



Invitation to Bid HNS 21-69

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: 7417 Cormwell Lane REHAB ONLY	
Bid Walk: July 22, 2021 at 11:00 AM	
Bid Opening: July 29, 2021 2:00 PM	
Client Name:	Contact Number:
Project Manager: Mike Taylor	Contact Number: 704-336-4115

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 Mike Taylor (cell # 980-215-1156).

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 **7417 Cornwell Lane** 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: 6/29/21 Number of Pages: 9

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.

Mikel Taylor
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 29202
PH: (704) 336-4115
Fax: (704) 632-8575



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



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

Response Due: 6/29/2021 8:45 am

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

Property Details

Address:	7417 Cormwell Ln Charlotte, NC 28210	Owner:	Dorothy Pittman
Structure Type:	Single Unit	Owner Phone:	(704) 525-8944
Square Feet:	1355	Program(s):	SHFY21
Year Built:	1974		
Property Value:	142900		
Tax Parcel:	16716914		
Census Tract:			
Property Zone:			

Additional Comments

Scope of Work for Bidding

Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
All Contractor Project Requirements		General 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

Exterminate Termites

General Requirements

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

Removal of Asbestos Containing Material

General Requirements

The joint compound on the walls and ceilings is an asbestos containing material (ACM).

Work that may disturb ACM includes but may not be limited to:

- *cutting of wall board or ceiling board for any reason
- *removal and installation of showers and tubs
- *adding electrical outlets, lights, or smoke detectors
- *installing washer boxes or dryer vents
- *installing new air returns
- *paint prep that removes existing paint

The contractor is responsible for identifying activities that disturb ACM and for the proper removal and disposal of all ACM disturbed in the course of working on this project.

If all disturbed ACM materials will fit into one asbestos waste or glove bag, contractor's workers who are properly trained under OSHA Construction Standard Asbestos Regulations 29 CFR 1926.1101 may remove and dispose of the ACM using safe work practices.

If all disturbed ACM materials will not fit into one asbestos waste or glove bag, or if workers are not properly trained, the contractor shall hire a state certified asbestos abatement firm to remove and dispose of the disturbed ACM materials.

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

200 amp Electrical Service

Building Systems

Replace electrical service with new 110/220 volt, 200 amp panel with main disconnect and 24 circuit panel board; meter socket; weather head, service cable; and ground rods and cable. Caulk exterior service penetrations. Label circuits legibly. Replacement of all sub-panels is included.

Install AFCI breakers on all bedroom receptacle circuits. Label outlets per Code requirements.

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

Replace Receptacles, Switches, and Cover Plates

Building Systems

Replace all existing receptacles, switches, and cover plates throughout the entire house.

Replace all two prong receptacles with three prong receptacles.

Install GFCI breakers on all two wire receptacle circuits.

Install GFCI/AFCI breakers on all bedroom receptacle circuits. Label outlets per Code requirements.

Receptacles in Code defined wet or damp locations shall be GFCI protected.

Scope includes repair of any wall or ceiling damage.

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

Work Specification

Smoke and Carbon Monoxide Detectors

General Requirements

Install UL approved ceiling mounted smoke and heat detectors permanently hard wired into outlet boxes with battery backups in all bedrooms and outside of all sleeping areas.

Detector in the hall way shall be a combination CO/smoke detector.

All detectors shall be interconnected so that when any one detector goes off, all other detectors also go off.

Installation shall comply with all requirements of the Electrical Code.

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

Dedicated Circuit

Building Systems

Install a dedicated circuit to service the freezer in the utility room.

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

GFCI Devices Exterior

Building Systems

Install surfaced mounted ground fault circuit interrupt receptacles with weather proof covers at the front porch and rear entry. All work to comply with the Electrical Code.

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

Protect Exposed Wiring

Building Systems

Re-route and enclose as required by the Electrical Code the gray wire running from the electrical panel through the utility room into the attic.

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

Re-wire Exterior Flood Lights

Building Systems

Re-wire the exterior flood lights as necessary to be in full compliance with the Electrical Code.

