



## **INSTRUCTIONS TO BIDDERS**

Submit cover sheet with signature of Contractor and bid price. Bid submissions will be accepted online via Vendor Registry or Hand-delivery. Hand-delivery of sealed bids may be accepted by appointment only and must be in a sealed envelope and delivered to Neighborhood Enterprise Division Office, 221 Palafox Place (Ernie Lee Magaha Government Building), Suite 200, Pensacola, FL 32502. NO 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 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.

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**

Lump sum payment at job's completion.

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)
- Premises free from all construction debris
- Submission of RRP Checklist Form & Contractor's Final Affidavit
- Original Invoice from Contractor

## **COMPLETION DATE**

There is a FOURTEEN (14) day time limit on each rehabilitation job. For every day worked in excess of the FOURTEEN 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.

CDBG Sewer Connection Assistance Specifications  
Angelyn Gill  
903 Decatur Avenue  
Pensacola, FL 32507

### PROJECT SCOPE OVERVIEW:

Septic to sewer connection for 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:

- Federal funds (Escambia County CDBG) are being used to renovate this property (septic to sewer).
- Contractor is responsible for all required permits to decommission existing septic tanks and tie the unit into the public sewer system, including septic tank abandonment permitting fee to the Health Department. Approved inspection of abandonment must be provided from the Health Department before release of final funds.
- Contractors are required to call for utility spots 72 hours prior to commencement of work, with no work to begin until all spots have been made.

### SEWER TAP and LATERAL:

There are no tap or lateral fees. There is one sewer lateral that is visible and are located on Decatur Avenue, left of driveway.

### SEWER LINE and SEPTIC TANK ABANDONMENT:

Decommission the existing septic tank, per the State of Florida Environmental Health Department regulation/requirements (pump tank, punch holes in bottom and backfill), permit and inspection required.

Sewer line (pvc schedule 40), to run from house drains and connect to sewer, with "two-way" clean-outs. The existing clean-outs may be reused if they are to code and are functional. Add additional clean-outs near the sewer connection.

Following the installation of the new sewer line and decommissioning of the septic tanks/grease trap, grade work area and leave in a uniform/smooth condition, then provide grass seed and hay for stabilization.

All indentions (created by trucks and other equipment used to accomplish work herein), are to be filled to grade with brown fill or top soil, then seeded and stabilized with straw.

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CONCRETE REPAIR SPECIFICATION:

Should it be necessary remove portions of concrete walks or driveways in order to complete work; the repair of the concrete will be as follows: areas affected, if concrete cutting is required, cut smooth/straight/clean surfaces on both ends of effected area. Forms are to be set to allow for continuity of effected area with the existing concrete, base soil is to be tamped prior to in installation of "sakcrete" or comparable concrete mix of 2500 psi strength or greater. Finish of surfaces should match or exceed existing concrete finish with finish elevation matching that of the adjacent concrete. Forms must be removed and backfilled prior to final inspection.