



## Invitation to Bid      HNS 21-70

**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: <b>1909 Rice Planters Rd.</b>		<b>REHAB ONLY</b>
Bid Walk: August 5, 2021 at 11:00 am		
Bid Opening: August 12, 2021 at 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 **1909 Rice Planters Rd.** 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: 7/15/21                      Number of Pages: 8 pages

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

<G:\SELECTIVE REHAB TEAM\forms\bid forms and documents\Invitation to bid WARREN>



**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: 7/15/2021 10:30 am

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

## Property Details

Address:	1909 Rice Planters Rd Charlotte, NC 28273	Owner:	Linda Misenheimer
Structure Type:	Single Unit	Owner Phone:	(704) 957-6885
Square Feet:	1412	Program(s):	SHFY21 SH 21 Rehab
Year Built:	1982		
Property Value:	166300		
Tax Parcel:	20113718		
Census Tract:			
Property Zone:			

## Additional Comments

Scope of Work for Bid

## Repairs

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

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

# Work Specification

## 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.

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

## Smoke and Carbon Monoxide Detectors

## Building Systems

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.

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

## Replace Receptacles, Switches, and Cover Plates

## Building Systems

Replace all existing receptacles, switches, and cover plates throughout the entire house (INCLUDES EXTERIOR OUTLETS).

Install 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

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

## Troubleshoot Electrical Circuit

## Building Systems

Per owner, when microwave and island countertop outlets are used at the same time, breaker trips (sometimes main breaker for whole house).

Find the cause of the problem and correct per all Code requirements.

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

## Florescent Fixture

## Kitchen

Replace the existing spot light in the center of the kitchen ceiling with a 2 tube, 2' florescent fixture with a cover.

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

# Work Specification

## Repair Disconnect Box to Code

## Building Systems

Repair abandoned electrical disconnect box next to furnace to comply with all requirements of the Electrical Code.

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

## LED Screw Base Bulb Installation

## General Requirements

Replace all existing screw base (A-Type) bulbs in permanent fixtures (plug in lamps excluded) throughout the house with LED screw based omnidirectional (A-Type) lamps.

Contractor to field verify quantity needed.

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

## Light Fixture Replace

## Master Closet

Replace the existing florescent fixture with a new 2 tube, 2' florescent fixture with a cover.

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

## Ceiling Mounted Exhaust Fan

## Kitchen

Install a switched ceiling mounted Energy Star rated exhaust fan in the ceiling near the range. 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 range.

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

Repair all ceiling and wall damage caused by the installation.

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

## Upgrade Shower

## Bathroom master

\* install shower doors

\* install grab bars at locations to be determined

\* install a wall mounted diverter valve and handheld sprayer connected to the existing plumbing for the ceiling mounted shower head.

NOTE: THIS PLUMBING IS LOCATED ON EXTERIOR WALL SO CAN BE ACCESSED THROUGH INTERIOR OR EXTERIOR. CONTRACTOR'S CHOICE. WALL REPAIR IS INCLUDED IN SCOPE.

\* replace existing control valve trim to match new diverter valve

\* clean out caulk joints at wall floor intersections and re-caulk

\* cut out grout in floor tile and re-grout.

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



# Work Specification

## Install Vanity

Bathroom master

Remove old vanities and dispose of properly.

Install a new 48" vanity cabinet complete with marble-lite top with one preformed sink offset to one side. Vanity shall have a drawer bank opposite the sink. Owner's choice of sides.

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.

Repair and caulk baseboard around vanity as necessary. Touch up wall around vanity as necessary to match existing as close as possible.

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

## Shower Valve Trim Kit and Shower Head

Bathroom

Replace the shower valve trim kit and install a new shower head complying with the requirements of the Construction Specifications.

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

## Replace Vanity Drain Lines

Bathroom

Replace all drain line parts from the sink to the wall. Foam around pipe at wall and install an escutcheon plate.

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

## Re-Install Existing Water Heater to Code

Building Systems

Drain and disconnect existing water heater and install a drain pan under it. Connect water heater drain pan to furnace drain pan so any water in water heater pan will flow into furnace pan and be pumped out.

