



## **INSTRUCTIONS TO BIDDERS**

Submit COVER SHEET AND ALL NUMBERED PAGES OF BID with signature of Contractor and bid price in ink. Specifications in pencil will be rejected. Bids must be in a sealed envelope and hand-delivered to Neighborhood Enterprise Division Office, 221 Palafox Place (Ernie Lee Magaha Government Building), Suite 200, Pensacola, FL 32502 office by 12:00 noon at the closing date specified. NO email or fax submissions will be accepted.

The bids will be opened by the Bid Committee at 2:15 PM, Monday August 19, 2019. The bid will be awarded based upon the lowest eligible bidder with the most reasonable combined bid for the work specified. Itemized pricing may be used for negotiation in the event of a change in the scope of work as described within the Specifications.

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. Items left within the unit, which are to be removed/replaced by the Contractor become the property of the Contractor.

## **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 packet for all covered items provided to NED Staff
- Premises free from all construction debris
- Submission of RRP Checklist Form & Contractor's Final Affidavit
- Original Invoice from Contractor
- Surety's Consent to Final Payment if applicable

## **LEAD BASED PAINT (LBP)/RRP REQUIREMENTS**

Abatement of LBP, at or above the LSHR hazardous level, will be performed by a certified Lead Abatement Contractor, with no rehab work to begin until the Abatement Contractor has achieved clearance.

### **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, a FIFTY DOLLAR (\$50.00) per day penalty will be assessed.

A Notice to Proceed will be issued once the homeowner has vacated the property and will take into account LBP remediation to be performed by a certified Lead Abatement Contractor if applicable to the property.

**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 200  
Pensacola, FL 32502-5844

*All correspondence should be directed to Neighborhood Enterprise Division, 221 Palafox Place, Suite 200, 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.

*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](http://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.

CDBG Rehabilitation Program  
Edlene Williams  
3076 Woodbury Circle  
Pensacola, Florida 32533  
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GENERAL:

- Federal funds (Escambia County CDBG) are being used to renovate this property
- Contracts will only be awarded to an EPA Certified Renovation firm with a Certified Renovator since the property was constructed prior to 1978. A copy of the firm's certification must be submitted prior to entering contract with said contractor.
  
- The Homeowner will have the following sample choices, **where applicable:**
- Vinyl Floor Covering Color 1 choice
- Carpet Color 1 choice
- Interior Trim, Satin or Semi-Gloss Latex 1 choice
- Interior Walls, Eggshell Latex 1 choice
- Siding color 1 choice
- Facia color 1 choice

MECHANICAL:

Install new Broan 40000 series vented range hood or equivalent with duct chase and vented to atmosphere as per Escambia County Code. Color to match existing appliances.  
Install new exhaust fans rated at a minimum of 70 CFM and Energy Star Qualified in both bathrooms vented to the atmosphere as per Escambia County code.

**Mechanical total \$ \_\_\_\_\_**

ELECTRICAL:

Remove existing electrical wiring and metal boxes. Re-wire total house as required to conform to the national electrical code as per Escambia County Electrical Inspection Department. This may require additional switches and outlets to be added if existing space does not meet code requirements.

A new meter base/power pack and riser will be required. A new breaker panel will be required. Install disconnects at equipment and appliances where required by Escambia County Code. All smoke detectors shall be hardwired with battery back-up as required per Escambia County Code.

All receptacles, switches and cover plates shall be new devices.

All existing and new appliances will have new pigtails installed to match new receptacles.

Unit shall have 2 exterior receptacles, one on front and one on the back, consult homeowner for location.

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**Lighting Schedule:**

Living room and bedrooms, Hampton Bay Glendale ceiling fan model AM212ORB.

Kitchen, Lithonia Lighting model FMFL30840SATLBZ, consult with homeowner as to new location of fixture. Reuse fixture above sink.

Hallway, Hampton Bay model FZP8012A/ORB.

Bathrooms, Volume Lighting model V1124-79.

Exterior entries, Newport Coastal model 7974-01B.

Storage area use existing fixture.

In each light fixture install 60-watt equivalent led light bulbs.

Blocking for ceiling fans will be required and a separate switch is required to operate the fan and light kit at all locations where there are existing fans. If there aren't any existing fans, the above-mentioned blocking and switches are to be installed in all bedrooms and living room.

Install a new doorbell with a new button at front door.

Contractor will not be responsible for the ring doorbell or alarm system there will be a \$250.00 allowance for a service call on the alarm system that the contractor will pay to the alarm provider after repairs to home are completed.

**Electrical total \$ \_\_\_\_\_**

**PLUMBING:**

Install walk in shower in hall bath with surround model Aquatic AX160304 PSTR-WH or equivalent.

Install three 1 1/2" diameter grab bars in new shower area.

Install 2 new Delta vanity sink faucets with pop up drains model 520-MPU-DST or equivalent.

Install 2 new Delta shower faucets and valves model T13220 or equivalent.

Install 1 new Delta hand shower model 57014 or equivalent in hall bath shower.

Install a new Delta kitchen faucet with sprayer model 400-DST or equivalent.

Install all new 1/4 turn brass valves as required per Escambia County Code.

Install all new drain assemblies from fixtures to waste.

Install new braided supply lines to toilets, vanity and kitchen sink.

