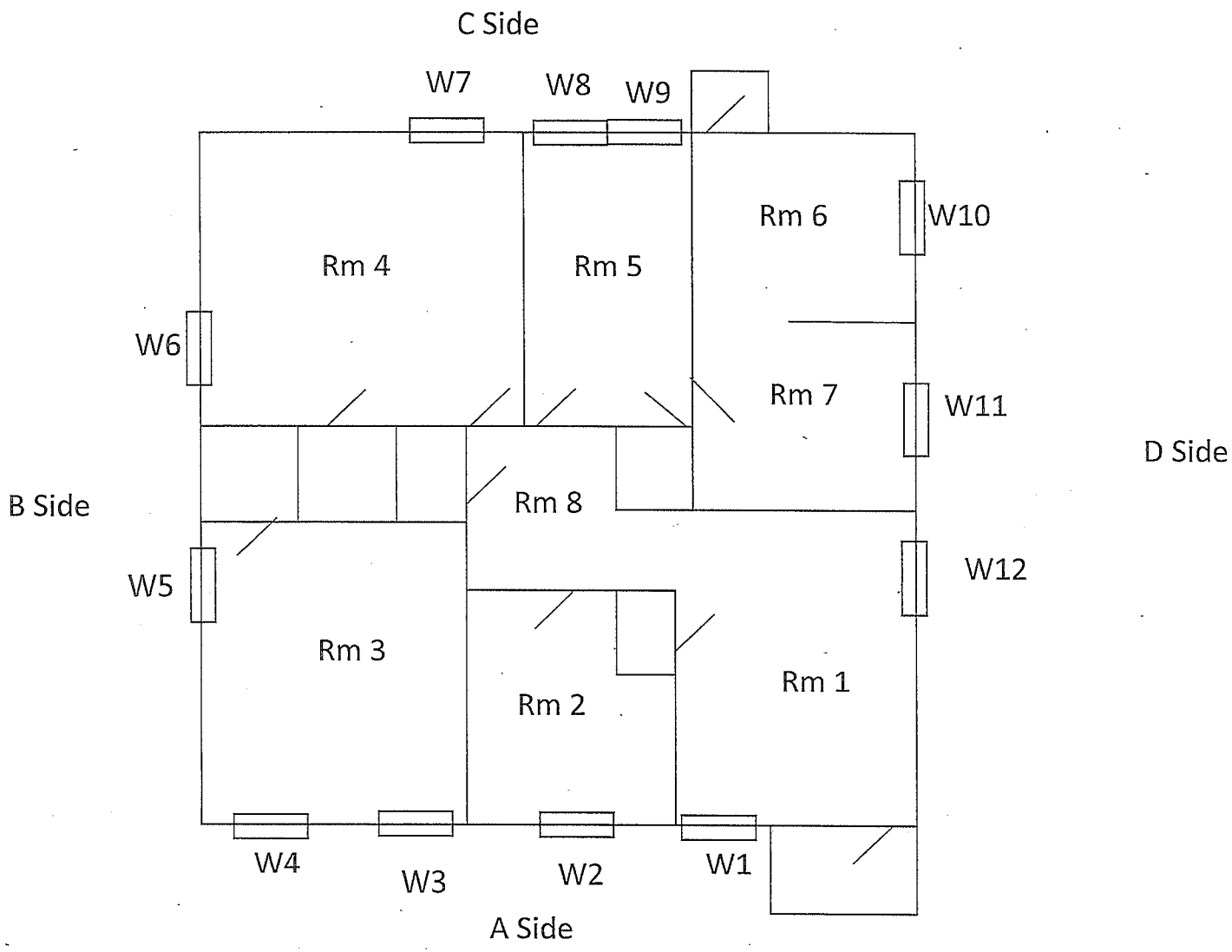
The undersigned contractor agrees to perform the scope of work for the indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within 60 days of award.

