

**SHIP HOUSING REPAIR  
ESCAMBIA COUNTY**

**OWNER:** Belinda Hill Beasley  
**ADDRESS:** 916 Belair Road  
Pensacola, Florida 32505  
**PHONE:** 850-380-7326

**JOB #:** S-R-2019-7  
**DATE PREPARED:** 06/25/2019  
**OPENING DATE:** 07/12/2019  
**CLOSING DATE:** 07/26/2019  
**CLOSING TIME:** 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:** \_\_\_\_\_

\_\_\_\_\_  
**FIRM**

**ACCEPTED**       **REJECTED**

\_\_\_\_\_  
**FIRM PHONE NUMBER**

\_\_\_\_\_  
**BID COMMITTEE REPRESENTATIVE  
REQUIRED PERMITS AND INSPECTIONS:**

\_\_\_\_\_  
**WINDOWS/DOORS, ROOF**

Type of Construction: Concrete Block  
Home was built in 1958  
Heated space: 1500 Square Feet  
Roof: 70'x14'x2+4'x9'x1+4'x18'x1  
Edge metal: 208 Lineal Foot

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

**Mandatory On Site Pre-Bid Conference: July 19, 2019 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 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. 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 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

## **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.

SHIP Housing Repair Program Specifications

Belinda Hill Beasley  
916 Belair Road  
Pensacola, FL 32505

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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 Record keeping Checklist” form.
- There is no Federal Funding on this project.

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

Roof Color	1 choice
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ROOF REPLACEMENT:

Remove existing roof covering to the decking and replace any deteriorated or damaged decking with like, kind and quality of existing materials (figure 96 sq. ft.).

Refasten and certify decking attachment as per Escambia County Building Code.

Install peel and stick secondary water barrier as per Escambia County Building Code.

Install new metal drip edge.

Install self-adhering granulated modified bitumen roll roofing as per manufacturer specifications.

Replace all boots with new lead or metal/epdm boots.

Install new turtle vent cap matching roof color acap.

Replace approximately 34 lineal foot of seamless gutter with down pipe.

**Roof Replacement Total \$ \_\_\_\_\_**

WINDOWS AND DOORS:

There are seventeen (17) 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 units with Low-E and fitted with screens.

Windows in the bedrooms are to meet egress requirements as per Escambia County Code.

This may require concrete block work, a new seal, a stool and apron and interior wall repair. Does not include any interior or exterior paint work around windows.

Replace three (3) entry door units with metal clad hurricane rated insulated 6 panel colonial units with thresholds, weather stripping, no rot jambs and new trim.

Install new dead bolts and lock sets that are keyed alike on all new exterior door units.

Paint exterior of new door units with exterior grade paint to match existing color acap.

Detach and reset existing storm doors

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

INSULATION

Add blown type insulation in attic to bring the R-rating to R-38.

**Insulation Total \$ \_\_\_\_\_**

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

**(TO FRONT COVER)**