



## Invitation to Bid HNS 21-44

**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)

*5/3/21  
Approved*

**Bid Walk & Bid Opening:**

Project Address:		7311 MIDDLEBURY PL	
Bid Walk:	5/18/21	@	8:30 AM
Bid Opening:	5/25/21	@	2:00 PM via E-MAIL
Client Name:	Coronika Hall	Contact Number:	704.891.6717
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 # <sup>(704)</sup>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 Middlebury<sup>7311</sup> 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: 4/12/21 Number of Pages: 6

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:



## **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) 622 P 11855  
Fax: (704) \_\_\_\_\_

## **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



***SAFE HOME***  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

- Itemized Work Sheet
- Subcontractor Certifications (if applicable)

**Bid Validation**

- All approved bids will be valid for 60 days after the bid opening date

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:	7311 Middlebury Pl Charlotte, NC 28212	Owner:	Coronica Carter-Hall
Structure Type:	Single Unit	Owner Phone:	(704) 891-6717
Square Feet:	1786	Program(s):	Tested- NO LEAD SHFY21
Year Built:	1969		
Property Value:	186100		
Tax Parcel:	13319219		
Census Tract:			
Property Zone:			

## Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
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### 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

### 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

# Work Specification

## 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

## 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

## Prehung Exterior Door - Left-rear Bedroom- WOOD ONLY

1. Replacement doors ( WOOD ONLY ) must match the historic value of the Neighborhood. Exterior doors should reflect a style and design that is compatible with the construction period ( 1969 ) of the home and within the context of the neighborhood

..approval of doors by PM required before ordering & installation

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.

2. Front Door- RETRO-FIT DOOR: adjust / replace any hardware needed to have door plumb, & level and operational to Code. Weather strip door to be leak free. Paint door/trim inside & out.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Gas Pack

Install combination AC/furnace unit, minimum 14 SEER design per manual J and Manual D for this home.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Dryer Vent

Install 4" rigid aluminum vent tubing ( ALUMINUM EXTERIOR COVER )- no Plastic exterior material- from the specified dryer location to a 4" wall mounted dryer vent hood with a back flow preventer and NO screening. Fasteners shall not protrude into the interior of the exhaust duct. Seal all seams in the system with duct mastic or aluminum foil tape, not duct tape. Secure duct and hood to framing.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Water Heater 40 Gallon Electric

Install a 30 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with 10 year warranty. Include pressure and temperature relief valve, expansion tank, discharge tube to within 6" of floor or to outside of structure, shut-off valve and electric supply. If it is located on an upper floor or if there is no floor drain, install a catch pan drained to the exterior. Dispose of old water heater appropriately.

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

## Double Bowl Sink Complete

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

## Counter Tops Replace

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

## Cabinets Base

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

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



# Work Specification

## Prep & Paint Room Semi Gloss , Include Ceiling ( KITCHEN )

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

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Wallpaper Removal

### KITCHEN / HALL

Remove existing wallpaper to a clean wall surface ready for primer and paint. Include a thin skim coating of lightweight joint compound sanded and smoothed if needed.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Floor System Repair - KITCHEN

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 8" joists hung 16" on center, plywood or tongue and groove subfloor, sill plates. Include replacing all deteriorated band joists, girders, wall studs and insulating wall / floor to code. Your responsible for relocating any electrical wire or plumbing pipes during any wood assembly replacement.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Resilient Flooring - KITCHEN

Install 25 year warrantied 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

## Register Cover Install

### KITCHEN

Install/replace appropriately sized baseboard return air diffuser with latch-controlled single damper.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Range Hood Exterior Vented

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 sones. Attach hood to cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper Romex. Owner's choice of color.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Replace Entire Electrical System to Current Code

Completely remove all existing electrical equipment and accessible wiring. Wiring concealed in walls and inaccessible locations may be cut off as short as possible and abandoned in place.

Install a new complete and fully functioning electrical system with 200 amp service meeting all requirements of the current NC Electrical Code and the Construction Specifications, include Smoke & CO2 detectors, GFCI

This installation shall include the provision and installation of new lighting fixtures per the room schedule in the Construction Specifications.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Fan/Light Fixture- Energy Star- - Bathroom

Hall Bath

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Door/Framed Opening Trim Repair

1. Repair damaged trim surrounding interior door frame or interior cased opening in front foyer. Paint to match surroundings. Wood trim should be used and should be free from surface defects.
2. Install door knob in door at end of hallway

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

## Window Weatherproofing

Install weatherproof silicone caulking around the exterior of window framing to seal out air leakage.  
Install V-strip style weather stripping to seal sash tops, bottoms & sides.  
If any locks don't operate smoothly, replace with similar size & color.  
Re-glaze all cracked glazing.  
Repaint interior & exterior frames , sashes, trim & aprons  
All windows will operate smoothly when finished.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

# Work Specification

## Demo and Rebuild Bathroom - Complete ( MASTER )

Completely demo the existing bathroom. Remove all plumbing and electrical fixtures, doors and trim, and 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

\*ceiling mounted fan vented through the roof

\*switched light fixture over the vanity

\*GFCI outlet per Code

\*Fiberglass shower surround, new shower door, plumbing hardware & valves

\*drywall and finish walls and ceiling

\* replace any decayed subfloor, plates, aprons, sill, joist or girders. Replace any needed shower wall/floor material needed.

Move any electrical/plumbing necessary.

\*25 yr resilient plank flooring

\*baseboard and shoe mold at standard locations

\*1.6 gpf commode 17"

\*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

\*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

### Exterior Steps Replace

Replace existing wood steps and stringers to Code. New treads shall be two 2" x 6" spaced 1/2" apart, and have 2" 12" stringers. Wooden handrails should include pickets installed to Code. Entire stair system should be constructed using pressure-treated lumber.

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

### Exterior Handrails

FRONT \_ Scrape & paint front iron handrails black. Use appropriate paint for rust application.

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

### Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_