EXISTING FLOOD LIGHTS ON RIGHT SIDE OF HOUSE AND ON THE BACK OF THE HOUSE.

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

Work Specification

Bath Fan

Bathroom master

Install a switched ceiling mounted Energy Star rated exhaust fan in the ceiling. Fan shall be quieter than 2 sones and shall move air at 100 cfm.

Proper installation of metal vent and roof or wall cap/damper assembly is included.

Installation of all necessary wiring for fan and switch is included. Switch shall be flush mounted near the door.

All materials and work shall comply with the Electrical and Mechanical Codes.

Repair all ceiling and wall damage caused by the installation.

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

Take Down Ceiling Fan

Bedroom rear

Take down the existing ceiling fan in the spare bedroom and re-install original ceiling fixture provided by owner.

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

Florescent Light

Kitchen

Replace the existing ceiling fixture in the kitchen with a 4' four tube florescent fixture with a decorative cover.

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

Range Hood

Kitchen

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 2 sones. Attach hood to cabinet with screws. Scope includes metal vent with roof cap and damper assembly, and all necessary wiring.

Installation shall comply with all requirements of the Electrical and Mechanical Codes.

Owner's choice of color.

NOTE: A 36" hood is required.

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

LED Screw Base Bulb Installation

General Requirements

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

CEILING FIXTURES ONLY. LAMPS NOT INCLUDED.

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

Work Specification

Replace Heating and Air Conditioning Equipment

Building Systems

Remove all existing HVAC equipment and ductwork. Dispose of properly.

Perform Manual J calculations for the house room by room that account for all changes included in the scope of work.

Use Manual S to select the proper equipment for the house.

Use Manual D to design a new ductwork system.

Provide Manual J, S, and D calculations and design specifications for the selected equipment to the rehab specialist for review and approval.

Install the approved gas furnace, air handling unit, and air conditioning unit at the existing locations. Install R-8 ductwork with mastic sealed connections. Perform ductblaster testing on new ductwork.

Gas fired equipment shall have minimum AFUE of 90. Installation includes inspection and replacement as necessary of gas lines and connections and exhaust venting.

Air conditioning equipment shall have a minimum SEER of 14. Installation includes new linesets.

Install the equipment complete with all devices, connections, refrigerant, and accessories necessary to produce a fully functioning HVAC system meeting all the requirements of the NC Mechanical and Electrical Codes as well as the Construction Specifications.

Install a new digital programmable thermostat.

Scope of work includes all repairs to the structure and finish surfaces that are necessary due to the removal of the old system and the installation of the new system.

Scope of work includes start up and testing of the new system, including demonstrating to the customer how to operate the thermostat and change the return air filter.

Provide rehab specialist with all installation manuals, user manuals, and warranty documentation.

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

Replace Air Return Grille

Building Systems

Remove and properly dispose of existing air return grille cover.

Install a new grille cover.

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

Vent Cover

Living Room

Figure out why the vent covers in the living room ceiling keep coming loose and securely attach them to the ceiling.

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

Work Specification

Attic Insulation

Attic

Install ventilation baffles per the Building Code.

Install insulation depth markers readily visible from the attic access hatch.

Blow in insulation to increase R value to R-38.

Attach insulation certificate to rafter at attic access, positioned to be easily seen.

DO NOT INSULATE SMALL FLOORED AREA AROUND THE PULL DOWN STAIRS

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

Pull Down Stairs Insulated Cover

Attic

Install a sealed, manufactured insulation cover over the attic stairs to provide a minimum insulating value of R-10.

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

Gas Water Heater

Building Systems

Remove existing water heater and all obsolete or deteriorated flue piping and gas line and dispose of properly.

Install an insulated 40 gallon, glass lined, high recovery gas water heater with a 6 year warranty and an Energy Factor of .61 or greater.

Installation includes PRV valve and extension, drain pan with drain to the exterior, expansion tank, and new gas line and flue piping through the roof as necessary to meet the requirements of the Construction Specifications and Code.

SCOPE INLCUDES ALL CODE REQUIRED PROVISIONS FOR MAKE UP AIR.

