



## Invitation to Bid      HNS 25-3

**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>2605A &amp; 2605 B Dundeen St</b> <b>Charlotte NC 28216</b> <b>Safe home</b>	
Bid Walk: September 5, 2024 @ 11am	
Bid Opening: September 12,2024 @ 2pm	
Client Name: Omar Gaither	Contact Number:
Project Manager: Stephon Blanding	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 # 7046221685\_).

*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 2605A & 2605B Dundeen St 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:8/22/2024                      Number of Pages: 23pgs (2605A 11pgs) (2605B 12pgs)

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**

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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.

**Stephon Blanding**

Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 28202  
PH: (704) 622-1685  
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:

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# Work Specification

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

## Property Details

Address:	2605 A Dundeen St Charlotte, NC 28216	Owner:	Paragon Realty Investments
Structure Type:	Multi-Unit	Owner Phone:	
Square Feet:	1404	Program(s):	Healthy Homes Tested- NO LEAD Targeted WH SIP Trees (Washington Heights)
Year Built:	1961		
Property Value:			
Tax Parcel:	06906232		
Census Tract:			
Property Zone:	Council District 2		

## Repairs

### Description

### Floor

### Room

### Exterior

#### Replumb Waste Lines & Vents

#### GENERAL REQUIREMENTS

Remove all drain, waste and wet vent lines to code legal dump. Install schedule 40 PVC to service one 3-piece bath, kitchen and laundry area from the roof vent pipe/pipes thru the foundation wall to include a main clean out outside of house and any interior clean outs required, installed to code. Repair any wall or ceiling tear out required to install system.

\*\*\*Work includes new installation of laundry drain line and vent. There is currently no laundry drain installed.

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

#### Replumb Supply Lines

#### GENERAL REQUIREMENTS

Remove all existing water supply lines. Install new PEX supply lines to code to service one 3-piece bath, kitchen and laundry area. Insulate exposed hot and cold water lines, installed to code. Repair any wall or ceiling tear out required to install system.

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

# Work Specification

## 200 AMP Electrical Service

## GENERAL REQUIREMENTS

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

\*\*\*Building is a duplex and currently only has one service meter. This unit's main panel is located in the kitchen, and the unit does not have its own electric meter. Work here will include turn-key conversion of building from one service meter to two separate electric meters.



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

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## Attic Insulation Increase to R-38 - Entire Building

## ATTIC

Increase attic insulation to R-38, contractor to attach verification to rafter at attic access, easily seen. Include ventilation baffles to code.

\*\*\*Work includes insulating entire attic space for units 2605 A and B.

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

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# Work Specification

## Electric Split System

## GENERAL REQUIREMENTS

Remove all existing HVAC equipment and dispose of properly for entire building (serving units 2520 and 2522).

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

### \*\*\*Heat Pump\*\*\*

Install the approved split system heat pump at the existing locations - air handler in crawl space, condenser unit installed at REAR face of the home.

Heat pumps and air conditioning equipment shall have a minimum SEER of 15. 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.

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

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# Work Specification

## Duct Work - New Installation

## GENERAL REQUIREMENTS

Remove all elements (including boots and vent covers) of the existing ductwork system and dispose of properly.

Design a new ductwork system using Manual D calculations based on the design specifications of the equipment to be used and the room by room Manual J calculations.

Ductwork shall be insulated to R-8 and all joints in the air delivery system shall be mastic sealed.

Provide all calculations and specifications to the rehab specialist for review and approval.

Install the new ductwork system per the approved design, meeting all requirements of the NC Mechanical Code and the Construction Specifications.

When new vent locations are added, they shall be cut in accurately and neatly and the penetration of the building envelope shall be effectively sealed.

All damage to surrounding finished surfaces shall be repaired. Work includes new installation of floor vents and installation of register covers throughout unit.

The system shall have a central air return with a filter that is easily accessible to the home owner. Wall locations are preferred. Ceiling and floor locations are to be avoided when possible.

