



Invitation to Bid HNS 21- 46

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:		SAFEHOME CHARLOTTE
		6634 ELM FOREST Dr.
Bid Walk:	5/6/21	@ 9:00 AM
Bid Opening:	5/13/21	@ 2:00 PM Via E-MAIL
Client Name:	Arzella McGin	Contact Number: 704 738 3151
Project Manager:	C. Hitsman	Contact Number: 704 622 1685

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 _____(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 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 ⁰⁰³⁴ ELM FOREST 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: 1/15/21 Number of Pages: 8

Addenda # 1 Dated: _____ Number of Pages: _____

Addenda # 2 Dated: _____ Number of Pages: _____

Project Schedule: Minimum Start Date -

Completion Deadline:

Please Print and Sign:

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



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



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.

Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 28202
PH: (704) _____
Fax: (704) _____



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

- 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)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Prepared By:

City of Charlotte Housing & Neighborhood Services

600 E. Trade Street

Charlotte, NC 28202

(704) 336-7600

Property Details

Address: 6634 Elm Forest Dr.
Charlotte, NC 28212

Owner: Arzella McCain

Owner Phone: Home: (704) 738-3151

Structure Type: Single Unit

Program(s): Tested- NO LEAD
SH 21 Rehab

Square Feet: 1377

Year Built: 1969

Property Value: 84400

Tax Parcel: 13311210

Census Tract:

Property Zone: Council District 5

Repairs

Description

Floor Room

Exterior

All Contractor's Project Requirements

The contractor is responsible for all project requirements, including but not limited to:

All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.

Obtaining all permits required. Said permits shall include all items in this scope of work.

Provide temporary toilet facilities from job start until the completion of work.

Provide AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpsters and repair any evidence of the dumpster use.

Contractor may haul debris away daily using dump trailers or trucks.

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

Vapor Barrier

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

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

Work Specification

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

Insulate Floor R-19

Install R-19 Kraft faced batt fiberglass insulation to floor where missing. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.

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

Attic Insulation Increase to R-38

Increase attic insulation to R-38, contractor to attach verification to rafter at attic access, easily seen. Include ventilation baffles to code.

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.

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 and outside of sleeping areas.

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

Tear Off & Reroof Shingles

Remove and dispose of existing roofing, inspect and repair roof deck (include 96 sq.ft. of decking replacement in bid) and install new 30 year architectural shingles. Include ice and water shield at all roof edges, felt paper, shingle over ridge vent, boots, flashing and all necessary accessories.

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

Work Specification

Exterior Handrails- FRONT

Remove existing handrails. Dispose of properly. Re-install handrails to current building code- specified metal or treated lumber. Size & dimensions to code.

$$\text{Bid Cost: } \frac{\text{Base} \times \text{Quantity}}{\text{Total Cost}}$$

Vinyl Window

Dispose of window units and any security bars. Field measure, order and install new Energy Star rated vinyl, double glazed LOW-E windows including half screens. Insulate rough opening. Install new extension jambs, casing and sill as needed, prime and paint. Exterior trim to be wrapped in PVC coated aluminum coil as needed. Repair all areas disturbed by removal and installation. This installation is to include repairing any damaged header, framing (to include king studs, jack studs etc.) sub-floor, floor joists, band joists and sill. Any windows replaced in a bathroom must have tempered glass.

$$\text{Bid Cost: } \frac{\text{Base} \times \text{Quantity}}{\text{Total Cost}}$$

Vinyl Siding - AT REAR STRUCTURAL ATTACHMENT

Remove all deteriorated exterior "attached" building components at rear of dwelling.
Remove vinyl sided wall of its siding and replace (Match)
Clean off any debris from the brick siding.
Correctly adjust dryer vent to Code.
Remove / correctly fasten any electrical components.
Wrap vinyl sided siding with Tyvek vapor/ infiltration barrier. Install vinyl clapboard siding including corners, door and window trim to complete installation. Owner's choice of siding color, exposure, and texture with 50 year warranty.
Finish any/all compromised areas associated with the 2-sided structure removal.

$$\text{Bid Cost: } \frac{\text{Base} \times \text{Quantity}}{\text{Total Cost}}$$

Sliding Glass Patio Door

Remove and dispose of existing door, frame and threshold. Install new Energy Star rated pre-hung exterior vinyl siding patio door with screen and locking hardware. Insulate cavity. New casing and shoe molding will match existing. This installation is to include repairing any damaged header, door framing, wall framing, sub-floor, floor joists, band joists, and sill.

$$\text{Bid Cost: } \frac{\text{Base} \times \text{Quantity}}{\text{Total Cost}}$$

Prehung Metal Door THRESHOLD REPLACEMENT (Exterior Utility Room)

Remove / replace decayed exterior utility Room steel door threshold / sill.

$$\text{Bid Cost: } \frac{\text{Base} \times \text{Quantity}}{\text{Total Cost}}$$

Work Specification

Electric Service 200 AMP

Replace electrical service with new 200 amp, main disconnect, 110/220 volt, 24 circuit panel board, meter socket, weather head, service cable, ground rods and cable. Include replacement of all sub-panels. Caulk exterior service penetration.

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

GFCI Receptacle 20 AMP (IN EXTERIOR UTILITY ROOM)

Install a flush mounted, ground fault circuit interrupted, duplex receptacle and cover plate. Fish wire and repair all tear out as needed.

