



## Invitation to Bid      HNS 21-63

**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>3014 Ridge Ave. REHAB ONLY</b>
Bid Walk: July 8, 2021 at 11:00 AM	
Bid Opening: July 15, 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 **3014 Ridge Ave.** 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: 6/16/21                      Number of Pages: 10

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: 6/16/2021 3:15 pm

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

## Property Details

Address:	3014 Ridge Ave Charlotte, NC 28208	Owner:	Sylvia Inez Robinson
Structure Type:	Single Unit	Owner Phone:	Home: (704) 451-3563
Square Feet:	1680	Program(s):	SH 21 Rehab
Year Built:	1988		
Property Value:	82700		
Tax Parcel:	14518817		
Census Tract:			
Property Zone:	Council District 3		

## 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.

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

## 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.

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

## 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.

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

## Kitchen Counter Top GFCIs per Code

## Kitchen

Upgrade existing outlets above kitchen counter tops and install additional outlets as necessary to meet all requirements of the current Electrical Code for counter top outlets.

All outlets shall be flush mounted ground fault circuit interrupted duplex receptacles with cover plates.

Fish wire as necessary and repair all damage to finished surfaces caused by installation.

INCLUDE REQUIRED OUTLETS ABOVE NEW TOPS AT RANGE.

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

# Work Specification

## 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.

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

## Dedicated Circuit

Kitchen

Install a dedicated circuit for the freezer at its current location in the kitchen.

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

## Light Fixture Replace

Laundry

Replace the existing ceiling mounted keyless fixture with a 2' long florescent or LED fixture with a pull chain switch.

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

## GFCI Receptacle 20 AMP

Bathroom

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

## Replace Flood Lights

Exterior

On the left side of the house, replace the existing flood lights with new double flood light with motion detector.

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

## Vinyl Window

General Requirements

Dispose of window units. 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.

NOTE: WINDOW IN BACK BEDROOM OPENING INTO ADDITION IS NOT INCLUDED.

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



# Work Specification

## Floor Repair

Kitchen

Build a pier with a footer near the mid point of the joist under the wall between the bathroom and kitchen.

Jack the wall to as close to level as possible without damaging wall surfaces.

Sister the cut joist from the new pier to the middle girder of the house.

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

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## Resurface Ceiling

Kitchen

Install 1x2 nailers 16" on center.

Install 1/2" drywall and finish per the Construction Specifications.

Install bedmold around the perimeter of the ceiling.

Prime and topcoat with two coats of semigloss white acrylic latex paint.

EXTEND OR RESET HVAC SUPPLY AND VENT COVER AS NECESSARY

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

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## 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.

Extend new base cabinets from corner to line up with wall cabinets.

INSTALL 12" BASE CABINETS ON BOTH SIDES OF THE RANGE.

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

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## 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.

NOTE: RUN NEW CABINETS ALL THE WAY TO THE CORNER.

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

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# Work Specification

## Kitchen Counter Tops

Kitchen

Remove existing counter tops and dispose of properly.

Measure cabinets for new tops and order built to size post formed laminate tops from a reputable top shop. Top shop shall apply all end caps and supply side splashes where cabinets end at walls. Top shop shall perform all sink cut outs.

NOTE: Do not buy counter top blanks at big box stores and cut them to size on site.

Where counter top sections join, such as corners, caulk joints and install connectors supplied by the top shop to join the tops together, taking care to maintain a tight and flush transition all along the joint.

Attach counter tops to cabinets with screws front and back at all top ends, both sides of sinks, and at least every 3' in between. If counter tops do not fit tightly to wall, trim drywall and/or backsplash margin as necessary to maintain a caulkable gap.

Neatly caulk counter tops to adjoining walls with low VOC matching caulk.

Provide owner with a minimum of five pattern choices that coordinate well with the cabinets.

NOTE: INCLUDE TOPS FOR NEW CABINETS AT RANGE

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

## 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.

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

# Work Specification

## Senior Easy Access Shower Package

Bathroom

Remove existing tub and surround, including valve and drain and dispose of properly.

Insulate open exterior wall cavity with R-13.

Install blocking for three grab bars at locations determined by rehab specialist and home owner.

Install a 30" x 60" fiberglass shower pan. Pan must be pre-approved by City rehab specialist.

Install cement tile backer board and a ceramic tile surround. Owner's choice of tile.

Install new drain and mixing valve with all associated plumbing lines. Mixing valve shall be located in the center of the long wall of the shower to be accessible from a seated position. Install a diverter valve with a handheld sprayer beside the mixing valve. Shower head shall be located as normal. Install grab bars at designated locations.

Install tempered glass sliding shower doors.