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

## All Contractor's 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.

\*\*\*NOTE: Work for units A & B will be simultaneous, and only one portable toilet will be needed for work on both units. The same dumpsters can be used for work on both units.

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

## Replace Receptacles, Switches, and Plates

## GENERAL REQUIREMENTS

Replace all receptacles, switches and cover plates throughout entire house. Use code appropriate devices. This also includes any wall or ceiling damage repairs.

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



# Work Specification

## Abandon Baseboard Heating Units

### GENERAL REQUIREMENTS

Remove and properly dispose of existing baseboard heating units throughout home. Terminate electric wiring to the heating unit and any associated controls/thermostat at the electric panel. Work shall include any tear out repair, including repair/replacement of damaged baseboards, sealing any openings, sanding, prep and painting baseboard to match existing.



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

## Smoke Detector Hard Wired

### GENERAL REQUIREMENTS

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

\*\*\*Count is for (2) detectors.

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

## Combination CO / Smoke Detector Hard Wired

### GENERAL REQUIREMENTS

Install a hard wired combination carbon monoxide and smoke detector with battery back up.

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

## Bath Fan - New Installation

### BATHROOM

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.



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

# Work Specification

## Prep & Paint Ceiling

### BATHROOM

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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.



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

## 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.

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

## Water Heater 38 Gallon Lowboy

### CRAWL SPACE

Install a 38 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with a 6 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.

\*\*\*Work includes insulating the exterior of the new water heater as it is located in an unconditioned space.



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

## Prep & Paint Exterior Masonry - Entire Building

### EXTERIOR

### Exterior

Protect ground with drop cloth. Scrape or pressure wash all loose, peeling, cracked, and blistered paint from surface. Prime entire building with latex primer. Paint one top coat with latex. Color choice by Owner.



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

# Work Specification

## Resilient Flooring

### LIVING ROOM

Install 25 year warranted 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

## Repair, Prep & Paint 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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

\*\*\*Work includes repairing damaged ceiling finish.



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

## Dryer Vent

### KITCHEN

Install 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.

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

## Dryer Circuit

### KITCHEN

Install 220 volt, 30 amp, surface mounted receptacle on an individual circuit. Repair all wall tear out required.

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

## Kitchen Ventilation Fan - New Installation

### KITCHEN

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

# Work Specification

## Granite Counter Top Replacement

KITCHEN

Replace counter top with Granite counter tops. The owner will pick the desired color. The cost above program allowable cost will be covered by the Owner( Paragon Realty)



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

## Laundry Washer Connection Box - New Installation

KITCHEN

Install PVC vent pipe through the roof, laundry connection box with hot and cold hose bibbs, and 20 amp outlet on a separate circuit to service a washing machine.

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

## Foundation Vent Screen

EXTERIOR

Exterior

Replace foundation vent housing with heavy duty galvanized steel screening.  
 \*\*\*Work also includes brick repair/repointing.



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

## Foundation Vent Well

EXTERIOR

Exterior

Install galvanized vent well along exterior of below-grade foundation vent to divert dirt and water from infiltrating vent.



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

## Aluminum Storm Door - Front Door

EXTERIOR

Exterior

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.

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

# Work Specification

## Repair, Prep & Paint Ceiling

**BEDROOM**

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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths.

Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

\*\*\*Work includes repairing damaged ceiling finish.

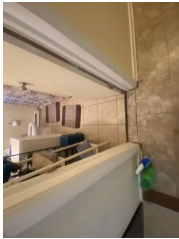


$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Transition Plate Installation - Hall to Bathroom

**HALL**

Install transition plate at change in floor finish materials or room boundaries.



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

## Unit Letters

**EXTERIOR**

**Exterior**

Remove house number installed on the right side front porch support column. Install brass, aluminum, or iron unit letter for each unit on the support columns ("A" and "B") Letters must be 4 inches tall with a stroke-width of 1/2 inch per Code. Letters are not permitted to be plastic or stickers.



