



## Invitation to Bid      HNS 25-1

**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>4322 Argyle Drive West - Lead and Healthy Homes</b>	
Bid Walk: AUGUST 29, 2024 @ 9 AM	
Bid Opening: SEPTEMBER 5, 2024 @ 2 PM	
Client Name: Annie Black	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 **4322 Argyle Drive West** 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: 7.25.2024                      Number of Pages: 9 total  
(2-page work write-up/4-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 a 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 amount 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 the 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  
PH: (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: 7/25/2024

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

## Property Details

Address:	4322 Argyle Dr West Charlotte , NC 28213	Owner:	Annie Black
Structure Type:	Single Unit	Owner Phone:	
Square Feet:	1182	Program(s):	Tested- HAS LEAD LeadSafe 2023 Healthy Homes LBP 2023
Year Built:	1960		
Property Value:	81200		
Tax Parcel:	08904314		
Census Tract:			
Property Zone:	Council District 4		

## 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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### All Contractor's Project Requirements

The contractor is responsible for all project requirements, including but not limited to:

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.

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.

Contractor may haul debris away daily using dump trailers or trucks.

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

### Asbestos Abatement Scope

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

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

# Work Specification

## 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

## Certification

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

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

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

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

## Scope of Work for Lead Hazard Control

Address: 4322 Argyle Drive West

Date: 7/24/2024

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>				
Side A through Side D – yellow wood walls, drip boards, and trim boards	Remove and properly dispose of all rotted or damaged wood. Replace any rotting or decayed wood with similar materials. Remove house numbers, mailbox, signs, windchimes, and doorbell; save to reinstall. Cover with Tyvek and vinyl; owner's choice of color. Reinstall all removed items and ensure doorbell is functioning correctly.			



<p><b>Side A through Side D – yellow wood fascia, soffits, crown moldings, trim boards, and attic air vents and frames</b></p>	<p><b>Remove and properly dispose of all attic vents, frames, and crown molding. Replace any rotting or decayed wood with similar materials. Cover fascia with Tyvek and aluminum or vinyl. Cover soffits and trim boards with Tyvek and vinyl. Replace attic vents and frames with a louvered vinyl product. Ensure all gaps are closed and flashed properly around new attic vents. Install framing as required to ensure a proper fit. Ensure all light fixture wiring and junction boxes are up to code and reinstall existing light fixtures with. Replace all bulbs.</b></p>			
<p><b>Window A1 – yellow wood window casings, header, and sill</b></p>	<p><b>Remove and properly dispose of all rotted or damaged wood. Replace any rotting or decayed wood with similar materials. Cover with Tyvek and aluminum or vinyl.</b></p>			
<p><b>Window A2 Set and Window A3 Set – yellow wood window casings, headers, sill, frames, sashes, and wells</b></p>	<p><b>Remove and properly dispose of entire existing window and casing. Replace any rotted or damaged components (including window framing), patch holes and repair any sheetrock damage; prep and paint as required. Install new Energy Star-rated vinyl, double-glazed LOW-E windows, including header, wells, frames, sills, and casings. Owners’ choice of window style.</b></p>			

<p><b>Window A4 Set, Window A5 Set and Windows on Side B through Side D – beige and yellow wood window lintels</b></p>	<p><b>Replace any rotted or damaged components and properly dispose. Cover with Tyvek and aluminum.</b></p>			
<p><b>Window A4 through Window A7 – black and yellow wood shutters</b></p>	<p><b>Remove and properly dispose of all existing shutters. Install new vinyl shutters. Owner’s choice of style and color.</b></p>			
<p><b>Door A2 (to Room 1) – yellow and white wood door casings, header, jambs and stops</b></p>	<p><b>Remove the entire existing door assembly; dispose of it properly. Save the existing security storm door. Verify that the doorbell is functioning before the demo and preserve the hardware. Install new Energy Star-rated pre-hung metal exterior door—owner’s door style and color choice. Insulate cavity. Install single-cylinder deadbolt and lever-handled entry set door hardware keyed alike. New casing and shoe molding will match the existing. Apply primer and topcoat. This installation will repair any damages, including header, door framing, wall framing, sub-floor, floor joists, band joists, threshold, and sill (inspect and price repairs of visible damage via crawl space during bid walk). Reinstall the security storm door. Reinstall the doorbell and ensure it still functions correctly; do not make any splices in the wall or door frame.</b></p>			

<b>Door C1 (to Room 8) – beige wood door casings, header, and lintel</b>	<b>Replace any rotted or damaged components and properly dispose. Cleanout track to ensure door slides smoothly. Cover with Tyvek and aluminum.</b>			
<b>INTERIOR</b>				
<b>Room 1 – elevated lead dust</b>	<b>Complete specialized cleaning throughout the house.</b>			

**Total Bid for Lead Scope \$**

# Scope of Work for Asbestos Hazard Control

Address: 4322 Argyle Drive West

Date: 7/23/2024

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.

