



## Invitation to Bid      HNS 24-9

**NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.**

**Documents included in Package:**

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

**Bid Walk & Bid Opening:**

Project Address: <b>232 Coxe Ave - Lead and Healthy Homes</b>	
Bid Walk: August 17, 2023 @ 10AM	
Bid Opening: August 24, 2023 @ 2PM	
Client Name: Terry Hoyle and Daisy Hoyle	Contact Number:
Project Manager: Devin Smith	Contact Number: 704-336-2512

**Bid Walk and Bidding Instructions:**

*All bid walks are mandatory.*

*If you are going to be late the policy is the following:*

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at 704-589-2130

*Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.*

**The Bids will be opened at 600 East Trade St. immediately following the above due date and time.**



**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at 232 Coxe Ave to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

**All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:**

Dollars (\$ \_\_\_\_\_ )

*Written total*

Specs Dated: 7.25.2023                      Number of Pages: 6 total  
(2 page work write-up/3 page lead scope/ 1 page floor plan)

Addenda # 1 Dated:                      Number of Pages:

Addenda # 2 Dated:                      Number of Pages:

**Project Schedule:** *Minimum Start Date -*

**Completion Deadline:**

***Please Print and Sign:***

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



## **Requirements For Bidders**

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Devin Smith  
Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 28202  
PH: (704) 336-2512  
Fax: (704) 589-2130



## **Instructions to Bidders**

### **Explanations to Bidders**

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

### **Preparation of Bids**

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

### **Submittal of Bids**

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative
- Failure to include all forms may result in rejection of a bid



- Required Bid Package Forms:
  - Scope of Work
  - Addenda Acknowledgement
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

**Bid Validation**

- All approved bids will be valid for 60 days after the bid opening date

NEIGHBORHOOD & BUSINESS  
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

# Work Specification

Response Due: 7/25/2023

Prepared By:  
**City of Charlotte Housing & Neighborhood Services**  
600 E. Trade Street  
Charlotte, NC 28202  
(704) 336-7600

## Property Details

Address:	232 Coxe Ave Charlotte, NC 28208	Owner:	Terry Hoyle
Structure Type:		Owner Phone:	[REDACTED]
Square Feet:		Program(s):	Tested- HAS LEAD LeadSafe 2019 Healthy Homes LBP 2019
Year Built:	1947		
Property Value:	256800		
Tax Parcel:	07110440		
Census Tract:			
Property Zone:			

## Additional Comments

Contractor is responsible for all County permits and inspections per the City of Charlotte requirements.

## Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
--------------------	--------------	-------------	-----------------

### See Attached Lead Scope

All work shall be performed in accordance with applicable regulations and shall meet all applicable building codes. Building permits will be obtained as appropriate. Mecklenburg County requires building permits for Lead Hazard Reduction if the work involves activities subject to permitting under general conducts.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

### 100 AMP ELECTRICAL SERVICE

Replace electrical service with new 110/220 volt, 100 amp panel with main disconnect and 24 circuit panel board (relocate to the exterior of home); meter socket; weather head; service cable; and ground rods and cable. Caulk all new and existing exterior service penetrations; replace siding where required. Existing main panel shall be used as a junction box. Label circuits legibly.

Install GFCI breakers on all two wire receptacle circuits. Install GFCI/AFCI breakers on all bedroom receptacle circuits. Label outlets per Code requirements.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

# Work Specification

## Water Heater 40 Gallon Electric

Exterior

Install a 40 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with a 6 year warranty. Include pressure and temperature relief valve, expansion tank, discharge tube to within 6" of floor or to outside of structure, shut-off valve and electric supply. Dispose of old water heater appropriately.

Bid Cost: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Base Quantity Total Cost

### Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Scope of Work for Lead Hazard Control

Address: 232 Coxe Ave

Date: 7/21/2023

All work described must be performed by a North Carolina state certified lead firm and a state lead permit is required. All work must comply with all applicable federal, state, and local regulations. Provide a separate price for each line item and add the total of line items at the end of the scope. Transfer the lead scope total to the lead control line item in the main scope of work.