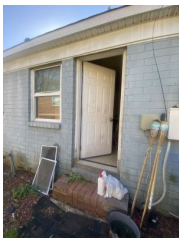
$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Prehung Door Interior

**EXTERIOR**

**Exterior**

Install a 1- 3/8" prehung, door including casing both sides and lockset. Match existing style and finish.



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

# Work Specification

## Resilient Flooring

ENTIRE UNIT

Install 25 year warranted 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.



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

## Exterior Security Lights - Entire Building

EXTERIOR

Exterior

Install UL approved, LED security light fixtures to current Electrical Code.

\*\*\*Count is for (4) fixtures, one on each corner of the building.

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

## Exterior Deck Boards

Install new deck with 4x6 pressure treated post. Decking board should be 5/4 pressure treated. Deck should be a size of 10x10.

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

## Seamless Aluminum Gutter & Downspouts - Install

Install K-type .027 gauge seamless aluminum gutter to service roof with sufficient pitch to downspouts. White or black color choice by owner.

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

## NEW EXTERIOR DOOR & EXTERIOR DOOR HARDWARE

Replace entry DOOR & HARDWARE MODERN DOOR (OWNER CHOICE) 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 (new prehung doors equipped with reinforced metal plates on the back side of the jamb are also acceptable in lieu of long screws).

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

## Vinyl Window

Exterior

Dispose of window units and any security bars. 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. Any windows replaced in a bathroom must have tempered glass.

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

## Certification

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

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

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

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



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

- 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

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

## Property Details

Address:	2605 B Dundeen St Charlotte, NC 28216	Owner:	Paragon Realty Investments
Structure Type:		Owner Phone:	
Square Feet:		Program(s):	Tested- NO LEAD Targeted WH SIP Trees (Washington Heights)
Year Built:			
Property Value:			
Tax Parcel:			
Census Tract:			
Property Zone:			

## Repairs

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

## Electric Split System

## GENERAL REQUIREMENTS

Remove all existing HVAC equipment and dispose of properly for entire building (serving units 2520 and 2522).

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

### \*\*\*Heat Pump\*\*\*

Install the approved split system heat pump at the existing locations - air handler in crawl space, condenser unit installed at REAR face of the home.

Heat pumps and air conditioning equipment shall have a minimum SEER of 15. 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.

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

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# Work Specification

## Duct Work - New Installation

## GENERAL REQUIREMENTS

Remove all elements (including boots and vent covers) of the existing ductwork system and dispose of properly.

Design a new ductwork system using Manual D calculations based on the design specifications of the equipment to be used and the room by room Manual J calculations.

Ductwork shall be insulated to R-8 and all joints in the air delivery system shall be mastic sealed.

Provide all calculations and specifications to the rehab specialist for review and approval.

Install the new ductwork system per the approved design, meeting all requirements of the NC Mechanical Code and the Construction Specifications.

When new vent locations are added, they shall be cut in accurately and neatly and the penetration of the building envelope shall be effectively sealed.

All damage to surrounding finished surfaces shall be repaired. Work includes new installation of floor vents and installation of register covers throughout unit.

The system shall have a central air return with a filter that is easily accessible to the home owner. Wall locations are preferred. Ceiling and floor locations are to be avoided when possible.

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

## 200 AMP Electrical Service

## GENERAL REQUIREMENTS

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

\*\*\*Building is a duplex and currently only has one service meter. This unit (2605 B has an additional panel in the kitchen. Unit 2605 A's main electric panel is located in the kitchen of that unit). Work here will include turn-key conversion of building from one service meter to two separate electric meters.



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

# Work Specification

## Replumb Waste Lines & Vents

### GENERAL REQUIREMENTS

Remove all drain, waste and wet vent lines to code legal dump. Install schedule 40 PVC to service one 3-piece bath, kitchen and laundry area from the roof vent pipe/pipes thru the foundation wall to include a main clean out outside of house and any interior clean outs required, installed to code. Repair any wall or ceiling tear out required to install system.