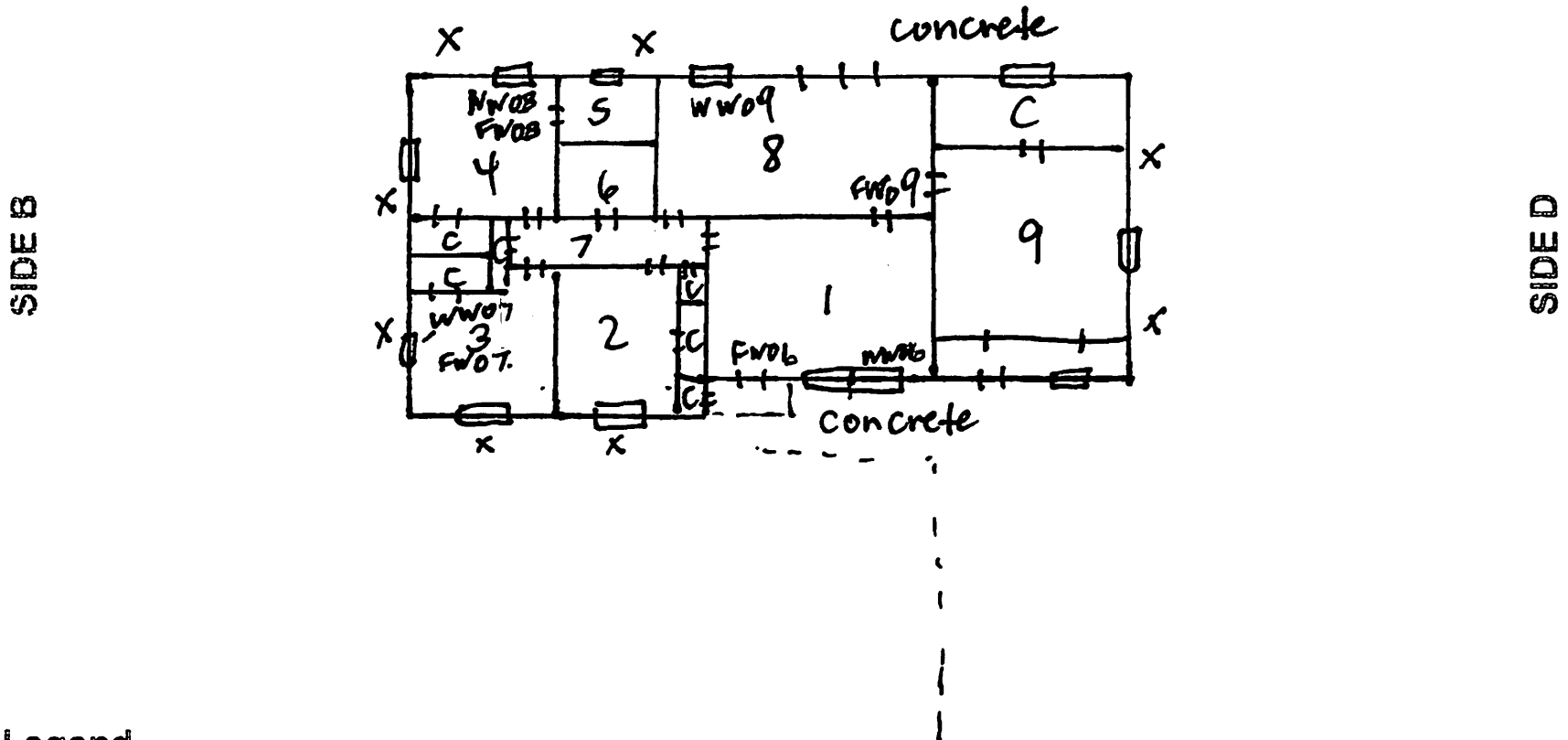
Provide a separate price for each line item and add the total of line items at the end of the scope. Transfer the asbestos scope total to the asbestos control line item in the main scope of work.

<b>Asbestos Hazard (from asbestos report)</b>	<b>Work activities that will or may disturb identified Asbestos Containing Material (ACM)</b>	<b>Line Item Cost</b>
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


<p><b>Light Brown Vinyl Flooring</b></p> <ul style="list-style-type: none"> <li>• Approximately 25 square feet of Light Brown Vinyl Flooring on the Master Bath floor.</li> </ul> <p><b>Beige Joint Compound</b></p> <ul style="list-style-type: none"> <li>• Approximately 500 square feet of Beige Joint Compound on the wallboard joints, seams, and connection points throughout the house.</li> </ul>		

**Total Bid for Asbestos Scope \$**

**SIDE C**



**Legend**

-  = Window
-  = Door
-  = Soil Sample Location

**SIDE A**

**NOT TO SCALE**