

**SHIP HOUSING REPAIR
ESCAMBIA COUNTY**

OWNER: Carolyn E Jackson
ADDRESS: 4530 Landes Drive
Pensacola, Florida 32505
PHONE: 850-741-6585

JOB #: NED-S-4530-11-3-22
DATE PREPARED: 11-8-2022
OPENING DATE: 11-15-2022
CLOSING DATE: 11-22-2022
CLOSING TIME: 12:30 p.m.

I/(we) certify that I/(we) have carefully examined the Housing Repair Specifications and Contractor Requirements related to the above referenced job, as furnished by Escambia County, and I/(we) have also examined the site on which the proposed work is to be performed. On the basis of these examinations, I (we) propose to furnish all materials, tools, machinery and labor necessary to complete the work in a professional, workmanship manner and to complete the work at the prices listed.

\$ _____
TOTAL JOB COST

CONTRACTOR'S SIGNATURE

TITLE

BID OPENING DATE: _____
 ACCEPTED **REJECTED**

FIRM

FIRM PHONE NUMBER

BID COMMITTEE REPRESENTATIVE

REQUIRED PERMITS AND INSPECTIONS: OSTDS Repair

All measurements are for reference only and should be confirmed by the bidder

Mandatory on Site Pre-Bid Conference: Tuesday, November 15, 2022 at 8:30 a.m.

INSTRUCTIONS TO BIDDERS

Complete and submit COVER SHEET AND ALL NUMBERED PAGES OF SPECIFICATIONS with signature of Contractor, bid price, and itemized pricing. Bid submissions will be accepted online via Vendor Registry. NO hand delivered, email or fax submissions will be accepted. All bids must be received by the published deadline.

The bids will be opened by the Bid Committee and bid will be awarded to the lowest most responsive and responsible bidder for the total cost of the Project. Bids \$25,000 or over must be approved by the Board of County Commissioners prior to award of contract. This bid opening will be held November 23, 2022 at 12:30 p.m. at 221 Palafox Place, Suite 305 Pensacola, FL 32502. All interested members of the public are invited to attend. Should the total cost of the Project exceed available funds, itemized pricing may be used for negotiation of the individual components of the Project or specific components may be deleted to maintain budgetary restrictions.

Labor, overhead, permits, insurance, and profit must be included into each itemized price and not listed as a separate itemized price or listed under "miscellaneous." Non-compliance will result in rejection of bid.

All repair work performed must be inspected (rough and final) and conform to County Ordinances, State Laws, and Florida Building Code.

The Contractor is responsible for proper reattachment/hook-up of any/all of the following that apply: appliances, existing coaxial cable, telephone and interface, electric, water, and sewage.

HOMEOWNER'S RESPONSIBILITIES AND OBLIGATIONS

The Homeowner is responsible for maintaining existing utilities for the Contractor's use during the rehabilitation period.

The Homeowner is responsible for the removal of all belongings/furnishings from the designated work areas prior to the start date. The Contractor is not responsible for removal of Homeowner's trash and/or discarded belongings or furnishings.

PAYMENT SCHEDULE

Payment will be lump sum at project completion for bids \$15,000.00 and under. For bids over \$15,000.00, contractor will be eligible for a 40% draw once all required permit applications are in place and 50% of the work is completed as determined by the itemized costs for the job.

The Contractor will be eligible for Final Payment after the following conditions have been fulfilled:

- Completion of Write-Up
- Inspection/Sign-off by Building Inspections and/or Health Department
- Acceptance by the Homeowner (Homeowner's Release & Warranty)
- Warranty Paper provided to the Homeowner
- Premises free from all construction debris
- Submission of RRP Checklist Form (if applicable) & Contractor's Final Affidavit
- Original Invoice from Contractor
- Surety's Consent to Final Payment (if applicable)

COMPLETION DATE

There is a SIXTY (60) day time limit on each rehabilitation job. For every day worked in excess of the SIXTY day contract period, liquidated damages of SEVENTY-FIVE DOLLAR (\$75.00) per day will be assessed.

