CHARLOTTE

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

# Invitation to Bid HNS 21- 22

**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: 4225 The PLAZA | | SAFEHOME CHARLOTTE Lead Safe | |
| Bid Walk: 12 \ 14 \ 20 | | 8:00 AM | |
| Bid Opening: 12 \ 21 \ 20 | | 2:00 PM | |
| Client Name: CASSANDRA GRAHAM | | Contact Number: 980-312-9641 | |
| 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.**

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

CHARLOTTE.

**SAFE HOME**

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NEIGHBORHOOD & BUSINESS SERVICES

**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at 4225 The PLAZA 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: 10/5/20 | Number of Pages: 4 |
| 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:

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## 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.

Charles Witsman
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 28202
PH: (704) _____
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
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

# Work Specification

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

## Property Details

| | | | |
|---|---|---|---|
| Address: | 4225 The Plaza<br>Charlotte, NC 28205 | Owner: | Cassandra Graham |
| | | Owner Phone: | Cell: (980) 312-9644 |
| Structure Type: | Single Unit | Program(s): | Tested- HAS LEAD<br>LeadSafe 2019<br>Healthy Homes LBP 2019 |
| Square Feet: | 1230 | | |
| Year Built: | 1953 | | |
| Property Value: | 38700 | | |
| Tax Parcel: | 09103106 | | |
| Census Tract: | | | |
| Property Zone: | Council District 1 | | |

## Repairs

| Description | Floor | Room | Exterior |
|---|---|---|---|

**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**

**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**

# Work Specification

**All Contractor's Project Requirements**

The contractor is responsible for project requirements, including but limited to:

COVID -19 Process Requirements

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 dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

**Bid Cost:** _____ X _____ = _____

**Base** **Quantity** **Total Cost**

**Certification**

**Contractor Name:** _____ **Total Cost:** _____

**Signature:** _____ **Date:** _____

LEAD BASED PAINT ABATEMENT SCOPE OF WORK
& INSTRUCTIONS TO BIDDERS **N. Carolina Certified Lead Based Paint Contractor Required**
Address 4225 The Plaza 11/9/0220
Complete the following scope of work: Work to be performed by a Licensed N. Carolina Asbestos Abatement Contractor

| Item # | Feature | Method | Number | Cost Per unit | COST |
|---|---|---|---|---|---|
| 1 | EXTERIOR - A, C & D SIDE SOFFIT | REPLACE: Remove and dispose of any deteriorated component. Replace with component similar in size, style and dimension. Prime coat any new unpainted wood. Paint all A, C & D Side soffits. | | | |
| 2 | EXTERIOR - SIDE A PORCH SIDING | REPLACE: Remove and dispose of any deteriorated component. Replace with component similar in size, style and dimension. Prime coat any new unpainted wood. Paint all porch siding on Side A | | | |
| 3 | EXTERIOR - SIDE B PORCH SIDING | REPLACE: Remove and dispose of any deteriorated component. Replace with component similar in size, syle and dimension. Prime coat any new unpainted wood. Paint all porch siding on Side B | | | |
| 4 | EXTERIOR - SIDE B PORCH HEADER | REPLACE: Remove and dispose of any deteriorated component. Replace with component similar in size, syle and dimension. Prime coat any new unpainted wood. Paint all porch header on Side B | | | |
| 5 | CLEARANCE | Contractor to receive a Lead Based Paint Clearance from The EI Group, Inc | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| | | | total | | |

Contractors may submit an occupant protection plan on the form provided.
1 Contact EI Group, Inc if an additional form is needed. Phone 704-614 5771
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):