Reinstall and reconnect water heater in full compliance with the plumbing code. County inspection required.

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

# Work Specification

## Remove Exterior Door and Install Window

Hall master

Remove the exterior door and dispose of properly.

Reframe the opening as necessary and install an energy efficient double hung vinyl window at least 36" wide x 54" high. Window shall be of sufficient size to meet all Building Code requirements for egress for bedroom windows.

On the exterior, install OSB sheathing and Tyvek or other approved vapor barrier. Install cement board siding to match existing. Stagger the joints in siding boards so that joints do not line up vertically. Paint entire wall corner to corner to match existing siding as close as possible.

On the interior, install insulation to code in open wall cavities and install and finish drywall to paint ready condition. Install window trim and baseboard to match existing.

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

## Renail Base Board

Laundry

Nail the baseboard right of the washer tightly to the wall and caulk the seam neatly.

Includes moving, disconnection, and reconnection of washer as necessary.

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

## Renail Crown Molding

Bedroom front

Renail loose crown molding and recaulk all seams with walls and ceiling.

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

## Renail Crown Moulding

Bedroom corner

Renail loose crown molding and recaulk all seams with walls and ceiling.

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

## Bifold Doors

Bedroom front

Install new bi-fold doors, including new track and all hardware, plumb and centered within the opening.

Match existing style.

Paint to match existing.

NOTE: Install 6" vinyl disc wall protector on wall at room door handle.

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

# Work Specification

## Bi-Fold Doors

Hall

Install new bi-fold doors, including new track and all hardware, plumb and centered within the opening.

Match existing style.

Paint to match existing.

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

## Bifold Doors

Bedroom corner

Install new bi-fold doors, including new track and all hardware, plumb and centered within the opening.

Match existing style.

Paint to match existing.

NOTE: Install 6" vinyl disc wall protector on wall at room door handle. Replace leverset on room door,

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

## Replace Door Hardware

General Requirements

Replace all interior door leversets to match existing in style and color. Privacy sets for bedrooms and baths; passage sets for all others.

Install 6" vinyl disc wall protectors where leversets can damages walls.

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

## Exterior Door Hardware

Laundry

Replace entry hardware with lever handle entry set and single keyed deadbolt.

NOTE: Double keyed deadbolts are not permitted.

All new locksets shall be keyed alike.

Deadbolt keepers shall be installed with long screws that attach securely to framing.

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

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

# Work Specification

## Exterior Door Weather Sealing

Living Room

Put a long screw through the top hinge into the framing and adjust the door as needed to re-establish an even reveal all the way around the door.

Install a new door sweep and replace original weatherstripping. Adjust existing continuous bulb weatherstripping if necessary to insure an air tight seal all the way around the door.

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

## Dryer Vent

Laundry

Replace damaged dryer vent with 4" rigid aluminum vent tubing 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.

Repair drywall around duct penetration and touch up paint to match the existing as close as possible.

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

## Paint Entire Room

Hall master

Remove or cover hardware, fixtures, furniture, accessories, and other room contents that are not to be painted.

Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Repair any remaining defects in surfaces as necessary to produce smooth paint ready surfaces.

Prime all new materials.

Top coat with two coats of low VOC flat acrylic latex paint.

Surfaces to be painted include all walls, ceiling, trim, and doors. Ceiling shall be painted the owner's choice of ceiling white or the selected wall color.

Replace or uncover hardware, fixtures, furniture, accessories, and other room contents.

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

## Prep & Paint Ceiling

Bathroom

Remove or cover hardware and accessories not to be painted.

Repair nail pops. 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 white semigloss acrylic paint.

Replace or uncover hardware, fixtures and accessories.

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

# Work Specification

## Paint Miscellaneous Exterior Trim

Exterior

Scrape, prime and paint all exposed wood on the exterior of the front and back doors, using exterior rated semigloss paint.

Scrape, prime, and paint the exposed wood on the access door to the jetted tub motor.

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

## Downspout Extensions

Exterior

Install 4" corrugated black pipe with the proper connectors to each downspout. Pipe length shall be a minimum of 5' and long enough to insure roof runoff will flow away from the foundation.

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

## Certification

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

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

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

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