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

## Replumb Supply Lines

### GENERAL REQUIREMENTS

Remove all existing water supply lines. Install new PEX supply lines to code to service one 3-piece bath, kitchen and laundry area. Insulate exposed hot and cold water lines, installed to code. Repair any wall or ceiling tear out required to install system.

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

## Replace Receptacles, Switches, and Plates

### GENERAL REQUIREMENTS

Replace all receptacles, switches and cover plates throughout entire house. Use code appropriate devices. This also includes any wall or ceiling damage repairs.

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

## Insulate Floor R-19 - Entire Building

### CRAWL SPACE

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.

\*\*\*Floor system for the entire building is to be insulated (units 2605 A and 2605 B),



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

## Clean Out Debris from Crawl Space - Entire Building

### CRAWL SPACE

Remove and properly dispose of debris, deteriorated vapor barrier and stored items under crawl space.

\*\*\*Crawl space cleanout includes crawl of unit 2605 A and 2605 B).



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

# Work Specification

## Water Heater 38 Gallon Lowboy

### CRAWL SPACE

Install a 38 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with a 6 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.

\*\*\*Work includes insulating the exterior of the new water heater as it is located in an unconditioned space.



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

## Abandon Baseboard Heating Units

### GENERAL REQUIREMENTS

Remove and properly dispose of existing baseboard heating units throughout home. Terminate electric wiring to the heating unit and any associated controls/thermostat at the electric panel. Work shall include any tear out repair, including repair/replacement of damaged baseboards, sealing any openings, sanding, prep and painting baseboard to match existing.



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

## Vapor Barrier - Entire Building

### CRAWL SPACE

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.

\*\*\*New vapor barrier shall be installed for both units 2605 A and 2605 B at the same time as one continuous barrier.



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

## Wall Finish Repair and Paint

### LIVING ROOM

Repair wall finish. Patch drywall or plaster holes in wall greater than one inch. All others use an adhesive mesh and mud over the mesh with the appropriate material. Wet sand smooth.

\*\*\*Work includes spot re-painting repaired area to match existing color.



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

# Work Specification

## Ceiling Replace

### LIVING ROOM

Remove existing ceiling covering, replace any deteriorated framing. Install 1/2" drywall to Code. Tape. Add 3 coats of compound and sand smooth.

\*\*\*New ceiling finish shall be installed over-top existing ceiling. DO NOT remove existing ceiling drywall.



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

## Prep & Paint Ceiling

### LIVING ROOM

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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths.

Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.



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

## Kitchen Ventilation Fan - New Installation

### KITCHEN

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.

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

## Ceiling Replace

### KITCHEN

Remove existing ceiling covering, replace any deteriorated framing. Install 1/2" drywall to Code. Tape. Add 3 coats of compound and sand smooth.

\*\*\*New ceiling finish shall be installed over-top existing ceiling. DO NOT remove existing ceiling drywall.



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

# Work Specification

## Prep & Paint 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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

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

## Prep & Paint Ceiling

### HALL

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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

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

## Ceiling Replace

### HALL

Remove existing ceiling covering, replace any deteriorated framing. Install 1/2" drywall to Code. Tape. Add 3 coats of compound and sand smooth.

\*\*\*New ceiling finish shall be installed over-top existing ceiling. DO NOT remove existing ceiling drywall.



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

## 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.

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

## Medicine Cabinet

### BATHROOM

Provide and install a surface mounted medicine cabinet with mirror over the bathroom sink.

All materials and work to comply with the Construction Standards.

Cabinet to be approved by property owner and Rehab Apecialist before installation.



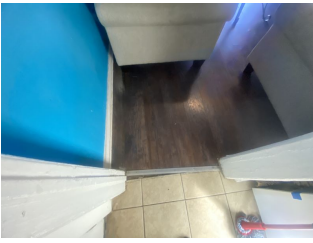
$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

# Work Specification

## Transition Strip Installation - Living Room to Kitchen

KITCHEN

Install transition strip at change in floor finish materials or room boundaries.