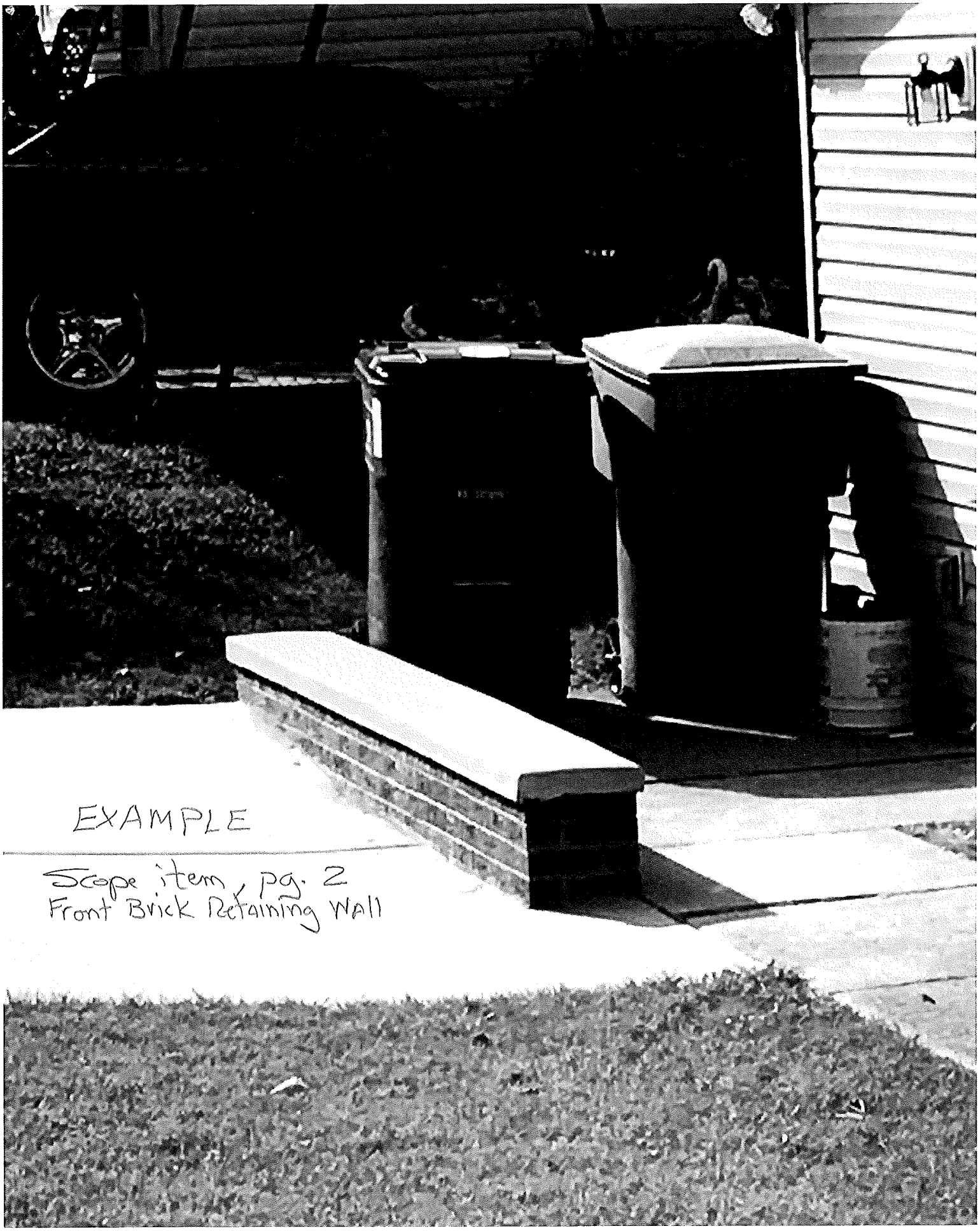
Signature of authorized contractor representative

Contractor Submitting Bid:
Address:

Phone:

1520 Hawthorne Lane
Charlotte, NC





EXAMPLE

Scope item, pg. 2
Front Brick Retaining Wall