



## Invitation to Bid      HNS 25-11

**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>821 Kingston Ave</b><br><b>Charlotte NC 28203</b><br><b>Safe home – Lead/Healthy home</b> |                              |
| Bid Walk: November 14, 2024 @10am   |                              |
| Bid Opening: November 21,2024 @ 2pm   |                              |
| Client Name: Ronald Goines  | Contact Number:              |
| Project Manager: Stephon Blanding   | Contact Number: 704-622-1685 |

**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  (cell # 7046221685) .

*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 **821 Kingston 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:10/31/2024                      Number of Pages: 6 pages (4 scope, floor plan, Lead scope)

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**

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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.

**Stephon Blanding**

Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 28202  
PH: (704) 622-1685  
Fax: (704) \_\_\_\_\_

## 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:

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

- Scope of Work
- Addenda Acknowledgement
- Itemized Work Sheet
- Subcontractor Certifications (if applicable)

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:        | 821 W Kingston Ave<br>Charlotte, NC 28203 | Owner:       | Ronald Goines  |
| Structure Type: | Single Unit                               | Owner Phone: | Home: (704) 763-8577   |
| Square Feet:    | 1030                                      | Program(s):  | Tested- HAS LEAD<br>Safe Home FY 2023<br>LeadSafe 2023<br>Healthy Homes LBP 2023 |
| Year Built:     | 1948                                      |              |  |
| Property Value: | 296400                                    |              |  |
| Tax Parcel:     | 11909217                                  |              |  |
| Census Tract:   |   |              |  |
| Property Zone:  |   |              |  |

## Repairs

| <u>Description</u>        | <u>Floor</u> | <u>Room</u> | <u>Exterior</u> |
|---------------------------|--------------|-------------|-----------------|
| <b>Resilient Flooring</b> |              |             | <b>Exterior</b> |

Install 25 year warrantied 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.

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

### Transition Plate Installation

Install transition plate at change in floor finish materials or room boundaries.

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

# Work Specification

## Exterior Step Repair

Repair damaged or deteriorated elements of exterior steps to match existing staircase.

HEALTHY HOME

front step

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

## Exterior Deck

Remove and dispose of existing deck and replace with new exterior deck, including steps and railings.

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

## Aluminum Storm Door

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.

HEALTHY HOME

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

## Aluminum Storm Door

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.

HEALTHY HOME

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

## Fiberglass Walk-In Shower - Complete

Install Mustee or equivalent fiberglass shower pan unit equivalent to existing tub size, complete with fiberglass surround, and single lever shower diverter, shower rod and water saving shower head. Caulk all seams and penetrations.

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

# Work Specification

## PULL DOWN STAIRS INSULATED COVER

Install a sealed, manufactured insulation cover over the attic stairs to provide a minimum insulating value of R-10.

REPLACE TRIM ON EXISTING ATTIC ACCESS

HEALTHY HOME

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

## Exterior Door Weatherstripping Install

Install rigid aluminum strip with neoprene-type weather stripping securely fastened to sides and head jams.

HEALTHY HOME

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

## Light Fixture Replace

Replace or install a ceiling mounted 2 bulb or wall mounted 4 bulb strip, UL approved, LED light fixture with shade and lamps.

HEALTHY HOME

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

## Electrical Scope

See attached scope. Correct both required and recommended repairs.

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

## Air Handler Replacement

Install an ESR air handler with electric emergency heat strips sized appropriately. .  
THE HOME HAS HEAT. WE WANT TO INSTALL THE AC TO THE EXISTING SYSTEM

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



# Work Specification

## Certification

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

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

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

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

## Scope of Work for Lead Hazard Control

Address 821 Kingston Ave

Date: 12/19/2023

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>ALL CONTRACTOR REQUIREMENTS</b> | <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> |        |           |                |