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

Resilient Flooring

LAUNDRY ROOM / KITCHEN / DEN / LIVING ROOM

Install 25 year warranted resilient floor covering per manufacturer's specifications. Flooring material is to be vinyl interlocking planks and be waterproof. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

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

Prep & Paint Room Flat / see Asbestos Scope(HALLWAY)

1. Remove whole house fan. Frame/drywall , prep for paint.
2. Replace Attic Access door/stairs, prep for paint.
3. Replace ceiling light
4. 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. Painting shall include walls, ceiling and any associated trim (and Doors) with SEMI-GLOSS latex. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

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

Replumb Supply Lines

Remove all existing water supply lines. Install new PEX supply lines to code to service one 3-piece bath, kitchen and laundry area. Insulate exposed hot and cold water lines, installed to code. Repair any wall or ceiling tear out required to install system.

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

Replumb Waste Lines & Vents

Remove all drain, waste and wet vent lines to code legal dump. Install schedule 40 PVC to service one 3-piece bath, kitchen and laundry area from the roof vent pipe/pipes thru the foundation wall to include a main clean out outside of house and any interior clean outs required, installed to code. Repair any wall or ceiling tear out required to install system.

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

Work Specification

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

Asbestos Abatement Scope

See attached scope. An allowance to complete the scope of work attached.

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

Prep & Paint Ceilings Flat / see Asbestos Scope

see Asbestos Scope

KITCHEN HALLWAY LAUNDRYROOM 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. Painting shall include walls and any associated trim with SEMI-GLOSS latex. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

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

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

ASBESTOS ABATEMENT SCOPE OF WORK & INSTRUCTIONS TO BIDDERS

Address
Complete the following scope of work:

EITHER A N.CAROLINA LICENSED, CLASS III ASBESTOS TRAINED INDIVIDUAL OR A N.CAROLINA CERTIFIED ASBESTOS ABATEMENT CONTRACTOR REQUIRED

6634 ELM FOREST DR. 30-Dec

Item #	Feature	Method	Number	Cost Per unit	COST
1	Interior- White Joint Compound on the wallboard joints, seams & connection points	Abate Removal & disposal of Asbestos containing joint compound material prior to renovation or demolition activities. Any area that may contain joint compound must be considered Asbestos containing material and removed as stated. It is probable that the joint compound will become friable during removal, considered a (RACM) Regulated Asbestos Containing Material, work to be completed by a Licensed NC Abatement Contractor, or if the amount to be disturbed can fit in one-glove bag, a Class III trained individual may complete the removal.			
2	Interior- White spray on Ceiling Texture on the hallway, kitchen and laundry room ceilings	Abate Removal & disposal of any asbestos containing material prior to renovation or demolition activities. Any area that may contain Asbestos ceiling spray must be considered considered Asbestos containing material and removed as stated. It is probable that the ceiling spray material will become friable during removal, considered a (RACM) Regulated Asbestos Containing Material, work to be completed by a Licensed NC Abatement Contractor or if the amount to be disturbed can fit in one glove bag, a Class III trained individual may complete the removal.			
4					
5		Regardless of the amount, the City will provide a Risk Assessor for the Clearance upon completion of the work.			
6					
7					
8					
9					
10					

total

Contractors may submit an occupant protection plan on the form provided.

- Contact Jim Roy if an additional form is needed. Phone 704-968-4111. Complete all interior work in a unit in a single day.
- Allow for replacement of 50 board feet of rotted wood.
- Unless otherwise noted any window or door removal and replacement includes frame and trim on both sides. In lieu of complete removal, window frames may be enclosed with vinyl on exterior in accordance with all project manual requirements
- 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:

LEAD BASED PAINT SCOPE OF WORK

& INSTRUCTIONS TO BIDDERS

RRP Certification required

Address

6634 Elm Forest Dr.

15-Jan

Complete the following scope of work:

Item #	Feature	Method	Number	Cost Per unit	COST
4	INTERIOR - Room 8 Window A1 and Window A2, black mini-blinds	Removal & disposal of any Lead containing material prior to renovation or demolition activities. Remove mini-blinds and complete specialized cleaning of horizontal surfaces			
6	Lead Clearance				
7					
8					
9					
10					
total					

Contractors may submit an occupant protection plan on the form provided.

- 1 Contact Jim Roy if an additional form is needed. Phone 704-968-4111.
- 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

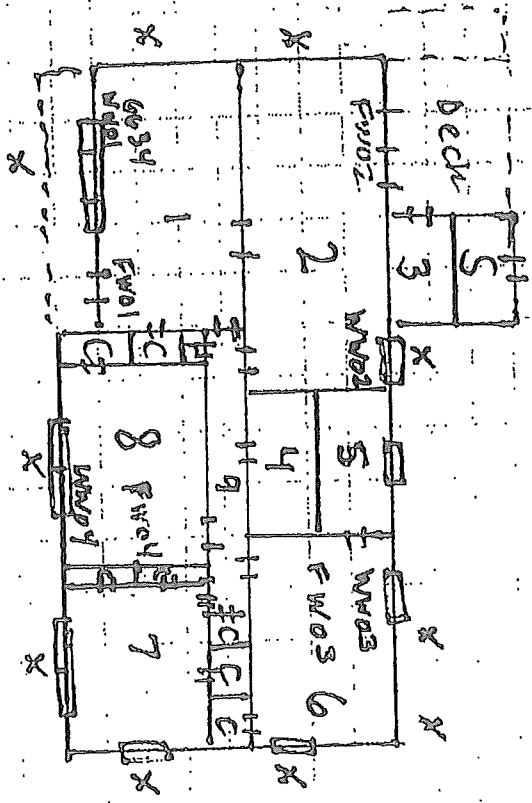
Contractor Submitting Bid:

Address:

Phone:

SIDE B




SIDE C



SIDE A

SIDE D

NOT TO SCALE

- Legend
-  = Window
 -  = Door
 -  = Soil Sample Location