

**Housing Repair – SCOPE of Work  
Escambia County**

**OWNER:** Judy W. Kyle  
**ADDRESS:** 702 E. Johnson Avenue  
Pensacola, FL 32514  
**PHONE:** 850-356-7311

**JOB #:** NED-S-702-122822  
**DATE PREPARED:** 12-28-2022  
**OPENING DATE:** 1-6-2023  
**CLOSING DATE:** 1-13-2023  
**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: January 6, 2023 at 11:30 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 January 17th, 2023 at 11:30 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 FORTY-FIVE (45) day time limit on each rehabilitation job. For every day worked in excess of the FORTY-FIVE 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](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.

**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.

**“The homeowner is responsible for removing all the contents of the rehabilitated areas.”**

**Kitchen Repairs:**

Replace existing square edge laminate kitchen countertop with side and back splashes to match the existing configuration. Install a new sink faucet with sprayer, 3/4hp garbage disposal and stainless-steel double bowl sink including braided supply lines and new waste lines as well as new shut off valves. Replace the existing slide in range with a sink base cabinet and a black drop in glass cooktop (Cooktop Whirlpool WCE55USOHB or equivalent). Match the cabinets door style and color as best as possible. Add a 90” single oven tower to the right of the existing range. Apply a 2” square edge top molding and a 4” square edge stock molding to the oven towers base. Install a black single oven (Oven Whirlpool WOS31ESOJB or equivalent). Fix the damaged ceiling then texture and paint. Install a light in the kitchen and above the sink.

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

**Bathroom Repairs:**

Remove and replace the shower wall tile in the damaged bathroom. We will only be replacing the shower tile. The tub and surrounding tile appears to be in good condition.

**Bathroom total \$ \_\_\_\_\_**

**TOTAL REHABILITATION COST: \$ \_\_\_\_\_**

**(TO FRONT COVER)**

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

1. Countertop Color - 1 choice
2. Bathroom tile – 1 choice