



## Invitation to Bid      HNS 23-36

**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>3125 Bank St - Lead and Healthy Homes</b>	
Bid Walk: June 8, 2023 @ 9AM	
Bid Opening: June 15, 2023 @ 2PM	
Client Name: Men in Motion LLC	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 3125 Bank St 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: 5.25.2023                      Number of Pages: 10 total  
(4 page work write-up/ 3 page lead scope/ 2 page asbestos 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: 5/25/2023

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

## Property Details

Address:	3125 Bank St Charlotte, NC 28203	Owner:	Men in Motion LLC
Structure Type:	Multi-Unit	Owner Phone:	[REDACTED]
Square Feet:	1619	Program(s):	Healthy Homes Asthma Program FY20 LeadSafe 2019
Year Built:	1956		
Property Value:	165300		
Tax Parcel:	14505304		
Census Tract:			
Property Zone:			

## Additional Comments

Contractors are required to provide all County permits and inspections per the City of Charlotte requirements.

## Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
<b>See Attached Lead Scope</b>		<b>Lead Scope</b>	

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

### See Attached Asbestos Scope

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

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

### HH - Aluminum Storm Door

### Front Porch

Remove existing storm door and properly dispose. Replace existing white aluminum combination storm and screen door with new. Complete with self closer and locking hardware.

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

# Work Specification

## HH - Prehung Metal Door Entrance

Living Room

Remove existing door, frame and threshold. Install new Energy Star rated pre-hung exterior door. Insulate cavity. Install mortised dead bolt and lever handled door hardware keyed alike. Install wide peep sight. 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.

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

## HH - LIGHT FIXTURE WALL MOUNTED

Bathroom

Install a UL approved wall mounted 4 bulb LED light fixture with shade and lamps above the vanity. Fixture to be controlled by existing bathroom light switch.

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

## HH - LIGHT FIXTURE CEILING

Bathroom

Replace existing ceiling mounted shower fixture with new UL approved, wet location rated LED light fixture.

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

## HH - 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.

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

## HH - INTERLOCKING VINYL PLANK FLOORING

All Floors; Except Kitchen

Install waterproof interlocking vinyl plank flooring. Flooring shall have a minimum 25 year manufacturer's warranty and shall be installed strictly according to manufacturer's specifications.

Contractor is responsible for preparing sub floor as necessary to satisfy manufacturer's installation specifications.

Install suitable matching transition pieces where flooring meets other flooring materials.

Install painted or stained wood quarter-round at all perimeters to complete installation.

Provide home owner choice of three to five pattern selections from program approved manufacturers.

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

# Work Specification

## ATA - Fiberglass Bathtub and Shower Surround

Bathroom

Install a 5' white Swan or equivalent 3-piece, fiberglass bathtub and surround. Caulk all seams and penetrations. Include new shower head, tub spout, single handled tub/shower diverter valve and drain.

Repair any damaged or rotted framing. Patch, prep, and paint drywall as require.

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

## ATA - Water Heater 38 Gallon Lowboy

Crawlspace

Install a 38 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with a 6 year warranty. Include pressure and temperature relief valve, expansion tank, discharge tube to within 6" of floor or to outside of structure, shut-off valve and electric supply. Currently located in crawlspace, install a catch pan drained to the exterior. Dispose of old water heater appropriately.

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

## ATA - HEATING AND AIR CONDITIONING EQUIPMENT

Remove all existing HVAC equipment and dispose of properly.

Perform Manual J calculations for the house room by room that account for all changes included in the scope of work.

Use Manual S to select the proper equipment for the house. Provide Manual J and S calculations and design specifications for the selected equipment to the rehab specialist for review and approval.

### 1. Gas Pack

Install the approved gas pack at the existing location.

Gas fired equipment shall have minimum AFUE of 90. Installation includes inspection and replacement as necessary of gas lines and connections and exhaust venting.

Install the equipment complete with all devices, connections, refrigerant, and accessories necessary to produce a fully functioning HVAC system meeting all the requirements of the NC Mechanical and Electrical Codes as well as the Construction Specifications.

Install a new digital programmable thermostat.

Scope of work includes all repairs to the structure and finish surfaces that are necessary due to the removal of the old system and the installation of the new system.

Scope of work includes start up and testing of the new system, including demonstrating to the customer how to operate the thermostat and change the return air filter.

Provide rehab specialist with all installation manuals, user manuals, and warranty documentation.