ESCAMBIA COUNTY NEIGHBORHOOD ENTERPRISE DIVISION HOUSING REPAIR PROGRAMS CONTRACTOR REQUIREMENTS

If your firm is awarded the bid for housing repair (SHIP or HUD programs), the following items must be current and on file in order to issue a Purchase Order.

- *Current W9 (less than one year old).
- *County Vendor Information sheet (less than one year old).
- *Worker's Compensation as required by State Law **OR** exemption form.
- *Commercial General Liability (\$1,000,000 coverage) listing Escambia County as Certificate Holder and additional insured.
- *Automobile Liability (\$1,000,000 coverage) listing Escambia County as Certificate Holder and additional insured.

GL and Auto Liability Certificates must state the following under the Additional Interest:

Escambia County
C/O Neighborhood Enterprise Division
221 Palafox Place
Suite 304
Pensacola, FL 32502-5844

All correspondence should be directed to Neighborhood Enterprise Division, 221 Palafox Place, Suite 304, Pensacola, FL 32502 for review.

***For jobs valued at \$25,000 or higher, 100% Performance and Payment Bonds will be required.** Performance and Payment Bond format will be provided. Contractor will be responsible for the recording of all bonds with Pam Childers, Clerk of The Circuit Court of Escambia County Florida.

*Refer to BCC Office of Purchasing Risk Management Guidelines Procedure No: PP-180 (Performance and Payment Bonds) and PP-185 (Risk Management Guidelines) for further details.
[<http://www.myescambia.com/business/purchasing-policies-and-procedures>]*

Additionally, Neighborhood Enterprise Division will maintain the following info in the Contractor's file:

- *Contractor may not be federally debarred from participating in programs as per www.sam.gov
- *State registered or State Certified Contractor License
- *Escambia County Competency Board License
- *Escambia County Business/Occupational License
- *EPA RRP Renovator and Firm Certifications

Firms bidding on Lead Based Paint Abatement jobs must also submit proof of Lead Abatement firm certification.

All information must be current at time of award. IF INFORMATION CANNOT BE PRODUCED IN A TIMELY MANNER, THE COUNTY RESERVES THE RIGHT TO AWARD THE BID TO THE NEXT MOST RESPONSIVE BIDDER.

SHIP Housing Repair Program Specifications

Carolyn Jackson
4530 Landes Drive
Pensacola, FL, 32505
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PROJECT SCOPE OVERVIEW: SHIP

Rehabilitation of a owner-occupied single-family residence to make homes safe and sanitary within the provisions of federal and state laws, county ordinances and the SHIP repair program. Rehabilitation of the home will include the following tasks as outlined below. If additional tasks beyond those included in the bid are discovered, then additional funds may be allocated for additional tasks pending written approval from the county. There is no federal funding on this project.

EXTERIOR REPAIRS:

Replace approximately 8' of rotten fascia and soffit from the rear corner of the home.

Exterior total \$ _____

WINDOWS:

Replace the windows with new single-hung vinyl windows. These units are to be complete with trims, impact ratings, screens and low-e glass.

Windows total \$ _____

EXTERIOR DOORS:

Replace entry door weather stripping.

Exterior doors total \$ _____

PLUMBING:

Install a new master bathroom toilet with new floor flange and a new braided supply line. DO NOT USE AN ELONGATED TOILET.

Plumbing total \$ _____

INTERIOR CEILINGS and WALLS:

Repair the six (6) damaged ceiling tiles. Four are in the rear and two are in the main hallway. Paint with Kills to match as close as possible to existing surrounding area. Both bathroom ceiling need to be repaired as well. Replace the drywall with green board, tape, mud, texture and paint. The master bathroom has two walls that also need to be repaired. Replace the exhaust fan in the hall bathroom.

Interior drywall repair total \$ _____

FLOORING:

Remove existing living room and hallway flooring and prep floor with a floating floor membrane. Install new vinyl plank flooring system. Install shoe molding or 1/4 round, then caulk and paint.

Flooring total \$ _____

TOTAL REHABILITATION COST: \$ _____

(TO FRONT COVER)