

**SHIP HOUSING REPAIR  
ESCAMBIA COUNTY**

<b>OWNER:</b> <u>Christine Gray</u>	<b>JOB #:</b> <u>NED S-R-2021-5</u>
<b>ADDRESS:</b> <u>3061 Woodbury Circle</u>	<b>DATE PREPARED:</b> <u>5/01/2021</u>
<u>Cantonment, Florida 32533</u>	<b>OPENING DATE:</b> <u>5/14/2021</u>
<b>PHONE:</b> <u>850-937-0881</u>	<b>CLOSING DATE:</b> <u>5/28/2021</u>
<u> </u>	<b>CLOSING TIME:</b> <u>12:00 noon</u>

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: Plumbing, Electrical, Mechanical, Roofing, Siding and Doors

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

**Mandatory on Site Pre-Bid Conference: Friday, May 21, 2021 at 8:30 a.m.**

## **INSTRUCTIONS TO BIDDERS**

Submit COVER SHEET AND ALL NUMBERED PAGES OF SPECIFICATIONS 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 or submitted online via Vendor Registry 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 and bid will be awarded based upon the lowest eligible bidder with the most reasonable combined bid for the work specified. Bids \$25,000 or over must be approved by the Board of County Commissioners prior to award of contract. 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.

## **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 & Contractor's Final Affidavit
- Original Invoice from Contractor
- Surety's Consent to Final Payment if applicable

## **COMPLETION DATE**

There is a THIRTY (30) day time limit on each rehabilitation job. For every day worked in excess of the THIRTY day contract period, a FIFTY DOLLAR (\$50.00) per day penalty 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 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.  
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](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.

GENERAL:

- The subject Housing Unit was built prior to 1978 and therefore is a “targeted property” under the EPA’s RRP Rule, as some painted surfaces may be disturbed. Therefore, the implementation of “safe work practices” is required along with submittal by the RRP Contractor of “Renovation Recordkeeping Checklist” form
- There is no Federal Funding on this project.

The Homeowner will have the following sample choices, where applicable:

Exterior Siding color-1 choice  
Soffit and fascia color-1 choice  
Roof color-1 choice  
Countertop color-1 choice

KITCHEN:

Replace base cabinets at sink and stove (approximately 11 lineal feet) color and style to match existing upper cabinets as close as possible.

Cabinetry will be constructed of plywood with ½” plywood top, bottom and sides.

Back is to be of 3/16” plywood with ½” hanger rails. Toe kick is ½” plywood. Stile and rails will be of solid wood. Doors can be plywood construction and drawer fronts solid wood.

Install approximately 11 linear feet of new standard grade post formed countertop with an incorporated back splash and caps and or end splashes in kitchen with homeowner selecting color.

Install new Broan 4000 series vented range hood or equivalent, vented to atmosphere as per Escambia County Code.

Build chase for new vent hood, chase can be of finished drywall or cabinet grade plywood stained and finished to match existing cabinets as close as possible.

Repair drywall with wall insulation along back wall, tape and finish to match surrounding area as close as possible.

Install new base and shoe molding along back wall and at cabinets.

**Kitchen total \$\_\_\_\_\_**

**ELECTRICAL:**

Repair existing aluminum branch wiring to conform to the approved/insurable repair method, using the Alumi-Conn connector method at all light fixtures, fan fixtures, outlets, receptacles and switches.

A new meter base/power pack and riser may be required. A new breaker panel will be required. Install disconnects at equipment and appliances where required by Escambia County Code. All smoke/co2 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 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.

Detach and reset light fixtures and fans, replace light fixtures in the following areas.

Lighting Schedule:

Tub area, Hampton Bay model FZP8012A or equivalent.

Bedroom closet, Hampton Bay model FZP8012A or equivalent.

Vanity areas (2), Volume Lighting model V1124-79 or equivalent.

Exterior entries, Newport Coastal model 7974-01B or equivalent.

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

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

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

**INTERIOR WALLS AND CEILINGS:**

Repair all surfaces that are damaged due up-grades and existing surfaces that are damaged or incomplete. Does not include areas that are water marked and not failing. Repaired areas are to match as close as possible to existing surrounding area.

**Interior walls and ceilings total \$\_\_\_\_\_**

**ROOF REPLACEMENT: 46'x16'x2**

Remove existing roof covering to the decking and replace any deteriorated or damaged decking with like, kind and quality of existing materials (figure 160 sf.).

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 approximately 124 linear foot.

Install 30 year shingle roof on main roof as per manufacturer's specifications.

Install new slant-back vents.

Replace all boots with new lead or EPDM and metal boots.

Install approximately 40 linear foot of new shingle over ridge vent.

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

**EXTERIOR REPAIRS:**

Repair/replace wood Cornish system and prep as required to install new metal fascia, vinyl soffit and frieze on main house.

Install new metal fascia, frieze and vented vinyl soffit with associated trim on house approximately 125 lineal feet.

Install new vinyl siding over fan fold insulation with associated trim on all existing areas of wood siding approximately 325 sq. ft.

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

Detach and reinstall electrical, light fixtures and data cables as required to perform the above described work.

Replace Front and rear entry door units with metal clad hurricane rated insulated 6 panel colonial door units with threshold, weather stripping, trim and no rot jambs, install a peep hole in front door unit, consult homeowner for location.

Install new dead bolt and lock set on new entry units that are keyed alike.

Detach and reset existing storm doors.

Paint exterior of new door units to match existing as close as possible.

Install mailbox in existing brick mail box opening.

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

**TOTAL JOB COST \$ \_\_\_\_\_  
(TO FRONT COVER)**