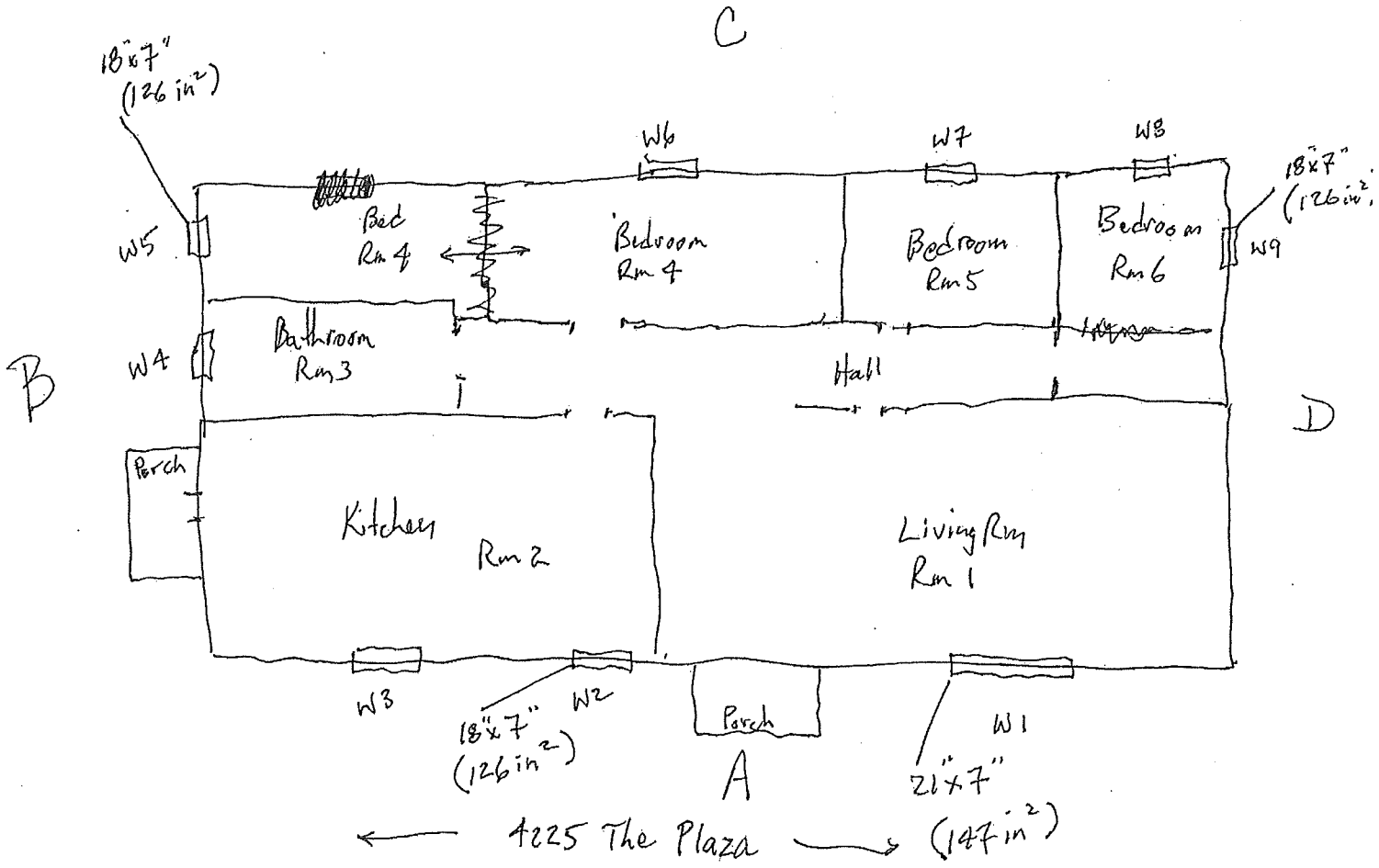
| Addendum# | | |
|---|---|---|
| | | Date |
| | | |
| | | |
| The undersigned contractor agrees to perform the scope of work for the indicated | | |

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:

START DATE COMPLETION DATE


C
18"x7"
(126 in²)
W6
W7
W8
18"x7"
(126 in²)
W5
Bed
Rm 4
Bedroom
Rm 4
Bedroom
Rm 5
Bedroom
Rm 6
W9
B
W4
Bathroom
Rm 3
Hall
D
Porch
Kitchen
Rm 2
Living Rm
Rm 1
W3
W2
18"x7"
(126 in²)
Porch
W1
A
21"x7"
(147 in²)
4225 The Plaza