Provide an approved seat manufactured for use in showers.

All materials and work shall comply with the Construction Specifications and the Plumbing Code.

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

## Prehung Door Interior

Bathroom

Install a 1- 3/8" prehung, door including casing both sides and lever handle privacy lockset.

Match existing door style and finish.

REVERSE THE SWING OF THE DOOR SO LIGHT SWITCHES ARE NOT BEHIND DOOR

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

## Slab Door Interior

Bedroom front corner

Install a slab door to existing jamb, mortise in hinges and latch. Hole saw for the hardware. Include new lever handle privacy set.

Match existing door style and finish.

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

# Work Specification

## Prehung Door Interior

Bedroom rear

Install a 1- 3/8" prehung, door including casing both sides and lever handle privacy set.

Match existing door style and finish.

INSTALL LEVER HANDLE PASSAGE SETS ON CLOSET DOORS AND ADJUST DOORS TO OPERATE SMOOTHLY.

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

## Remove Popcorn Finish and Repair Ceiling

Bedroom rear

Remove popcorn finish from ceiling. Point up drywall finish to a smooth, paint ready condition.

Prime with a stain killing primer and finish with two coats of ceiling white paint.

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

## Paint Walls and Trim

Bedroom rear

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 materials with a stain killing primer.

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

Surfaces to be painted include all walls and trim. Interiors of closet are not included.

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

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

## Paint Walls and Trim

Hall

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 materials with a stain killing primer. Top coat with two coats of low VOC acrylic flat latex paint.

Surfaces to be painted include all walls and trim Interiors of closet are not included.

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

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

# Work Specification

## Interlocking Vinyl Plank Flooring

## General Requirements

Remove existing carpet, padding, and tack strips in the bedrooms, hallway, and living room 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.

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

## Floor Repair

## Laundry

Disconnect and remove washer and dryer. SAVE FOR RE-INSTALLATION!

Remove existing ceramic floor tile and other floor coverings. Repair subfloor as necessary. Install 1/4" underlayment and full glue down sheet vinyl flooring.

Owner' choice of pattern.

Install baseboard and shoe mold around the perimeter of the closet.

RE-INSTALL WASHER AND DRYER. REPLACE EXISTING WASHER SUPPLY HOSES WITH NEW BRAIDED METAL HOSES

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

## Patch/Paint Walls and Trim

## Laundry

Repair holes and other defects in walls and sand to paint ready condition.

RE-ROUTE ICE MAKER WATER LINE AS NECESSARY TO REPAIR WALL.

Prime and paint with semigloss latex paint.

PAINTING INCLUDES WALLS, DOOR JAMBS AND CASING, BASEBOARD AND SHOE MOLD.

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

## Prep & Paint Ceiling

## Living Room and Hall

Remove popcorn finish from ceiling. Point up drywall finish to a smooth, paint ready condition.

Prime with a stain killing primer and finish with two coats of ceiling white paint.

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

# Work Specification

## Door Hardware Exterior

## Kitchen

Replace existing entry hardware withl mortised single cylinder dead bolt and lever handled door entryset, keyed alike.

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

## Adjust Door and Replace Hardware

## Living Room

Adjust door and trim if necessary to open and close smoothly without binding.

Replace existing hardware with single cylinder deadbolt and lever handle entryset, keyed alike.

KEY FRONT AND BACK DOORS ALIKE

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

## Exterior Deck

## Porch

Remove and dispose of existing deck and replace with new exterior deck, including steps and railings.

New deck shall be the same size and configuration as the existing deck.

All work and materials shall meet the requirements of the NC Building Code.

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

## Replace Stoop and Stairs

## Porch Side

Remove the existing stoop and stairs and dispose of properly.

Build a new 4x4 stoop and stairs using pressure treated lumber.

All work and materials shall comply with all requirements of the NC Building Code.

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

# Work Specification

## Repair Fascia

Exterior

\*install shingle mold on front fascia tight to the under side of the shingles

\*replace fascia on back side of original house with wider board to close gaps with shingles

\*renail all loose fascia and soffit

\*replace 12 linear feet of rotted, damaged, or missing fascia and 12 linear feet of rotted, damaged, or missing soffit

\* replace missing or damaged pieces on the corners of the boxing

\*prime and paint new work to match the existing as close as possible

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

## Repair Siding

Exterior

\*renail all loose siding

\*replace 120 linear feet of the most heavily damaged siding around the original house

\*prime and paint new work to match the existing as close

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

## Crawl Space Access Door

Exterior

Replace plywood panels with 1/2" pressure treated plywood at both accesses.

RE-USE EXISTING FRAMES AND HARDWARE.

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

## Certification

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

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

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

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