



## Invitation to Bid      HNS 24-18

**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: 1529 Newcastle St. Charlotte, NC 28216 <b>Lead and Healthy Homes</b>	
Bid Walk: November 21, 2023 @10:00am	
Bid Opening: November 30, 2023 @2pm	
Client Name: Ann Cygielman	
Project Manager: Chris Lominick	Contact Number: 704-589-6006

**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 704-589-6006

*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 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 **1529 Newcastle St. Charlotte, NC 28216** 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: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

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.

## **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



***SAFE HOME***  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

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:	1529 Newcastle St Charlotte, NC 28216	Owner:	Ann Cygielman
Structure Type:	Single Unit	Owner Phone:	
Square Feet:	1190	Program(s):	Healthy Homes Tested- HAS LEAD LeadSafe 2019
Year Built:	1957		
Property Value:	193200		
Tax Parcel:	07506316		
Census Tract:			
Property Zone:			

## Repairs in Unit/Area:

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

## Repairs in Unit/Area: Building

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
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### Install Sump Pump - Crawl Space Crawl space

Remove standing water in crawl space and install an appropriate sized automatic sump pump and basin in the rear right of the crawlspace. Pump shall be plumbed to discharge to an exterior location that provides positive drainage away from the structure.

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

### Vapor Barrier Crawlspace

Clean all junk and debris from crawlspace and lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

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

# Work Specification

## Resilient Flooring

## Bathroom

Install 25 year warranted resilient floor covering per manufacturer's specifications. Flooring material is to be vinyl interlocking planks and be waterproof. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

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

## Remove and re-install toilet

## Bathroom

Remove and re-install existing toilet for new flooring installation in bathroom.

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

## Repairs in Unit/Area: Electrical

### Description

### Floor

### Room

### Exterior

### **SMOKE AND CARBON MONOXIDE DETECTORS**

### **General**

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.

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

# Work Specification

## Repairs in Unit/Area: HVAC

Description

Floor

Room

Exterior

### REPLACE DUCTWORK

### Crawlspace

Remove all elements (including boots and vent covers) of the existing ductwork system and dispose of properly.

Design a new ductwork system using Manual D calculations based on the design specifications of the equipment to be used and the room by room Manual J calculations.

Ductwork shall be insulated to R-8 and all joints in the air delivery system shall be mastic sealed.

Provide all calculations and specifications to the rehab specialist for review and approval.

Install the new ductwork system per the approved design, meeting all requirements of the NC Mechanical Code and the Construction Specifications.

Existing vent locations may be used provided they are compatible with the approved duct system design. If any existing vent locations are to be abandoned, the existing vent cover may be left in place. However, the penetration of the building envelope must be effectively sealed to restore the integrity of the envelope and to prevent the exchange of air and temperature between conditioned and unconditioned spaces.

When new vent locations are added, they shall be cut in accurately and neatly and the penetration of the building envelope shall be effectively sealed.

All damage to surrounding finished surfaces shall be repaired.

The system shall have a central air return with a filter that is easily accessible to the home owner. Wall locations are preferred. Ceiling and floor locations are to be avoided when possible. If the existing return location meets all requirements, it may be re-used. If the location must be moved, it is subject to the approval of the rehab specialist and the home owner and the old location must be sealed appropriately.

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

## Certification

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

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

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

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



## Scope of Work for Lead Hazard Control

Address : 1529 Newcastle St.

Date 11/6/23

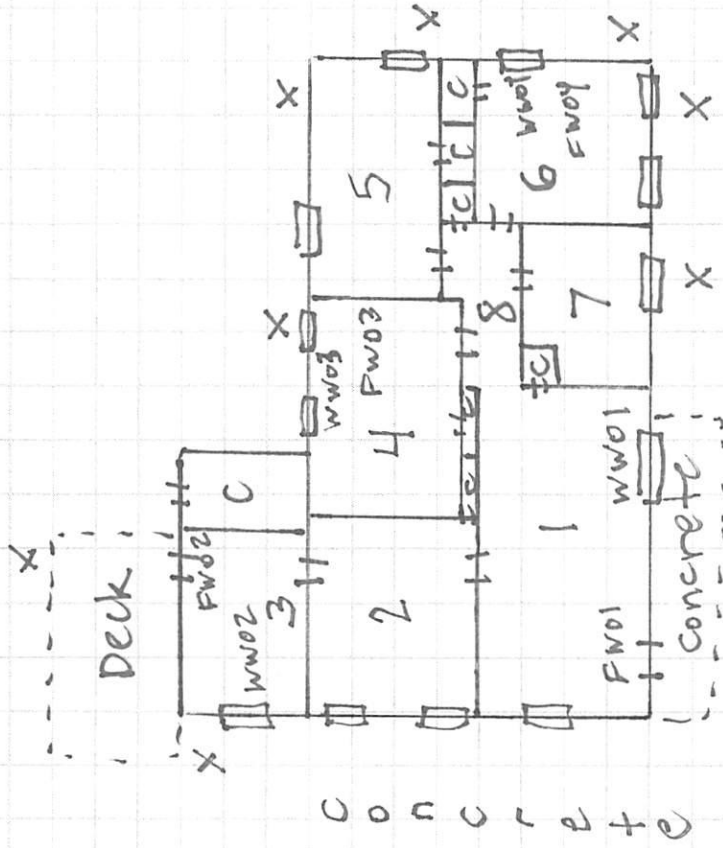
All work described must be performed by a North Carolina state certified lead firm and a state lead permit is required. All work must comply with all applicable federal, state, and local regulations. Provide a separate price for each line item and add the total of line items at the end of the scope.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

Lead Hazard (from LIRA)	Method of Control and Scope of Work	Line Item Cost
All Contractor's Project Requirements	<p>The contractor is responsible for all project requirements including but not limited to:</p> <p>Obtaining all permits required. Said permits shall include all items in this scope of work. 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.</p> <p>Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpster use.</p> <p>Contractor may haul debris away daily using dump trailers or trucks.</p>	
Exterior		
Side B through Side D - Exposed green wood fascias and soffits.	Cover exposed areas with tyvek and aluminum or vinyl to match existing coverings.	
Side B – Exposed green concrete porch floor and floor edges	Scrape loose paint and re-paint.	

Closet Door C2 – green wood door, jambs and stops and detached vinyl siding around door	Remove old door and frame. Replace door with prehung exterior door and reattach vinyl coverings.	
Interior		
Room 3 – Ceiling – white wood ceiling and seam/trim boards	Cover with Tyvek and vinyl.	
Room 3 – Side D – green brick wall adjacent to Door A1	Cover with Tyvek and vinyl.	
Room 3 – Door A1 – green wood door header and threshold and green brick door threshold	Cover with Tyvek and aluminum.	
Room 7 – Side A through Side D and Ceiling – light brown wallboard walls, white wallboard ceiling and white wood baseboards and crown moldings.	Cover walls and ceiling with wallboard and replace wood baseboards and crown moldings. Include painting ceiling, wall, baseboards and molding.	
Room 7 – Window A1 – white wood window casings, header, apron and sill	Scrape loose paint and re-paint.	

Room 7 – Door C1 – white wood door casings, header, jambs and stops	Remove existing door and framing components. Replace with a prehung interior door.	
<b>Total Bid For Lead Scope</b>		

**SIDE C**



**SIDE B**

**SIDE D**

**SIDE A**

**NOT TO SCALE**

**Legend**

= Window

= Door

X = Soil Sample Location