

**SHIP HOUSING REPAIR  
ESCAMBIA COUNTY**

<b>OWNER:</b>	Sandra D Lattimore	<b>JOB #:</b>	REBID NED S-R- 2021-2
<b>ADDRESS:</b>	7924 Oak Forest Drive Pensacola, Florida 32514	<b>DATE PREPARED:</b>	05/27/2021
<b>PHONE:</b>	850-478-9261 205-233-4523	<b>OPENING DATE:</b>	05/28/2021
		<b>CLOSING DATE:</b>	06/11/2021
		<b>CLOSING TIME:</b>	12:00 noon

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, Siding, and Doors

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

**On-Site Pre-Bid Conference: Friday, June 04, 2021 at 8:30 a.m.**

Contractors must attend mandatory pre-bid conference on date/time noted above or have attended the on site pre-bid conference previously held on April 23, 2021 as evidenced by the sign-in sheet on file with the NED.

## **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 (if applicable) & 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, liquidated damages of FIFTY DOLLAR (\$50.00) 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 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.

**PROJECT SCOPE OVERVIEW:**

Rehabilitation of an owner-occupied single-family residence to make homes safe and sanitary within the provisions of the SHIP Housing Repair program. Under the SHIP Local Housing Assistance Plan, maximum award for Housing Repair is \$30,000. Repairs needed in excess of this limit may be approved from non-SHIP funding as funding permits. 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.

**GENERAL:**

- There is no Federal Funding on this project.

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

- Exterior siding-1 choice
- Cornice color-1 choice
- Vanity stain color-1 choice

**BACK BATH: 8'X5'X8'**

Replace 30" vanity and top 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 cabinets with the homeowner selecting the style.

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 1-1/4" grab bars (3); consult with homeowner for location.

Repair base and shoe molding to match existing.

**Back Bath Total: \$ \_\_\_\_\_**

**HALL BATH: 8'X5'X8'**

Replace 30" vanity and top 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 cabinets with the homeowner selecting the style.

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 1-1/4" grab bars (3); consult with homeowner for location.

Replace entry door unit with a 2'8" unit with hardware and lock set to match existing as close as possible. NOTE: new unit will swing into the hallway.

Repair base and shoe molding to match existing.

Repair area of wood floor at new door unit, homeowner will supply flooring.

**Hall Bath Total: \$ \_\_\_\_\_**

**ELECTRICAL:**

Install new light fixtures at front and rear entries.  
Exterior entries, Newport Coastal model 7974-01B or equivalent.  
In each light fixture install 60-watt equivalent led light bulbs.  
Install hardwired smoke detectors with battery backup as per Escambia County Code.  
Install GFI's as required by Escambia County Code.

**Electrical Total: \$\_\_\_\_\_**

**PLUMBING:**

Install 2 new Delta vanity sink faucets with pop up drains model 520-SSMPU-DST or equivalent.  
Install 2 new Delta shower faucet with valve model T13220-SS or equivalent.  
Install 1 new Delta hand shower model 51900-SS or equivalent in hall bath.  
Install new Sterling tub surround model 61044100-0 in white or equivalent with corresponding tub model 61041120-0 in back bath.  
Install walk in shower in hall bath with surround with built in seat model Aquatic AX160304PS-WH or equivalent.  
Install 1 new toilet seat in hall bath model Big John 2445646-1W.  
Install all new ¼ turn brass valves on fixtures as required.  
Install all new drain assemblies from fixtures to waste including kitchen.  
Install new braided supply lines to toilets, vanities.

**Plumbing Total: \$\_\_\_\_\_**

**MECHANICAL:**

Install new Heat Pump system with air handler with duct work, registers and grills.  
Return air grill is to be removable filter type with filter installed.  
Install new dryer vent.  
Install new Broan 4000 series vented range hood or equivalent, vented to atmosphere as per Escambia County Code.

**Mechanical 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 missing/peeling ceiling texture). Repaired areas are to match as close as possible to existing surrounding area.

**Interior Walls/Ceilings Total: \$\_\_\_\_\_**

SHIP Housing Repair Program Specifications  
Sandra D Lattimore  
7924 Oak Forest Drive  
Pensacola, FL 32514  
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**EXTERIOR REPAIRS:**

Repair/replace wood Cornice 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 160 lineal feet.

Install new vinyl siding over fan fold insulation with associated trim (including front window) on all existing areas of wood siding approximately 800 sq. ft.

Detach and reset window and door protection pins.

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 rear entry door unit with metal clad hurricane rated insulated 6 panel colonial door unit 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 rear entry unit that is keyed to homeowner's existing key.

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

Install handrail at front entry. Rail will be of treated wood with top and bottom rails with spindles and attached to wall and 4x4 post set in concrete.

**Exterior Repairs Total: \$ \_\_\_\_\_**

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