



Invitation to Bid HNS 23-10

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: 2815 Dogwood Ave - Lead and Healthy Homes	
Bid Walk: August 17, 2023 @ 11AM	
Bid Opening: August 24, 2023 @ 2PM	
Client Name: Joycelyn Burke	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 **2815 Dogwood 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: 7.31.2023 Number of Pages: 8 total
(3 page work write-up/4 page lead scope/ 1 page floor plan)

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

Project Schedule: *Minimum Start Date - February 6, 2023*

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: 7/31/2023

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

Property Details

Address:	2815 Dogwood Ave Charlotte, NC 28206	Owner:	Joycelyn Burke [REDACTED]
Structure Type:	Single Unit	Program(s):	Healthy Homes Tested- HAS LEAD HCRP FY20 LeadSafe 2019 Habitat Referral Lead 2019 (has HCRP cas
Square Feet:	1139		
Year Built:	1949		
Property Value:	86100		
Tax Parcel:	08504430		
Census Tract:			
Property Zone:			

Additional Comments

Contractor 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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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

INTERIOR DOOR LEVERSETS

Replace interior door knob sets with lever handle sets. Install privacy sets at bedrooms and bathrooms. Install passage sets at all other doors.

Match existing hardware finish unless home owner chooses otherwise.

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

Work Specification

WATER DAMAGED DRYWALL AND WINDOW COMPONENTS - LIVING ROOM

Living Room

Remove and replace all water damaged gypsum, lath and plaster or miscellaneous wall coverings to expose framing around living room window, including window stool, apron, and other damaged window components. Dispose of tear out properly.

Correct framing as necessary to provide a flat surface and to properly support new drywall.

Install insulation as required by NC Code.

Install ½" drywall using screws..

Tape the joints, apply three coats of joint compound, and sand to a smooth paint ready surface.

Materials and work shall comply with the Construction Specifications

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

PAINT ENTIRE ROOM 1 SIDE "A" WALL

Living Room

Remove or cover hardware, fixtures, furniture, accessories, and other room contents that are not to be painted.

Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Repair any remaining defects in surfaces as necessary to produce smooth paint ready surfaces.

Prime all materials with a stain killing primer.

NOTE: Very old paint or other site conditions may require the use of a bonding primer to achieve a durable finished product. The contractor is responsible for choosing products and processes that insure a durable finished product.

Top coat with two coats of low VOC acrylic latex paint. Use flat or eggshell sheens (owner's choice).

Surfaces to be painted include Room 1 Side "A" wall, trim, and door.

Replace or uncover hardware, fixtures, furniture, accessories, and other room contents.

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

Vinyl Window

Windows B3, C3, and C4

Remove and properly dispose of existing window sashes. Replace all rotted, damaged, or deteriorated window frames and components. Paint interior components to match existing. Field measure, order and install new Energy Star rated vinyl, double glazed LOW- E windows including half screens. Insulate rough opening. Ensure windows form an airtight seal and operate smoothly. Install new extension jambs, casing and sill as needed, prime and paint. Exterior trim to be wrapped in PVC coated aluminum coil as needed. Repair or replace all areas disturbed by removal and installation. This installation is to include repairing any damaged header, framing (to include king studs, jack studs etc.) sub-floor, floor joists, band joists and sill.

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

Work Specification

PEST CONTROL

Provide owner with a one year service contract with a properly licensed exterminator.

Service shall include initial treatment for all observed insect infestations with quarterly follow up treatments over the course of the contract.

Contract shall also provide for callback treatments between scheduled treatments if an infestation re-appears.

NOTE: Contractor shall inform exterminator that automatic contract renewals are not permitted. Contracts may only be renewed with the express, informed consent of the home owner.