Lead Hazard (from LIRA)	Method of Control and Scope of Work	Number	Unit Cost	Line Item Cost
Side A through Side D – wood walls and corner boards (Note: some newer siding exists on Side D (right) which is not coated with lead-based paint)	Replace all rotted and damaged wood and cover with Tyvek and aluminum or vinyl.			
Side A through Side D – white wood soffits, rafters and trim boards (Note: some rotted/damaged)	Replace all rotted or damaged wood and cover with Tyvek and aluminum or vinyl.			
Side A through Side D – white wood window casings, headers, sills, sashes and wells	Remove and properly dispose of existing windows and window security bars. Install Energy Star vinyl replacement windows. Replace all rotting or damaged wood. Cover wood window casings, headers, sills, and wells with Tyvek and aluminum.			



<p><b>Side A Entry – white wood entry siding and trim, rafters, ceiling support beams and roof support brackets</b></p>	<p><b>Remove and properly dispose of all components. Patch all holes and siding as required. Install new aluminum/metal entry awning and supports.</b></p>			
<p><b>Door A1 (to Room 1) – white wood door, casings, header, jambs and stops</b></p>	<p><b>Remove entire existing door assembly and dispose of properly, including storm door. Install new Energy Star rated pre-hung metal exterior door and threshold. Owner’s choice of door style and color. Insulate cavity. Install single cylinder dead bolt and lever handled entry set door hardware keyed alike. New casing and shoe molding will match existing. Apply primer and topcoat. This installation to include repairing any damaged header, door framing, to include wall framing, sub-floor, floor joists and sill. Install a new aluminum combination storm and screen door. Complete with self-closer and locking hardware.</b></p>			
<p><b>Room 3 – Window C1 – white wood window casings, header, sill, sash and well</b></p>	<p><b>(Window is being replaced). Replace, prep and paint new interior components.</b></p>			
<p><b>Room 1 – elevated lead dust levels</b></p>	<p><b>Complete specialized cleaning throughout house.</b></p>			

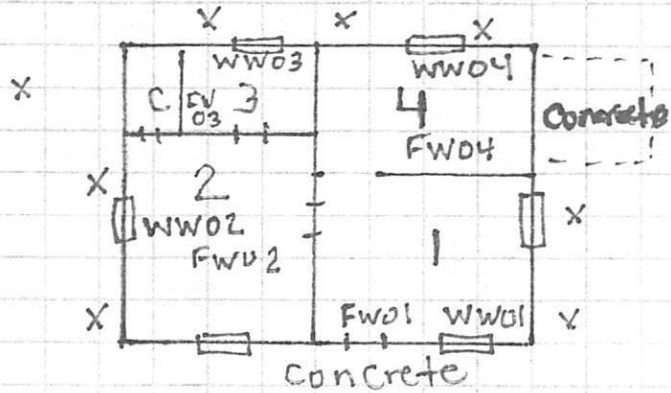
<p><b>All contractor requirements</b></p>	<p><b>The contractor is responsible for all project requirements, including but not limited to:</b></p> <p><b>All activities required by the City’s COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.</b></p> <p><b>Obtaining all permits required. Said permits shall include all items in this scope of work.</b></p> <p><b>Provide temporary toilet facilities from job start until the completion of work.</b></p> <p><b>Provide AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpsters and repair any evidence of the dumpster use.</b></p> <p><b>Contractor may haul debris away daily using dump trailers or trucks.</b></p>			
---	--	--	--	--

**Total Bid for Lead Scope:**

**SIDE C**

**SIDE B**

**SIDE D**



**Legend**

-  = Window
-  = Door
- X = Soil Sample Location

**SIDE A**

**NOT TO SCALE**