



## Invitation to Bid      HNS 23-39

**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:	1109 Pryor Street		
Bid Walk:	June 01 ,2023 at 10 AM		
Bid Opening:	June 08, 2023 at 4 PM		
Client Name:		Contact Number:	704-432-2321
Project Manager:	J. M. Mahon	Contact Number:	704-614-6655

**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 (cell # **704-614-6655**).

*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 **1109 Pryor Street** 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: 05-12-2023                      Number of Pages: 12 Lead Scope, Lira Map & HH SOW

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.

J. M. Mahon  
Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 28202  
PH: (704) 432-2321  
Cell: (704) 614-6655\_\_\_\_\_

## **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

HOUSING & NEIGHBORHOOD SERVICES

<https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors>  
600 E. Trade Street | Charlotte, NC

## Scope of Work for Lead Hazard Control

Address 1109 PRYOR

Date 05/12/2023

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
<b>EXTERIOR:</b>				
Side A ,B , C, & D-Paint Chips on Drip Line( Much of the area outside Room # 8 is Concrete.	Remove paint chips and the top 2-4 inches of soil along the drip line from the foundation extending out approximately three (3) feet. Replace with mulch to landscape where applicable.			
<b>INTERIOR :</b>				
Room # 1- Door C-1- White wood door casing , header, and jambs ( No Door or Stops)	Scrape loose paint and repaint.			

<b>Room # 2-Window A-1, A-2, D-1 &amp; D-2- Beige wood window casings, header, aprons and sills.</b>	<b>Remove Curtains , Vallances and mini-blinds- replace to existing after LEAD work. Scrape loose paint and repaint.</b>			
<b>Room # 3-Closet Door C-1- White and Pink wood door , casings, header, jambs and stops.</b>	<b>Scrape loose paint and repaint. Make smooth and operable.</b>			
<b>Room # 3-Door C-2- White and Pink wood door , casings, header, jambs and stops.</b>	<b>Scrape loose paint and repaint. Make smooth and operable.</b>			
<b>Room # 5 – Side A , B, C &amp; D – White wood Baseboards.</b>	<b>Scrape loose paint and repaint.</b>			
<b>Room # 5-Closet Door A-2- White wood door , casings, header, jambs and stops.</b>	<b>Scrape loose paint and repaint. Make smooth and operable.</b>			
<b>Room # 5-Door A-1- White wood door , casings, header, jambs and stops.</b>	<b>Scrape loose paint and repaint. Make smooth and operable.</b>			

<p><b>Room # 6- Door A-1 , Door B-1 , Door C-1, Closet Door C-2 and Door D-1- Beige Wood doors, casing, headers , jambs and stops.</b></p>	<p><b>Scrape loose paint and repaint.</b></p> <ul style="list-style-type: none"> <li>• <b>Make smooth and operable.</b></li> </ul>			
<p><b>Room # 7- Window C-1- Beige wood window casings, header, apron , and sill .</b></p>	<p><b>Scrape loose paint and repaint. Make smooth and operable. New Window installed.</b></p>			
<p><b>Room # 7- Window D-1- Beige window casings, header, apron ,and sill .</b></p>	<p><b>Scrape loose paint and repaint. Make smooth and operable. .</b></p>			
<p><b>Room # 7- Door A-1 ,and Door A-2- Beige Wood doors, casing, headers , jambs and stops (Door A - 1 has no stops ).</b></p>	<p><b>Scrape loose paint and repaint. Make smooth and operable. Both sides of the doors.</b></p>			
<p><b>Room # 9 – Side A , B, C &amp; D – White wood Baseboards.</b></p>	<p><b>Scrape loose paint and repaint. Make smooth and operable.</b></p>			
<p><b>Room # 9- Window D-1 and D-2 – White wood window casings, header, apron ,and sills .</b></p>	<p><b>Scrape loose paint and repaint.</b></p>			



<p><b>All Contractors 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 \$ \_\_\_\_\_**

# Work Specification

Response Due: 5/12/2023 10:00 am

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

## Property Details

Address:	1109 Pryor St Charlotte, NC 28208	Owner:	Alexander Young
Structure Type:	Single Unit	Owner Phone:	(704) 394-1656
Square Feet:	1748	Program(s):	Habitat Referral Lead 2019 (no HCRP case)
Year Built:	1939		
Property Value:	108200		
Tax Parcel:	07109508		
Census Tract:			
Property Zone:			

## Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
<b>Caulk and Seal Shower</b>		<b>Bathroom-H H</b>	
Remove all loose and deteriorated caulking and sealing materials at all wall, floor and tub/pan joints. Apply a smooth and clean line of new white 100% silicone caulk at all joints. Clean up all excess caulk.			
	<b>Bid Cost:</b>	<u>        </u> X <u>        </u> = <u>        </u>	
	<b>Base</b>	<b>Quantity</b>	<b>Total Cost</b>