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

Vanity Top, Sink, and Faucet

Bathroom master

Disconnect plumbing lines from sink and faucet. Remove existing top, sink, and faucet from the vanity and dispose of properly.

Install a new marble-lite top with preformed sink ON THE EXISTING VANITY. Install single handle metal faucet with P- trap and drain lines to the wall, pop-up drain plug, supply lines, full port ball type shut-off valves & escutcheon plates.

All materials and workmanship shall meet the requirements of the NC Plumbing Code and the Construction Specifications.

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

Work Specification

Add Hand Held Sprayer to Shower

Master Bath

Remove the existing shower head. Install an adjustable height, detachable hand held shower head on a slide bar.

Shower head shall comply with Construction Specification.

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

17" Height Commode Replace

Bathroom master

Install a 17" height, 2 piece, close coupled, white, vitreous china commode with a maximum water usage per flush of 1.6 gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal.

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

Grab Bars

Bathroom master

Install two 1 1/2" diameter S/S Grab Bars at locations to be determined in the shower and at the shower entrance. Each bar must hold 300 pounds.

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

Grab Bars

Bath Hall

Install two 1 1/2" diameter S/S Grab Bars at locations to be determined at the bath tub. Each bar must hold 300 pounds.

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

Interlocking Vinyl Plank Flooring

General Requirements

Remove all existing carpeting, padding, and tack strips throughout the house and dispose of properly.

Install waterproof interlocking vinyl plank flooring. Flooring shall have a minimum 25 year manufacturer's warranty and shall be installed strictly according to manufacturer's specifications.

Contractor is responsible for preparing sub floor as necessary to satisfy manufacturer's installation specifications.

Install suitable matching transition pieces where flooring meets other flooring materials.

Install painted or stained wood quarter-round at all perimeters to complete installation.

Provide home owner choice of three to five pattern selections from program approved manufacturers.

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

Work Specification

Interlocking Vinyl Plank Flooring

Laundry

NOTE: ORIGINAL LAYER OF FLOORING UNDER EXISTING TOP LAYER OF FLOORING IS AN ASBESTOS CONTAINING MATERIAL. DO NOT DISTURB! INSTALL NEW FLOORING OVER EXISTING LAYERS

Install waterproof interlocking vinyl plank flooring. Flooring shall have a minimum 25 year manufacturer's warranty and shall be installed strictly according to manufacturer's specifications.

Contractor is responsible for preparing sub floor as necessary to satisfy manufacturer's installation specifications.

Install suitable matching transition pieces where flooring meets other flooring materials.

Install painted or stained wood quarter-round at all perimeters to complete installation.

Provide home owner choice of three to five pattern selections from program approved manufacturers.

INSTALLATION INCLUDES DISCONNECTION, MOVING, AND RE-INSTALLATION OF WASHER AND DRYER.

RE-INSTALL WASHER WITH NEW BRAIDED METAL SUPPLY LINES.

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

Interior Door Leversets

General Requirements

Replace interior door knob sets with lever handle sets. Install privacy sets at bedrooms and bathrooms. Install passage sets at all other doors.

Match existing hardware finish unless home owner chooses otherwise.

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

Exterior Doors Weatherstripping Install

Exterior Doors

Remove existing weather stripping as necessary and install new rigid aluminum strip with neoprene-type weatherstripping securely fastened to sides and head jambs.

Install new door sweeps and bug pads.

Adjust doors as necessary to achieve an air tight seal.

FRONT AND BACK DOORS

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

Work Specification

Exterior Door Hardware

Exterior Doors

Replace the existing entry knob sets with Kwikset lever handle entry sets with lever handle entry sets.

KEY THE ENTRY SETS TO THE EXISTING DEADBOLTS.

FRONT AND BACK DOORS

BACK DOOR ONLY--Mortise the existing deadbolt keeper into the jambs and install long screws through the keeper into the framing.

The finish of new hardware shall match existing hardware unless home owner selects otherwise.

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

Repair Storm Door

Exterior

Repair storm door per Construction Specifications.

BACK DOOR

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

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____