



## Invitation to Bid      HNS 24-20

**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>245 Echodale Dr</b> <b>Charlotte NC 28217</b> <b>SAFE HOME – LEAD/HH</b>	
Bid Walk: 8/29/2024 @ 10am	
Bid Opening: 9/5/2024 @ 2pm	
Client Name: Rebecca Woodard	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 **245 Echodale Dr Charlotte NC 28217** 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:1/3/2024

Number of Pages: 5 (3 write-up, lead scope, floor plan)

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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**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

Response Due: 1/11/2024

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

## Property Details

Address:	245 Echo Dale Dr Charlotte, NC 28217	Owner:	Rebecca Woodard
Structure Type:	Single Unit	Owner Phone:	Home: (980) 230-6082
Square Feet:	1000	Program(s):	Safe Home FY 2023
Year Built:	1966		
Property Value:	56700		
Tax Parcel:	16710309		
Census Tract:			
Property Zone:			

## Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
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### Gas Pack

Install combination AC/furnace unit, minimum 14 SEER design per Manual J.

ALSO REMOVE THE POTBELLY STOVE AND CLARIFY WITH THE HOMEOWNER IF SHE WATS TO KEEP THE UNIT

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

### 200 AMP ELECTRICAL SERVICE

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.

Install outlet above range for install of range hood  
change receptacles to GFCI IN ALL REQ AREAS  
INSTALL GFCI SOCKET IN BATHROOM

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

# Work Specification

## SENIOR EASY ACCESS SHOWER PACKAGE

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.

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

## 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.

## HEALTHY HOME

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

## Attic Insulation Increase to R-38

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

## HEALTHY HOMES

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

# Work Specification

## Floor System Repair

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 8" joists hung 16" on center, plywood or tongue and groove subfloor. Include replacing all deteriorated band joists and insulating floor to code.

the floor around the toilet is compromised and needs to be reframed

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

## Range Hood Exterior Vented

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 sones. Attach hood to cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper Romex. Owner's choice of color.

HEALTHY HOMES

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

## 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.

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

## 17" Height Commode Replace

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

HEALTHY HOMES

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

## Light Fixture Replace

Replace or install a ceiling mounted 2 bulb or wall mounted 4 bulb strip, UL approved, LED light fixture with shade and lamps.

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



# Work Specification

## Ceiling Fan with Light Kit

Install a 52" 3 speed flush mounted ceiling fan with a minimum two bulb UL approved, LED light fixture with shade and lamps. Include ceiling fan mounting box. New fan is to be Energy Star rated.

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

## Vinyl Window

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.

IN AREA WHERE WINDOW AC IS REMOVED INSTALL A VINYL WINDOW OF EQUIVALENT SIZE

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

## Ceiling Repair

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

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

## Roof REPAIR

IN AREA WHERE VENT IS REMOVED IN LIVINGROOM PATCH OPENING WITH OSB SHEATHING. USE AN UNDERLAYMENT MATERIAL ,THEN SHINGLE WITH MATCHING MATERIAL TO EXISTING ROOFING MATERIAL

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

## Certification

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

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

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

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

## Scope of Work for Lead Hazard Control

Address : 245 Echodale Dr

Date: 7/15/2024

All work described must be performed by a North Carolina state certified lead firm and a state lead permit is required. All work must comply with all applicable federal, state, and local regulations. Provide a separate price for each line item and add the total of line items at the end of the scope. Transfer the lead scope total to the lead control line item in the main scope of work.

Lead Hazard (from LIRA)	Method of Control and Scope of Work	Number	Unit Cost	Line Item Cost
<b>EXTERIOR</b>	<p>The contractor is responsible for all project requirements, including but not limited to:</p> <p>All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.</p> <p>Obtaining all permits required. Said permits shall include all items in this scope of work.</p> <p>Provide temporary toilet facilities from job start until the completion of work.</p> <p>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.</p> <p>Contractor may haul debris away daily using dump trailers or trucks.</p>			

Side A through Side D- White, green and light brown wood window and door lintels <b>(WINDOWS HAVE BEEN REPLACED)</b>	<b>REPLACE SIDE A ENTRANCE DOOR and jamb AND REAR SIDE C ENTRANCE DOOR and jamb</b>			
Closet D1 – green wood door casings and header, yellow wood door jambs, stops and white metal lintel	Replace door and jamb			
Specialized cleaning throughout				

**Total Bid for Lead Scope \$**



# ROY CONSULTING

## GROUP CORPORATION

Providing integrated environmental and geotechnical solutions

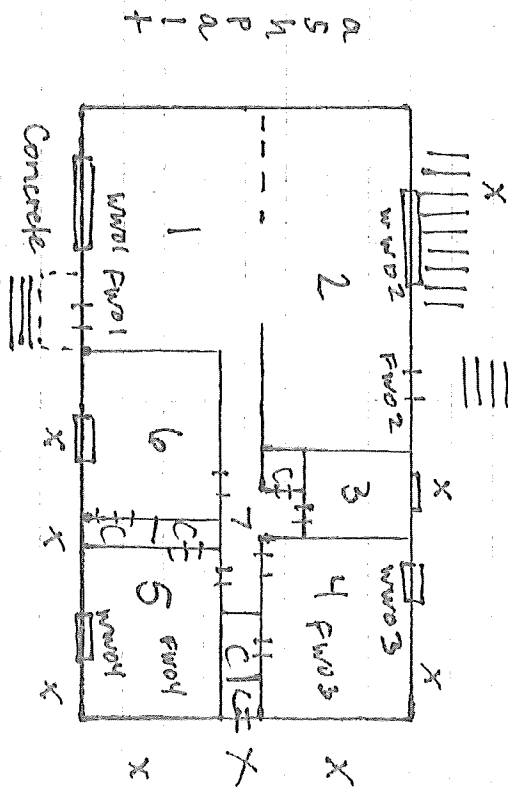
245 Echodale Drive

Charlotte, NC 28217



SIDE B

SIDE C

SIDE D



### Legend

-  = Window
-  = Door

X = Soil Sample Location

SIDE A

NOT TO SCALE