



Invitation to Bid HNS 24-28

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: 1413 Norris Avenue Charlotte, NC	
Bid Walk: March 7, 2024 @ 10AM	
Bid Opening: March 14, 2024 @ 2PM	
Client Name: Jaffa Florence	Contact Number:
Project Manager: Daniel Edwards	Contact Number: 980-214-4133

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 980-214-4133

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 1413 Norris 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: 2.15.24 Number of Pages: 5

(2-page work write-up/2 page lead scope/ 1 page floor plan)

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

Project Schedule: *Minimum Start Date - March 14, 2024*

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.

Mikel Taylor
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 28202
PH: (704) 336-4115
Fax: (704) 632-8575



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

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

Property Details

Address:	1413 Norris Ave Charlotte, NC 28206	Owner:	Jaffa Florence
Structure Type:		Owner Phone:	(704) 891-2001
Square Feet:	973	Program(s):	Healthy Homes Tested- HAS LEAD LeadSafe 2019 LeadSafe 2023
Year Built:	1951		
Property Value:	201300		
Tax Parcel:	07905603		
Census Tract:			
Property Zone:			

Repairs

Description

Floor

Room

Exterior

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

SMOKE AND CARBON MONOXIDE DETECTORS

Install UL approved ceiling mounted smoke and heat detectors permanently hard wired into outlet boxes with battery backups in all bedrooms and outside of all sleeping areas.

Detector in the hall way shall be a combination CO/smoke detector.

All detectors shall be interconnected so that when any one detector goes off, all other detectors also go off.

Installation shall comply with all requirements of the Electrical Code.

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

Work Specification

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

Scope of Work for Lead Hazard Control

1413 Norris Avenue

Date 11/16/23

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.

	Method of Control and Scope of Work	Number	Unit Cost	Line Item Cost
Exterior				
	<p>The contractor is responsible for all project requirements, including but not limited to:</p> <p>All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.</p> <p>Obtaining all permits required. Said permits shall include all items in this scope of work.</p> <p>Provide temporary toilet facilities from job start until the completion of work.</p> <p>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.</p> <p>Contractor may haul debris away daily using dump trailers or trucks.</p>			

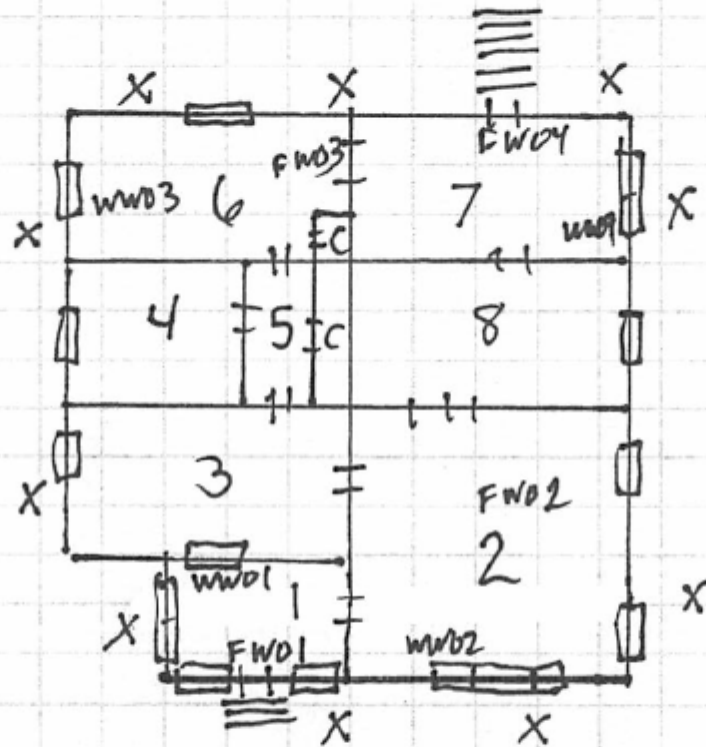
Side A through Side D – gray wood walls and corner boards	Cover with Tyvek and aluminum and vinyl.			
Side A through Side D – white and gray wood fascias, soffits and crown moldings (Note: some of the fascia boards have been randomly replaced with wood which is not coated with lead-based paint)	Cover with Tyvek and aluminum and vinyl.			
Side A through Side D – white and gray wood window casings, headers, sills, sashes and wells	Remove and dispose of old windows properly. Replace wood window sashes and wells with vinyl windows and cover window casings, headers and sills with Tyvek and aluminum.			
Side B – gray metal conduit	Removal old and dispose properly. Replace with similar quality.			
Interior				
Room 1 – Side A through Side D – beige wood walls and trim boards	Scrape loose paint and re-paint.			
Room 1 – Window C1 – white wood window casings, header, sill, sashes and well	Remove and dispose of old windows properly. Replace wood window sashes and well with a vinyl window and cover window casings, header and sill with Tyvek and aluminum.			
	Complete specialized cleaning throughout house.			

Total Bid for Lead Scope \$

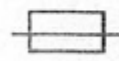
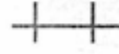
SIDE C

SIDE B

SIDE D



Legend

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

SIDE A

NOT TO SCALE