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

## GRANITE COUNTER TOP

KITCHEN

Replace counter top with Granite counter tops. The owner will pick the desired color. The cost above program allowable cost will be covered by the Owner( Paragon Realty)



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

## Electric Oven

KITCHEN

Dispose of existing oven. Install a 30" electric, self cleaning, single oven with bake and pass broil elements in same cabinet. New oven is to be Energy Star rated and have coil burners (no flat top). Trim/ repair/ paint any opening from oven size differential. Owner choice of black or white.



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

## Crawl Space Access Door

EXTERIOR

Exterior

Install a 3/4" pressure treated plywood access door in a 2" x 4" pressure treated frame. Provide galvanized iron hinges and hasp.



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



# Work Specification

## Masonry Patch & Repoint

EXTERIOR

Exterior

Install bricks where missing. Cut out mortar at least 1/2". Remove all loose material with clear water. Saturate joints with water and repoint in 1/ 2" lifts using portland cement mortar. Reinstall any flashings, tool concave joints and clean brick face.

\*\*\*Work includes repair above foundation vent on rear face of the building, and grouting hole that is currently covered with metal screen on the right face of the building.



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

## Aluminum Storm Door - Front Door

EXTERIOR

Exterior

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.



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

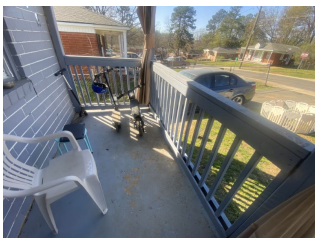
## Prep & Paint Exterior Surfaces - Select Components

EXTERIOR

Exterior

Prep and paint all front porch guard railings and support columns (for units 2605 A and B), as well as any handrails serving the side entry doors. Properly dispose all loose materials. Secure or replace all loose, broken, rotted or deteriorated materials. Caulk and fill all cracks, voids, holes, etc. prior to applying 25-year or better Low VOC paint. Owners choice of color. All work to be done in a neat & professional manner. Use care to protect all surfaces not intended for paint coverage.

\*\*\*Work include replacing missing picket(s) and repairing/replacing any damaged wood.



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

## Smoke Detector Hard Wired

GENERAL REQUIREMENTS

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

\*\*\*Count is for (2) detectors.

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

# Work Specification

## Combination CO / Smoke Detector Hard Wired

## GENERAL REQUIREMENTS

Install a hard wired combination carbon monoxide and smoke detector with battery back up.

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

## Bath Fan - New Installation

## BATHROOM

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.

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

## Prep & Paint Ceiling

## BATHROOM

Remove or cover hardware and accessories not to be painted. 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 flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths.

Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

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

## Light Fixture Exterior

## EXTERIOR

Exterior

Replace or install a UL approved, LED light fixture to match color and style of front porch light installed for unit A.



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

## NEW Window

## EXTERIOR

Exterior

INSTALL NEW WINDOWS



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

# Work Specification

## Resilient Flooring

Install 25 year warranted 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.

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

## Fiberglass Bathtub and

Install a 5' white Swan or equivalent , fiberglass bathtub. Caulk all seams and penetrations. Include new single handled tub/shower diverter valve and drain.

WALL S ABOVE THE TUB SHALL BE TILED. (OWNERS CHOICE OF COLOR)

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

## Exterior Shutters Replace

Remove existing shutters and replace with vinyl shutters of similar style and appropriately sized for the window. Owner choice of color.

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

## Prehung Door Interior

Install a 1- 3/8" prehung, door including casing both sides and lockset. Match existing style and finish.

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

## Prehung Metal Door Entrance

Exterior

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.

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

## Seamless Aluminum Gutter & Downspouts - Install

Install K- type .027 gauge seamless aluminum gutter to service roof with sufficient pitch to downspouts. White or brown color choice by owner.

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

# Work Specification

## Exterior Deck Boards

Replace deck boards with 4x6 pressure treated radius edge lumber, fasten with 3" screws. Replace trim as required.

install a new deck 10x10 with pressure treated lumber The support post shall be 4x6 and the girder 2x8 and joist 2x6

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

## Certification

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

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

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

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