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

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

Scope of Work for Lead Hazard Control

Address 2815 Dogwood Ave

Date 7/31/2023

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 (original house) – gray wood fascia, trim boards, and attic vents and frames including side A entry	Remove existing gutters and attic vents. Dispose of existing attic vents properly. Replace any rotting or decayed materials with similar material. Cover fascia and trim boards with Tyvek and aluminum or vinyl. Replace metal attic vents with a vinyl product. Ensure all gaps are closed and flashed properly around new attic vents. Clean and reinstall original gutters and downspouts.			
Side A Entry – gray wood wall, ceiling, crown moldings, ceiling support beams and trim boards	Remove and properly dispose of existing crown molding. Replace all rotted, damaged, or deteriorated wood. Cover with Tyvek and aluminum or vinyl.			
Window A2 - gray wood window casings, header and sill and gray metal lintel (non-movable)	Remove, properly dispose of, and replace all rotted or damaged wood. Cover window casings, header, sill, and lintel with Tyvek and aluminum. Owner’s choice of color.			

Window B1 and Window B2 - gray metal lintel	Cover with Tyvek and Aluminum			
Window C1 and Window C2 - gray wood window casings, headers and sills and gray metal lintels	Remove, properly dispose, and replace any existing rotted or damaged components. Cover window casings, headers, sills, and lintels with Tyvek and aluminum.			
Window D1 and Window D2 - gray wood window casings, headers and sills and gray metal lintels	Remove, properly dispose, and replace any existing rotted or damaged components. Cover window casings, headers, sills, and lintels with Tyvek and aluminum.			
Door A1 (to Room 1) – gray metal lintel	Cover with Tyvek and Aluminum			
Room 1 – Door D1 – beige wood door jambs and stops	Remove existing accordion door and reinstall after repairs are complete. Remove and properly dispose of jambs, stops, and casing. Install all new components. 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.			
Room 9 – Side A through Side D and Ceiling – white wood ceiling, crown moldings, ceiling support beams and trim boards (former exterior)	Remove and properly dispose of existing crown molding. Replace all rotted, damaged, or deteriorated wood. Cover with Tyvek and aluminum or vinyl.			

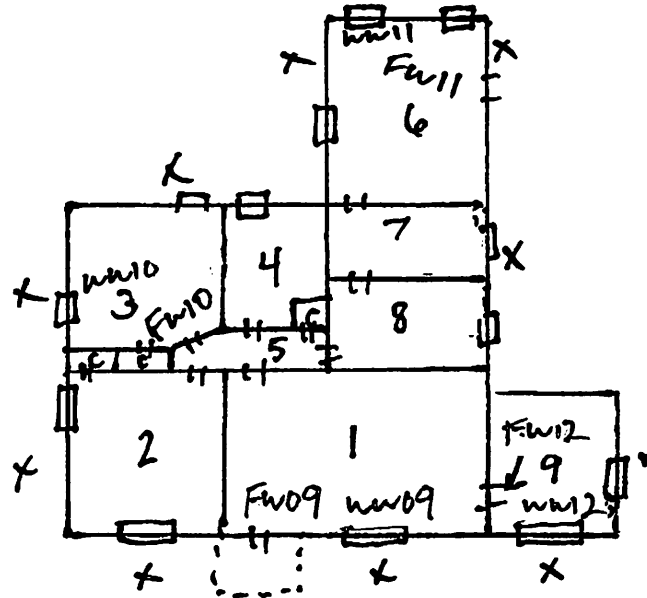
Room 9 – Door B1 – white wood threshold	Remove and properly dispose of existing threshold. Replace all rotted, damaged, or deteriorated wood including any damaged sub-floor, floor joists and sill. Install new threshold and paint to match existing components; apply primer and topcoat. Repair or replace and damaged flooring transitions.			
Elevated lead dust levels	Complete specialized cleaning throughout			

<p>All contractor requirements</p>	<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>			
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Total Bid for Lead Scope \$




SIDE C

SIDE B



SIDE D

Legend

-  = Window
-  = Door
-  = Soil Sample Location

SIDE A

NOT TO SCALE