

**SHIP HOUSING REPAIR
ESCAMBIA COUNTY**

OWNER: Cassandra Hilton
ADDRESS: 4383 Erress Blvd
Pensacola, FL 32505
PHONE: 850-712-9033

JOB #: NED S-R-2022-6
DATE PREPARED: 4/20/2022
OPENING DATE: 4/22/2022
CLOSING DATE: 5/6/2022
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

FIRM

FIRM PHONE NUMBER

BID OPENING DATE: _____
 ACCEPTED REJECTED

BID COMMITTEE REPRESENTATIVE

REQUIRED PERMITS AND INSPECTIONS: Plumbing, Roof and Doors/Windows

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

Mandatory on Site Pre-Bid Conference: Friday, April 29, 2021 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 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 305, 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. 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 FOURTY-FIVE (45) day time limit on each rehabilitation job. For every day worked in excess of the FOURTY-FIVE 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 305
Pensacola, FL 32502-5844

All correspondence should be directed to Neighborhood Enterprise Division, 221 Palafox Place, Suite 305, 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
- *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:

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

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

Roof color

UPSTAIRS BATH: 8’X5’X8’

Replace 36” vanity and top with integrated sink.

Cabinetry will be of like, kind and quality as example below.

Cabinetry will be stained and finished.

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 a new Delta vanity sink faucet with pop up drains model 520-SSMPU-DST or equivalent.

Install a new Delta shower faucet with valve model T13220-SS or equivalent.

Install new Sterling tub surround model 61044100-0 in white or equivalent with corresponding tub.

Install a new comfort height American Standard 1.28-GPF toilet model Champion 4 in white or Delta 1.28-GPF toilet model Riosa in white or equivalent with a new toilet seats.

Install all new ¼-turn brass valves on fixtures as required.

Install all new drain assembly from fixtures to waste.

Install new braided supply lines to toilet, vanity.

Repair base moulding and shoe to match existing.

Repair walls and prep to paint.

Upstairs bath total \$_____

FRONT BEDROOM 16X11:

Remove and replace drywall ceiling and insulation, texture ceiling to match existing.
Remove and replace 1 short wall of drywall on the south, repair remaining walls, texture to match existing as close as possible and prep to paint.
Replace base moulding as required to match existing as close as possible.
Repair underlayment, approximately 1/2 of existing floor.
Replace ceiling fan with light matching existing as close as possible.
Replace HVAC vent covers.

Front bedroom total \$ _____

GENERAL EXTERIOR REPAIRS:

Replace storage room door with an outswing metal clad insulated 6 panel colonial door unit with no rot jambs, threshold, weather stripping and trim.
Install new and lock set on new exterior door unit.
Paint exterior of new door unit and any new exterior trim work.
Replace trim board at parting wall between unit 4383 and 4393 including cornice.
Paint to match as close as possible.
Replace 8" round front porch post.
Paint to match as close as possible.
Reinstall shutters at front window.
Reinstall gutters and downpipes.

General exterior repair total \$ _____

SOUTH ELEVATION:

Install brickwork where missing, tuck point all cracks, holes and fill areas where brick meets block.
Remove all old downpipes and flashing.
Apply block filler primer and paint south elevation to match vinyl siding as close as possible.

South elevation Total \$ _____

ROOF 20'X22'X2 + 5'x6'x2 + 15'X8'X1

Remove existing roof covering to the decking and replace any deteriorated or damaged decking with like, kind and quality of existing materials (figure 448 sq. ft.).
Refasten and certify decking attachment as per Escambia County Building Code.
Install secondary water barrier as per Escambia County Building Code.
Replace existing drip edge with new metal drip edge.
Install a 30-year shingle roof on main roof as per manufacturer's specifications.
Install new slant-back vents. Replace all boots with new lead or EPDM and metal boots.
Install approximately 20 linear foot of new shingle over ridge vent.
Trim any trees over hanging roof to clear roof by approximately 10', removing tree trimmings debris from premises.

Roof total \$ _____

SHIP Housing Repair Program Specifications
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WINDOWS:

There are eight (8) 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 impact glazing and fitted with screens.

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

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

Window total \$ _____

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