

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 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 based upon the lowest eligible bidder with the most reasonable combined bid for the work specified. 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, 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.

Due to limited access to the Clerk of Court, the County will facilitate bond recording.

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.

CDBG Sewer Connection Assistance Specifications
Raven Livingston
1308 Wisteria Avenue
Pensacola, FL 32507

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.
- 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.
- Contracts will only be awarded to an EPA Certified Renovation firm with a Certified Renovator since the property was constructed prior to 1978. A copy of the firm’s certification must be submitted prior to entering contract with said contractor.

SEWER TAP and LATERAL:

There are no tap or lateral fees. There is one (1) known sewer lateral that is located on Wisteria Avenue at the west side of the property.

There is one (1) known septic tank and it is located on the north side of the house.

Connect drain lines from the house to the existing sewer tap.

Tie all drains into the ECUA municipal sewer system.

Check the existing vents to assure that all are to code and are functioning properly.

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 back fill), permit and inspection required.

Sewer line (PVC schedule 40) is to run from house drain and connect to the sewer system with “two-way” clean-outs as required by code.

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

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

TOTAL JOB COST \$ _____ (TO FRONT COVER)