Install new washer box as per Escambia County Code.

Install new surround in master bath using existing tub.

Install new shower rods in both baths.

**Plumbing total \$ \_\_\_\_\_**

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**CABINETRY:**

Replace 24" vanity and top in hall bath with integrated sink.  
Cabinetry will be of like, kind and quality as example below.  
Cabinetry will be stained and finished with the homeowner selecting the color.  
Install knobs and pulls on new vanity.  
Cabinetry will be constructed of plywood with 1/2" plywood top, bottom and sides.  
Back is to be of 3/16" plywood with 1/2" hanger rails. Toe kick is 1/2" plywood. Stile and rails will be of solid wood. Doors can be plywood construction and drawer fronts solid wood.

**Cabinetry total \$ \_\_\_\_\_**

**INTERIOR TRIM WORK:**

Replace wood base and shoe as required in both bathrooms.

**Interior trim work \$ \_\_\_\_\_**

**INTERIOR WALLS:**

Repair all drywall surfaces that are damaged due to code up-grades and existing surfaces that are damaged or incomplete. Repaired areas are to match as close as possible to existing surrounding area.

**Interior wall repairs total \$ \_\_\_\_\_**

**INTERIOR CEILINGS:**

Repair all ceiling surfaces that are damaged due to code up-grades and existing surfaces that are damaged or incomplete. Repaired areas are to match as close as possible to existing surrounding area.

**Interior ceiling repair total \$ \_\_\_\_\_**

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WINDOWS AND EXTERIOR DOORS:

There are eight (8) existing windows that are to be replaced with new retrofit custom windows (windows that are built specifically to fit existing openings).  
The new windows are to be vinyl framed, insulated (double glazed) single hung window units with low E and fitted with screens.  
Windows in the bedrooms are to meet egress requirements as per Escambia County Code.  
The egress window openings may require modifications that will include but not limited to opening size, drywall repair, masonry repairs with interior and exterior trim work.  
Replace front entry door unit with hurricane rated metal clad insulated 6 panel colonial door unit with threshold, weather stripping and trim.  
Front door is to have a peep hole.  
Detach and reset storm door at front entrance.  
Install new dead bolt and lock set that is keyed alike on new exterior door unit.  
Install hurricane protection on windows and doors as per Escambia County Code.  
Protection may be of the metal or fabric type.

**Window and door total \$ \_\_\_\_\_**

ROOF REPLACEMENT:

Remove solar panels and satellite dish and dispose of same.  
Remove existing roof covering to the decking and replace any deteriorated or damaged decking with like, kind and quality of existing materials (figure 480 sq. ft.).  
Refasten and certify decking attachment as per Escambia County Building Code.  
Install secondary water barrier as per Escambia County Building Code.  
Replace existing drip edge with new metal drip edge.  
Install 30 year shingle roof on main roof as per manufacturer's specifications.  
Install self-adhering granulated modified bitumen roll roofing as per manufacturer specifications on low slope area.  
Install new flashing on both sides of porch.  
Install new slant-back vents.  
Replace all boots with new lead or EPDM and metal boots.  
Install approximately 44 linear foot of new shingle over ridge vent.  
Trim any trees over hanging roof to clear roof by approximately 10'.  
Remove tree trimming debris from premises.

**Roof total \$ \_\_\_\_\_**

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EXTERIOR REPAIRS:

Remove and replace deteriorated sheathing on gables and kitchen area as required to receive new vinyl siding.

Install new vinyl siding over fan fold insulation with associated trim on all gables and area at kitchen approximately 500 sq. ft.

Repair/replace wood cornish system and prep as required to install new metal fascia and freeze on main house.

Install new metal fascia, freeze and vented vinyl soffit with associated trim on house approximately 181 lineal feet.

Install solid vinyl soffit on front porch ceiling with associated trim.

Install trim metal on front porch beams and post.

Paint exterior of new door unit with exterior grade paint.

Install new 3 inch house numbers in a contrasting color on the front of the house.

Detach and reinstall all data cables as required to perform the above described work.

**Exterior total \$**\_\_\_\_\_

**TOTAL REHABILITATION COST: \$**\_\_\_\_\_  
**(TO FRONT COVER)**

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**ALTERNATES:**

**OPTION 1**

**Do not include this option in your TOTAL JOB COST**

**VINYL FLOOR COVERING:**

Remove existing floor covering, prep floor and install new vinyl floor in both bathrooms allowing \$30.00 per square yard for labor and material.

**Option 1 total \$\_\_\_\_\_**

**OPTION 2**

**Do not include this option in your TOTAL JOB COST**

**CARPET FLOOR COVERING:**

Remove existing carpet and pad in all carpeted areas.

Install new carpet and pad in living room, hallway, bedrooms and closets allowing \$30.00 per square yard for labor and material.

**Option 2 total \$\_\_\_\_\_**

**OPTION 3**

**Do not include this option in your TOTAL JOB COST**

**INTERIOR PAINT WORK:**

Prep, caulk and paint the walls, trim, openings, doors and ceilings (all painted surfaces) of the entire house including closets. Walls will be one color in all rooms with an eggshell finish and woodwork will be a contrasting color in all rooms with satin or semi-gloss finish that homeowner has selected.

Ceilings will be white. Seal as required.

**Option 3 total \$\_\_\_\_\_**