



## Invitation to Bid HNS 24-13

**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>2216 Sanders Ave - Lead and Healthy Homes</b>	
Bid Walk: September 28, 2023 @ 9AM	
Bid Opening: October 5, 2023 @ 2PM	
Client Name: George Moreland Jr.	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 2216 Sanders 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: 9.19.2023                      Number of Pages: 8 total  
(2 page work write-up/5 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: 9/19/2023

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

## Property Details

Address:	2216 Sanders Ave Charlotte, NC 28216	Owner:	George Moreland
Structure Type:	Single Unit	Owner Phone:	[REDACTED]
Square Feet:	897	Program(s):	Tested- HAS LEAD LeadSafe 2019 Healthy Homes LBP 2019
Year Built:	1941		
Property Value:	61000		
Tax Parcel:	06906513		
Census Tract:			
Property Zone:			

## Additional Comments

Contractors are 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>
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### Lead Based Paint Scope

See attached scope. An allowance to complete the scope of work attached.

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

### Tear Off & Reroof Shingles

HEALTHY HOMES Exterior

Remove and dispose of existing roofing, gutters, and downspouts, inspect and repair roof deck (include 96 sq.ft. of decking replacement in bid) and install new 30 year architectural shingles. Include ice and water shield at all roof edges, felt paper, shingle over ridge vent, boots, flashing and all necessary accessories.

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

# Work Specification

## Certification

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

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

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

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

## Scope of Work for Lead Hazard Control

Address: 2216 Sanders Ave

Date: 9/19/2023

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>				
<b>Side A through Side D -                      Black wood fascias, soffits,                      crown moldings, trim                      boards, and attic air vents                      and frames</b>	<b>Remove and properly dispose of all attic vents,                      gutters, downspouts, and crown molding. Install                      new white K- type .027 gauge seamless aluminum                      gutter to service roof with sufficient pitch to new                      downspouts, install to construction manual                      specifications. Install 4" corrugated black pipe with                      the proper connectors to each downspout. Pipe                      length shall be long enough to ensure roof runoff                      will flow away from the foundation. Replace all                      rotted or damaged wood and patch holes. Replace                      attic vents with a vinyl product; frame as required                      for proper installation. Cover fascias, soffits, trim                      boards, and frames with Tyvek and aluminum or                      vinyl.</b>			



<p><b>Side A through Side D - Black wood window casings, headers, sills, sashes, and wells</b></p>	<p><b>Remove and properly dispose of existing wood window sashes and screens. Replace any rotted or damaged components. Install new Energy Star rated vinyl, double glazed LOW- E window sashes. Install new custom sized white storm window screens. Cover window casings, headers, wells and sills with Tyvek and aluminum.</b></p>	<p><b>12</b></p>		
<p><b>Side A and Side B (outside of Room 1) - Black wood ceiling support columns and trim</b></p>	<p><b>Scrape loose paint and re-paint with exterior grade semigloss paint, owner's choice of color.</b></p>			
<p><b>Side B - Partially exposed white and light brown wood siding around telephone box and electrical box</b></p>	<p><b>Cover with Cement board siding, owner's choice of color.</b></p>			
<p><b>Side A through Side D - Paint chips along the drip line and elevated lead soil levels</b></p>	<p><b>Side A through Side D - Remove Drip line soil approximately 4" deep and 3 feet out from the foundation. Soil lead levels shall be below 200 ppm. Cover drip line area with Landscape fabric secured with landscape spikes. Cover with mulch.</b></p>			
<p><b>INTERIOR:</b></p>				

<p><b>Room 1 - Side A through Side D and Ceiling - Light brown and black wood ceiling, crown moldings, ceiling support beams, trim boards, 2" x 4" screen frame boards and ceiling support columns and trim</b></p>	<p><b>Remove and properly dispose of existing crown molding, screens, and lattice; replace screens and lattice with new. Paint lattice with exterior grade semigloss paint, owner's choice of color. Scrape loose paint and re-paint frame boards and ceiling support columns with exterior grade semigloss paint, owner's choice of color. Cover ceiling, ceiling support beams, and trim with Tyvek and aluminum or vinyl. Reinstall mailbox.</b></p>			
<p><b>Room 1 - Door D1 - White wood door casing and header</b></p>	<p><b>Remove security door - cover components with Tyvek and aluminum. Re-install the security door.</b></p>			
<p><b>Room 7 - Window C1 - White wood window casing, header, apron, sill, sashes, and well</b></p>	<p><b>Scrape loose paint on casings, header, apron, sill, and well. Re-paint with primer and topcoat.</b></p>			
<p><b>Room 7 - Window D1 - White wood window casing, header, sashes, and well</b></p>	<p><b>Scrape loose paint on casings, header, and well. Re-paint with primer and topcoat.</b></p>			
<p><b>Room 7 - Side C - White wood cabinet frames and doors (left of Window C1)</b></p>	<p><b>Make smooth and operable, scrape loose paint and re-paint with primer and topcoat.</b></p>			

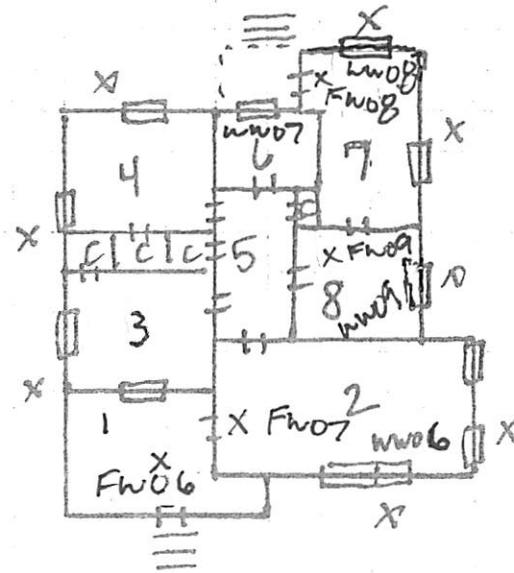
<p><b>Room 7 - Door B1 - White wood door casings and header</b></p>	<p><b>Remove security door and save to re-install. Remove entire existing door assembly and dispose of properly. Install new Energy Star rated pre-hung metal exterior door and threshold. Owner's choice of door style and color. Insulate 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. Re-install the security door.</b></p>			
<p><b>Room 7 – Side B (adjacent to Door B1) – Light brown wood shelves, shelf supports and shelf frame and interior</b></p>	<p><b>Remove and properly dispose of existing. Replace with new, apply primer and topcoat if not painted.</b></p>			
<p><b>Throughout – Elevated lead dust levels</b></p>	<p><b>Complete specialized cleaning throughout the house.</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>			
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**Total Bid for Lead Scope \$**



SIDE C

SIDE B



SIDE D

Legend

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

SIDE A

NOT TO SCALE