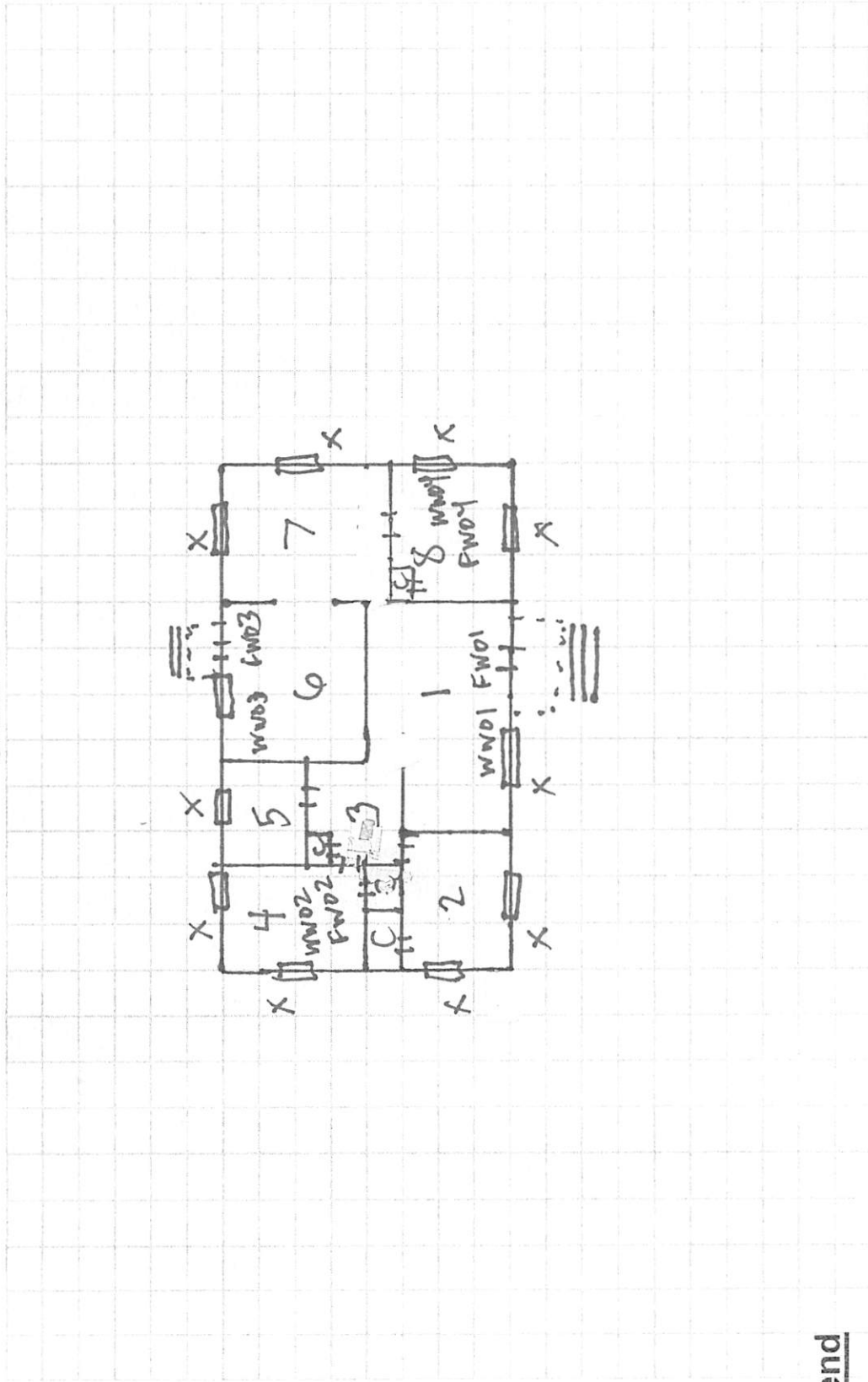
|  |   |  |  |  |
|--|---|--|--|--|
| <p>Side A through Side D – PARTIALLY EXPOSED, white wood fascias and white aluminum covered fascias (aluminum partially detached in several areas – wood components which exist beneath aluminum coverings are coated with lead-based paint)</p> | <p>Cover exposed wood with Tyvek and aluminum to match existing aluminum coverings.</p> |  |  |  |
| <p>Side C (left) – PARTIALLY EXPOSED, white wood walls (vinyl coverings damaged</p>  | <p>1/Cover exposed wood with Tyvek and vinyl to match existing vinyl coverings.</p>     |  |  |  |

|   |  |  |  |  |
|---|--|--|--|--|
| <p>Window A1 and Window D2 – PARTIALLY EXPOSED, white wood window casings, headers and sills and white-aluminum covered casings, headers and sills (wood components which exist beneath aluminum coverings are coated with leadbased paint)</p> | <p>Cover exposed wood with Tyvek and aluminum to match existing aluminum coverings</p>                         |  |  |  |
| <p>Side A through Side D – white wood window sashes and wells (EXCEPT Window A1 and Window D2 which are vinyl)</p>  | <p>Replace wood window sashes and wells with vinyl windows (aluminum trim will likely require replacement)</p> |  |  |  |
| <p><b>INTERIOR</b></p>  |  |  |  |  |
| <p>Room 8 – Window A1 and Window D1 – white wood window casings, headers, aprons and sills</p>  | <p>Replace WINDOW with vinyl window</p>  |  |  |  |

|   |   |  |  |  |
|---|---|--|--|--|
| Room 8 – Closet Door C1 – white wood door, casings, header, jambs and stops | Replace door, jambs and stops and scrape loose paint and re-paint door casings and header |  |  |  |
| Room 8 – Door C2 – white wood door, casings, header, jambs and stops        | Replace door, jambs and stops and scrape loose paint and re-paint door casings and header |  |  |  |
| Throughout – elevated lead dust levels                                      | Complete specialized cleaning throughout house  |  |  |  |
|   |   |  |  |  |

**Total Bid for Lead Scope \$**

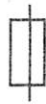

SIDE C



SIDE D

SIDE B

**Legend**

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

SIDE A

NOT TO SCALE