

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

OWNER: Colette Maxwell
ADDRESS: 8614 Grimsley St.
Pensacola, FL 32534
PHONE: 850.529.5633

JOB #: NED-S-8614-020823
DATE PREPARED: 2-8-2023
OPENING DATE: 2-15-2023
CLOSING DATE: 2-22-2023
CLOSING TIME: 12:30 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.

\$

TOTAL JOB COST

CONTRACTOR'S SIGNATURE

TITLE

BID OPENING DATE:

☐ **ACCEPTED**

☐ **REJECTED**

FIRM

FIRM PHONE NUMBER

BID COMMITTEE REPRESENTATIVE

Escambia County

REQUIRED PERMITS AND INSPECTIONS

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

Mandatory on Site Pre-Bid walk through: February 15, 2023, at 1030A.

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 23, 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 practices.

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 more than the thirty-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
- *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.

Colette Maxwell
8614 Grimsley St.
Pensacola, FL 32534
850.529.5633

PROJECT SCOPE OVERVIEW: SHIP

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 SHIP 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. There is no federal funding on this project.

“The homeowner is responsible for removing all the contents of the rehabilitated areas.”

ROOFING:

Remove existing roof covering to the decking and replace any deteriorated or damaged decking with like, kind and quality of existing materials. Repair or replace any damaged roof framing to include rafter tails, rafters, and barge rafters. Refasten and certify decking attachment. Install a peel and stick underlayment water barrier. 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. 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. All work is to be completed as per Escambia County Building Code. Budget 200 square feet of decking replacement. Trim any trees over hanging roof to clear roof by approximately 10' and remove all debris from site.

Roof total \$ _____

MECHANICAL:

Replace the HVAC system 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 \$ _____

ELECTRICAL:

Inspect the electrical and determine why some of the outlets aren't working. Fix and replace as per Escambia County code.

Electrical total \$ _____

PLUMBING:

Repair the kitchen sink leak and determine why there is low water pressure to the home. Remove the existing tub and liner then replace it. Include a new faucet set and install a new comfort height toilet with braided supply lines as per Escambia County code.

Plumbing total \$ _____

Colette Maxwell
8614 Grimsley St.
Pensacola, FL 32534
850.529.5633

INTERIOR CABINETRY:

Remove and reinstall the kitchen sink base cabinet floor. Adjust the offset cabinet drawer and fix the cabinet door.

Carpentry \$ _____

FLOORING:

Repair the transitions strips at the kitchen step down to the living.

Flooring total \$ _____

SIDING:

Remove the existing rotten or damages siding and install new 4.5" standard lap vinyl siding. This is to include all cornered ends, j-channeled window and door trims. Install a moisture barrier to the existing structure as per Escambia County Building Code.

Siding total \$ _____

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