

**SHIP HOUSING REPAIR  
ESCAMBIA COUNTY**

<b>OWNER:</b> _____ Curtis & Evelyn Craft <b>ADDRESS:</b> _____ 6970 Oakfield Rd Pensacola, Florida 32503 <b>PHONE:</b> _____ 850-480-1703 _____	<b>JOB #:</b> _____ NED-S-6970- 10182022 <b>DATE PREPARED:</b> _____ 10/18/2022 <b>OPENING DATE:</b> _____ 10/27/2022 <b>CLOSING DATE:</b> _____ 11/3/2022 <b>CLOSING TIME:</b> _____ 12:30 p.m.
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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.

\$ _____ <b>TOTAL JOB COST</b>	_____ <b>CONTRACTOR'S SIGNATURE</b>  _____ <b>TITLE</b>  _____ <b>FIRM</b>  _____ <b>FIRM PHONE NUMBER</b>
BID OPENING DATE: _____ <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	
_____ <b>BID COMMITTEE REPRESENTATIVE</b>	

\_\_\_\_\_  
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: Thursday, October 27, 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 4, 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 THIRTY (30) day time limit on each rehabilitation job. For every day worked in excess of the THIRTY 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:**

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Rehabilitation of a owner-occupied single-family residence to make homes safe and sanitary within the provisions of the Federal/State Laws and County Ordinances, as well as the SHIP Housing 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.

**GENERAL:**

- There is no Federal Funding on this project.

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

1. Shingles Color -1 choice

**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 may 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, consult homeowner for location.

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

**ROOF:**

Remove existing roof covering to the decking and replace any deteriorated or damaged decking with like, kind and quality of existing materials. Repair/replace roof framing to include rafter tails, rafters, and barge rafters. Refasten and certify decking attachment as per Escambia County Building Code. Install a secondary peel and stick 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 a self-adhering modified bitumen roof system to any low sloped areas as per Escambia County Building Code. Install new slant-back vents. Replace gas vent caps and flashing as required. Replace all boots with new lead or EPDM and metal boots. Install new shingle over ridge vent as per Escambia County Building Code. Remove all debris from site. Budget 200 square feet of decking replacement. **Roof total \$**\_\_\_\_\_

**EXTERIOR DOORS:**

Replace front and rear entry door units with hurricane rated metal clad insulated 6 panel colonial door units with thresholds, weather stripping and trim, then caulked and painted as per Escambia County Building Code. Replace the entry storm door with a similar style and fashion. Install new dead bolts and lock sets that are keyed alike on new exterior door units.

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

**WINDOWS:**

Replace the (12) existing windows with single hung windows that are to be fitted with screens as per Escambia County Building Code. Each unit to be completed with trim, low-e glass.

**Window total \$** \_\_\_\_\_

**MECHANICAL:**

Install new HVAC unit with heat pump and air handler as per Escambia County Code. Run one new duct to the conversion garage. Check all existing ductwork for leaks, owner has reported them to be in working order. Return air grill is to be removable filter type with filter installed as per current Escambia County Code. This unit is to meet state energy efficiency rating guidelines. Install a new digital thermostat control. **Mechanical total \$** \_\_\_\_\_

**FLOORING:**

Remove existing flooring and prep floors. Install Shaw Torino Plus Floorte 500RG or equivalent new LVP vinyl floor per manufacturer's instructions. Pattern and color to be determined by homeowner. To include matching transitions strips where needed, new base and shoe molding, then caulk and paint. Float this floor system with a moisture barrier. **Flooring total \$** \_\_\_\_\_

**PLUMBING:**

Install a new Delta shower/tub faucet with valve model T13420-SS or equivalent as per Escambia County Code.

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

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