<b>Vanity/ Counter Top/ Sink</b>	<b>Bathroom-HH</b>
Install new vanity cabinet complete with counter top of laminate with vitreous china sink or marble-lite top with preformed sink. Include single handled metal faucet with drain and pop-up , P- trap, supply lines, full port ball type shut-off valves & escutcheon plates. Vanity medicine cabinet/mirror to remain.	
* Remove -Replace New Faucet installed by Habitat.	
	<b>Bid Cost:</b>
	<u>        </u> X <u>        </u> = <u>        </u>
	<b>Base</b>
	<b>Quantity</b>
	<b>Total Cost</b>

<b>Grab Bars</b>	<b>Bathroom- HH</b>
Install 1 1/2" diameter S/S Grab Bars on 3 walls at height of 36" (include wood blocking in wall. Each bar must hold 300 pounds). Owners choice of locations.	
	<b>Bid Cost:</b>
	<u>        </u> X <u>        </u> = <u>        </u>
	<b>Base</b>
	<b>Quantity</b>
	<b>Total Cost</b>

# Work Specification

## Shower Rod

Bathroom -HH

Securely mount an approved shower rod.

Shower rod to be approved by home owner and rehab specialist before installation.

Install a Curved out HC type Shower rod and provide a clear Shower Curtain.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Prep & Paint Room Semi Gloss

Bathroom-HH

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic SEMI-GLOSS latex. Painting shall include walls and any associated trim. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

\* Ceilings and Walls

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Certification

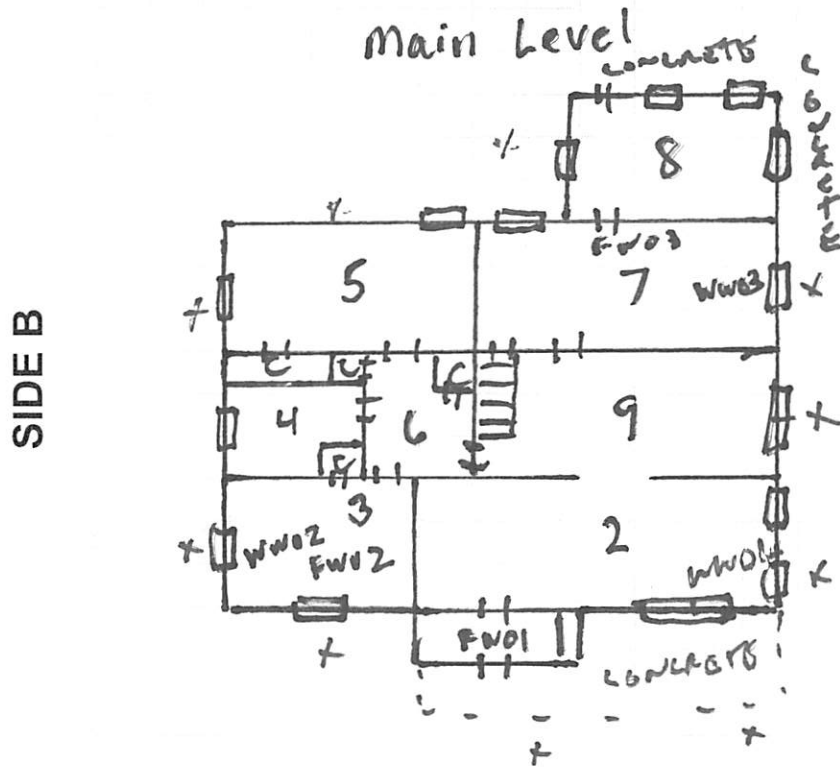
Contractor Name: \_\_\_\_\_

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

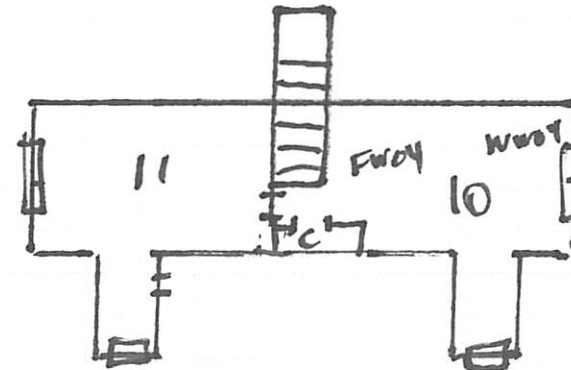
Signature: \_\_\_\_\_

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

SIDE C



Upper Level



**Legend**

-  = Window
-  = Door
-  = Soil Sample Location

SIDE A

NOT TO SCALE