

**SHIP HOUSING REPAIR
ESCAMBIA COUNTY**

OWNER:	<u>Alethea Hall</u>	JOB #:	<u>S-R-2019-6</u>
ADDRESS:	<u>912 Crystal Springs Avenue</u>	DATE PREPARED:	<u>04/05/2019</u>
	<u>Pensacola, Florida 32505</u>	OPENING DATE:	<u>04/12/2019</u>
PHONE:	<u>850-712-0661</u>	CLOSING DATE:	<u>04/26/2019</u>
		CLOSING TIME:	<u>12:00 noon</u>

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: _____

FIRM

ACCEPTED REJECTED

FIRM PHONE NUMBER

BID COMMITTEE REPRESENTATIVE
REQUIRED PERMITS AND INSPECTIONS:

WINDOWS, FRAMING, MECHANICAL AND ELECTRICAL

Type of Construction: Concrete Block

Home was built in 1958

Heated space: 1338 Square Feet

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

Mandatory On Site Pre-Bid Conference: April 19, 2019 at 8:30 a.m.

INSTRUCTIONS TO BIDDERS

Submit COVER SHEET AND ALL NUMBERED PAGES OF SPECIFICATIONS with signature of Contractor and bid price in ink. Specifications in pencil will be rejected. Bids must be in a sealed envelope and hand-delivered to Neighborhood Enterprise Division Office, 221 Palafox Place (Ernie Lee Magaha Government Building), Suite 200, Pensacola, FL 32502 office by 12:00 noon at the closing date specified. NO email or fax submissions will be accepted.

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. Itemized pricing may be used for negotiation in the event of a change in the scope of work as described within the Specifications.

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 packet for all covered items provided to NED Staff
- Premises free from all construction debris
- Submission of RRP Checklist Form & 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 in excess of the Thirty 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. 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.

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

ELECTRICAL:

Remove existing electrical wiring and metal boxes. Re-wire 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 will be required. A new breaker panel may 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.

Unit shall have 2 exterior receptacles, one on front and one on the back, consult homeowner for location.

In each new light fixture install 60-watt equivalent led light bulbs. Install a light fixture at all locations where there is an existing light fixture, these may be new or existing fixtures.

Blocking for ceiling fans will be required and a separate switch is required to operate the fan and light kit at all locations where there are existing fans. If there aren’t any existing fans, the above-mentioned blocking and switches are to be installed in all bedrooms and living room.

Install a new doorbell with a new button at front door.

Install new lighting fixtures at the exterior entries as required by Escambia County Code.

Contractor is to allow a \$500.00 lighting/fan allowance for the Homeowner.

Smoke detectors and light bulbs are not included in the lighting allowance.

Existing light fixtures and fans may be reset by agreement between Homeowner and Contractor if fixtures are in working and safe condition.

A lighting allowance is a value placed upon the purchase of light fixtures selected by the Homeowner and to be installed by the Contractor in homes rehabilitated or reconstructed.

The value placed upon these goods does not include sales tax or bulbs.

The Contractor is responsible for the purchase and installation of LED bulbs

(which are to be installed in each open socket) of the fixtures. The Homeowner may utilize any recognized electrical material or construction material supplier of their choosing, as long as the fixture is “underwriters-laboratory” approved and labeled for the location it is to be placed.

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Note to Homeowner: If more than Four (4) fans are selected for installation the homeowner will be responsible for any additional charges by the electrician for assembly and installation of the additional fans.

Electrical total \$ _____

MECHANICAL:

Build new heater closet to meet Escambia County Code using existing linen closet and center bedroom closet. Install drywall, door unit and trim to match existing as close possible. Adjust existing closet package to fit modified space.

Install new Heat Pump system with air handler including new duct work, registers and grills. Return air grill is to be removable filter type with filter installed.

Mechanical Contractor to provide NED with a Manual J to support unit size installed.

Install disconnects at condenser and air handler as required by Escambia County Code.

Mechanical total \$ _____

WINDOWS:

There are three (3) 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) window units with low E glazing fitted with screens. Detach and reset window dressings as required.

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

Window total \$ _____

INTERIOR WALLS:

Repair all drywall surfaces that are damaged due to code up-grades and existing surfaces that are damaged or incomplete. Repaired areas are to match as close as possible to existing surrounding area. Detach and reset paneling and trim as required to perform upgrades.

Interior wall repairs and prep work total \$ _____

INTERIOR CEILINGS:

Repair all ceiling surfaces that are damaged due to code up-grades and existing surfaces that are damaged or incomplete. Repaired areas are to match as close as possible to existing surrounding area.

Interior ceiling repair and prep work total \$ _____

TOTAL JOB COST \$ _____

(TO FRONT COVER)