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



# Work Specification

## ATA - 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 3125 Bank St

Date 4/20/2023

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 - white wood upper wall, fascias, soffits, crown moldings, and trim boards	Remove and properly dispose of all crown molding. Replace all rotting or damaged wood. Cover wall, fascias, soffits, and trim boards with Tyvek and aluminum or vinyl.			
Side A and Side C – white wood attic air vents and frames and white metal lintels	Remove existing metal attic vents and frames. Dispose of existing metal attic vents and frames properly. Replace any rotting or decayed materials with similar material. Replace metal attic vents and frames with a vinyl product. Cover lintels with Tyvek and aluminum.			

<p><b>Side A through side D – white wood window casings, headers, sills, and white metal lintels. (NOTE: Some of the wood window components have been randomly replaced with wood which is not coated with lead-based paint.)</b></p>	<p><b>Replace all rotting or damaged wood. Cover casings, headers, sills, and lintels in Tyvek and aluminum.</b></p>			
<p><b>Exterior - Side A Porch – white wood ceiling support beams and trim boards</b></p>	<p><b>Replace all rotting or damaged wood. Cover with Tyvek and aluminum or vinyl.</b></p>			
<p><b>Side B Entry – white wood ceiling, crown moldings, ceiling support beams, and trim boards</b></p>	<p><b>Remove and properly dispose of all crown molding. Replace all rotting or damaged wood. Cover with Tyvek and aluminum or vinyl.</b></p>			
<p><b>Interior - Room 1 - Ceiling - white wood ceiling, crown moldings, ceiling support beams, and trim boards</b></p>	<p><b>Remove and properly dispose of all crown molding. Replace all rotting or damaged wood. Cover with Tyvek and aluminum or vinyl.</b></p>			
<p><b>Room 1 – Door C1 – white metal lintel</b></p>	<p><b>Cover with Tyvek and aluminum.</b></p>			

<p><b>All Contractor 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**

## Scope of Work for Asbestos Hazard Control

Address 3125 Bank St

Date 5/25/2023

All work disturbing asbestos containing materials (ACM) must be performed in compliance with all applicable federal, state, and local regulations. Work in the rehab scope that reasonably can be anticipated to disturb ACM is listed below. **The contractor is responsible for identifying all activities that disturb ACM and for the proper removal and disposal of all ACM disturbed while working on this project.**

If all disturbed ACM materials will fit into one asbestos waste or glove bag, contractor's workers who are properly trained under OSHA Construction Standard Asbestos Regulations 29 CFR 1926.1101 may remove and dispose of the ACM using safe work practices.

If all disturbed ACM materials will not fit into one asbestos waste or glove bag, or if workers are not properly trained, the contractor shall hire a state certified asbestos abatement firm to remove and dispose of the disturbed ACM materials.

Provide a separate price for each line item and add the total of line items at the end of the scope. Transfer the asbestos scope total to the asbestos control line item in the main scope of work.

Asbestos Hazard (from asbestos report)	Work activities that will or may disturb identified Asbestos Containing Material (ACM)	Line Item Cost
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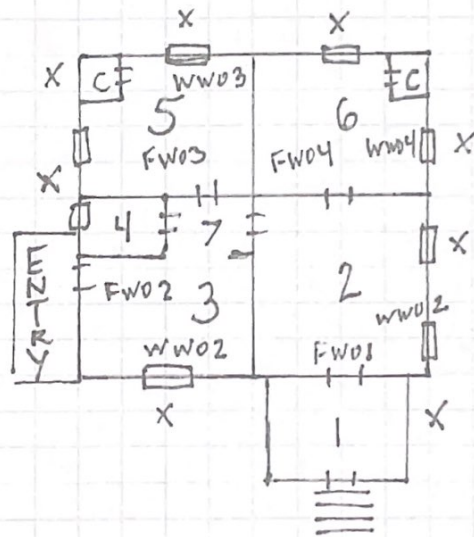
<p>The joint compound on the walls and ceilings is an asbestos containing material (ACM). Cutting or drilling into wall board or ceiling board for any reason. Removal and installation of showers and tubs. Adding electrical outlets, interior panels, lights, or smoke/CO detectors. Installing washer boxes or dryer vents. Installing new air returns. Paint prep that removes existing paint</p>	<p>The contractor is responsible for identifying activities that disturb ACM and for the proper removal and disposal of all ACM disturbed in the course of working on this project. If all disturbed ACM materials will fit into one asbestos waste or glove bag, contractor's workers who are properly trained under OSHA Construction Standards Asbestos Regulations 29 CFR 1926.1101 may remove and dispose of the ACM using safe work practices. If all disturbed ACM materials will not fit into one asbestos waste or glove bag, or if workers are not properly trained, the contractor shall hire a state certified asbestos abatement firm to remove and dispose of the disturbed ACM materials.</p>	

Total Bid for Asbestos Scope \$ \_\_\_\_\_



SIDE C

SIDE B

SIDE D



**Legend**

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

SIDE A

NOT TO SCALE