

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

OWNER: Charee Conner
ADDRESS: 4400 Deauville Way
Pensacola, FL 32505
PHONE: 850.450.5562

JOB #: NED-S-4400-011223
DATE PREPARED: 1-12-2023
OPENING DATE: 1-19-2023
CLOSING DATE: 1-26-2023
CLOSING TIME: 1:00 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

REQUIRED PERMITS AND INSPECTIONS: OSTDS Repair

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

Mandatory on Site Pre-Bid Conference: January 19, 2023 at 11A.

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 **January 27th, 2023, at 11:30A** 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, 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 SIXTY (60) day, time limit on each rehabilitation job. For every day worked more than the Sixty-day contract period, liquidated damages of SEVENTY-FIVE DOLLAR (\$75.00) 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 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.

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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.”

ELECTRICAL:

Re-wire as needed; 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 may be required. A new breaker panel may also 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. All fixtures shall be LED or have led light bulbs installed. Repair drywall damage from rewiring. Blocking for ceiling fans will be required and a separate switch is required to operate the fan and light kit at all locations where are fans installed. Install a new doorbell with a new button at entry.

Electrical total \$ _____

PLUMBING:

Remove the kitchen counter tops, sink and faucet then Install new double bowl stainless steel sink with strainer, faucet and a 3/4hp disposal. Install all new ¼ turn brass valves on fixtures as required per Escambia County Code. Install all new drain assemblies from fixtures to waste. Install new braided supply lines to the sink. Remove the existing tub and shower tile from the bathing area. Replace it with a paneled walk-in shower unit. Repair surrounding areas and replace the tub faucet with a new shower set. Replace all the piping and fittings with new and per Escambia County Code.

Plumbing total \$ _____

EXTERIOR CARPENTRY:

Replace front and rear entry door units with hurricane rated metal clad insulated 6-panel door units with no-rot jambs, thresholds, weather stripping, trim, caulk, and painted as per Escambia County Building Code. Entry doors are to have a peep holes. Replace the existing storm door with similar style and fashion. Install new dead bolts and lock sets that are keyed alike on all new door units.

Exterior Carpentry \$ _____

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INTERIOR CARPENTRY:

Replace all interior door units with 6-panel interior door units including trim, caulk, and paint. Install new door hardware on all new door units, matching the new entry hdwe.

Interior Carpentry \$ _____

CABINETRY:

Replace existing kitchen wall and base cabinets with new wood cabinets to match existing configuration. Include all cabinet hardware, knobs, for a complete and proper installation. Replace the existing kitchen countertops with square-edge laminate tops with 4" side and back splashes to match this configuration.

Cabinetry total \$ _____

WINDOWS:

Replace the existing windows with new single-hung vinyl windows. These units are to be complete with trims, impact ratings, screens, and low-e glass.

Windows total \$ _____

TOTAL REHABILITATION COST: \$ _____
(TO FRONT COVER)

The Homeowner will have the following sample choices:

1. Countertop Color
2. Std. Flat-Panel Cabinet Style and Color