

**Escambia County - Neighborhood Enterprise Division  
Housing Repair - SCOPE**

**OWNER:** Lee & Lucille Middleton  
**ADDRESS:** 30 Norwood Drive  
Pensacola, FL 32506  
**PHONE:** 850.466.3244  
850.483.7053

**JOB #:** NED-C-30-012523  
**DATE PREPARED:** 1-25-23  
**OPENING DATE:** 2-1-23  
**CLOSING DATE:** 2-8-23  
**CLOSING TIME:** 1:00 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.

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

Escambia County

\_\_\_\_\_  
**REQUIRED PERMITS AND INSPECTIONS**

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

**Mandatory on Site Pre-Bid Conference: February 1, 2023, at 1045A**

## **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 February 9, 2023, at 1130A, 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, Florida Building Codes and best practice.

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 SIXTY (60) day, time limit on each rehabilitation job. For every day worked more than the sixty-day contract period, liquidated damages of SEVENTY-FIVE DOLLAR (\$75.00) per day will be assessed. During this timeline the homeowner is not to begin any new rehabilitation projects.

**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 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.

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**PROJECT SCOPE OVERVIEW:** CDBG

Rehabilitation of an owner-occupied single-family residence to make homes safe and sanitary within the provisions of federal and state laws, county ordinances and the CDBG 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.

This home was built prior to 1978 and therefore is a "target 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. Federal funds (Escambia County CDBG) are being used to renovate this property. Contract will only be awarded to an EPA Certified Renovation firm. A copy of the firm's certification must be submitted prior to entering a contract with said contractor.

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

**ELECTRICAL:**

Remove and re-wire as needed; 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 may also 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. All fixtures shall be LED or have led light bulbs installed. Repair drywall damage from rewiring. Install new ceiling fans in all bedroom areas. Blocking for ceiling fans will be required and a separate switch is required to operate the fan and light kit at all locations where are fans installed. Install a new bathroom vent fan. Install a new doorbell with a new button at entry.

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

**MECHANICAL:**

Install new HVAC system, including the condenser and handler as per Escambia County code. The existing ductwork is said to be in good working condition, inspect and confirm. Return air grill is to be removable filter type with filter installed. This unit must meet state energy efficiency rating guidelines. Install a new digital thermostat control. Mechanical Contractor to provide NED with a Manual J to support unit size installed.

**Mechanical total \$ \_\_\_\_\_**

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**PLUMBING:**

Install a new 40-gallon electric hot water heater. Install a new white drop-in ceramic sink with faucet including a pop-up style drain in the bathroom. Replace all the piping, fittings, and connections with new and per Escambia County Code

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

**WINDOWS:**

Replace the existing windows with new single-hung vinyl windows. These units are to be complete with trims, impact ratings, screens and low-e glass.

**Windows total \$ \_\_\_\_\_**

**INTERIOR CEILINGS:**

Repair bedroom 1, bedroom 2, bedroom3, bathroom, and the kitchen ceilings that are damaged. Repaired areas are to match as close as possible to existing surrounding area.

**Interior ceiling repair total \$ \_\_\_\_\_**

**CABINETRY:**

Replace existing bathroom vanity cabinet. Include all cabinet door hardware for a complete and proper installation. Replace the existing countertop with square-edge laminate top, including 4" side and back splashes.

**Cabinetry total \$ \_\_\_\_\_**

**INTERIOR REPAIRS:**

Install and finish the door trim to the laundry room door.

**Interior repairs \$ \_\_\_\_\_**

**TOTAL REHABILITATION COST: \$ \_\_\_\_\_, per Bid Scope Materials List.  
(TO FRONT COVER)**