



## Invitation to Bid      HNS 24-14

**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: 3232 Burbank Dr Charlotte NC <b>SAFE HOME</b>	
Bid Walk: February 22 @11 am	
Bid Opening: _____ February 29,2024 @ 2PM	
Client Name: Mary Howie	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 # \_704-622-1685\_ ).

*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 **3232 Burbank Dr** 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: 10-4-2023

Number of Pages: 9pgs (6 write-up, 2 lead, 1 floorplan)

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.

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



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

- 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)

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:	3232 Burbank Dr Charlotte, NC 28216	Owner:	Mary Howey
Structure Type:	Single Unit	Owner Phone:	(704) 398-3675
Square Feet:	1087	Program(s):	SHFY 22 Rehab
Year Built:	1960		
Property Value:	98700		
Tax Parcel:	06915427		
Census Tract:			
Property Zone:			

## Repairs

### Description

### Floor

### Room

### Exterior

#### All Contractor's Project Requirements

#### General Requirements

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

All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.

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

# Work Specification

## Cabinets Base

Kitchen

Replace base cabinets. Cabinets to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

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

## Cabinets Wall

Kitchen

Replace wall cabinets. Cabinets are to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

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

## KITCHEN COUNTERTOPS

Kitchen

Remove existing counter tops and dispose of properly.

Measure cabinets for new tops and order built to size post formed laminate tops from a reputable top shop. Top shop shall apply all end caps and supply side splashes where cabinets end at walls. Top shop shall perform all sink cut outs.

NOTE: Do not buy counter top blanks at big box stores and cut them to size on site.

Where counter top sections join, such as corners, caulk joints and install connectors supplied by the top shop to join the tops together, taking care to maintain a tight and flush transition all along the joint.

Attach counter tops to cabinets with screws front and back at all top ends, both sides of sinks, and at least every 3' in between.

If counter tops do not fit tightly to wall, trim drywall and/or backsplash margin as necessary to maintain a caulkable gap. Neatly caulk counter tops to adjoining walls with low VOC matching caulk.

Provide owner with a minimum of five pattern choices that coordinate well with the cabinets.

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

## Double Bowl Sink Complete

Kitchen (HH)

Install a 18 gauge 33" x 22" x 8" double bowl, stainless steel, self rimming kitchen sink including a single handle metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, P-trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. No copper compression fittings.

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

# Work Specification

## Resilient Flooring

Kitchen

KITCHEN

Install 25 year warranted 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.

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

## Floor System Repair

Kitchen

KITCHEN

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. ON SIDE "B" Work may include replacement of 2"x 8" band joists 16ft +/- long

The girder area beneath the center hall way will need to be replaced the length of repair is estimated to be 16ft +/-, this area is perpendicular to SIDE B. TO COMPLETE REPAIRS KITCHEN FLOORS WILL NEED TO BE EXPOSED TO replace all deteriorated band, joists, girder, plates and insulate floor to code.

sub floor should be 3/4 PLY or TONGUE AND GROVE

CONTRACTOR WILL BE NEEDED TO MOVE UTILITIES FOR FLOOR REPAIRS

SAFE HOME

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

## Prep & Paint Room Semi Gloss

Kitchen (HH)

KITCHEN

Wall & Ceiling

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic SEMI-GLOSS latex. Painting shall include walls and any associated trim. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

Include removing the wall tile at cabinets.

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



# Work Specification

## Exterior Deck - Side B Only

## General Requirements

Remove and dispose of existing deck , including wooden steps and handrails.

Replace any steps required for egress , include a handrail.

The room will then have exposed foundation. Remove existing latic paneling and Install vinyl lattice panel from the bottom siding to ground level, fill opening from right of door side B, to foundation wall at Side C opening.

SAFE HOME

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

### Soffit / Fascia / Trim and Siding Repair

### Exterior

SOFFIT / FASCIA / SIDING / TRIM

Replace deteriorated soffit , fascia , siding & trim areas, caulk, prep for paint.

SEE LEAD SCOPE

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

### Prep & Paint Exterior Surfaces

### Exterior

Prep and paint all exterior painted surfaces. Properly dispose all loose materials. Secure or replace all loose, broken, rotted or deteriorated materials. Caulk and fill all cracks, voids, holes, etc. prior to applying 25-year or better Low VOC paint. Owners choice of color. All work to be done in a neat & professional manner. Use care to protect all surfaces not intended for paint coverage.

SEE LEAD SCOPE

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

### Exterminate Termites

### General Requirements (HH)

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

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

# Work Specification

## Prehung Metal Door Entrance Side B, door to Kitchen

## Back Porch

Exterior door to kitchen

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, band and sill.

Replace exterior decayed wall casing/trim on sides of door casings. Paint to match.

SAFE HOME

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

## Replace Plumbing Supply Lines under dwelling

## Building Systems

Replace Plumbing Supply Lines under dwelling. Send closed Plumbing Permit copy to City.

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

## vinyl windows

## Back Porch

Side B, 3 side C, 3 side D 2, = 8 decayed wood windows.

Dispose of window units and any security bars. Field measure, order and install new Energy Star rated vinyl, double glazed LOW-E windows including half screens. Insulate rough opening. 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 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. Any windows replaced in a bathroom must have tempered glass.

SEE LEAD SCOPE

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

## Prep & Paint Room Semi Gloss

## utility room (HH)

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic SEMI-GLOSS latex. Painting shall include walls and any associated trim. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

ALL TRIM AND DOOR D1 HAS LEAD BASED PAINT. USE PROPER SAFETY MEASURES

LEAD SCOPE

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

# Work Specification

## Prehung Door Interior

Install a 1- 3/8" prehung, door including casing both sides and lockset. Match existing style and finish.

LEAD SCOPE

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

## Replumb Supply Lines

SUPPLY LINES TO KITCHEN MUST BE REMOVED TO ALLOW FOR THE REPLACEMENT OF JOIST, GIRDERS, AND BAND

Remove all existing water supply lines. Install new PEX supply lines to code to service one 3-piece bath, kitchen and laundry area. Insulate exposed hot and cold water lines, installed to code. Repair any wall or ceiling tear out required to install system.

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

## Resilient Flooring

bathroom (HH)

Install 25 year warranted 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.

2ND LAYER OF FLOORING CONTAINS ASBESTOS IN THE MATRIX. INSTALL NEW FLOORING ON TOP

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

## COMPLETE SPECIALIZED CLEANING

THROUGHOUT HOME

THROUGHOUT HOME COMPLETE SPECIALIZED CLEANING

SEE LEAD SCOPE

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

## Certification

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

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

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

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

## Scope of Work for Lead Hazard Control

Address 3232 Burbank

Date\_10/4/2023

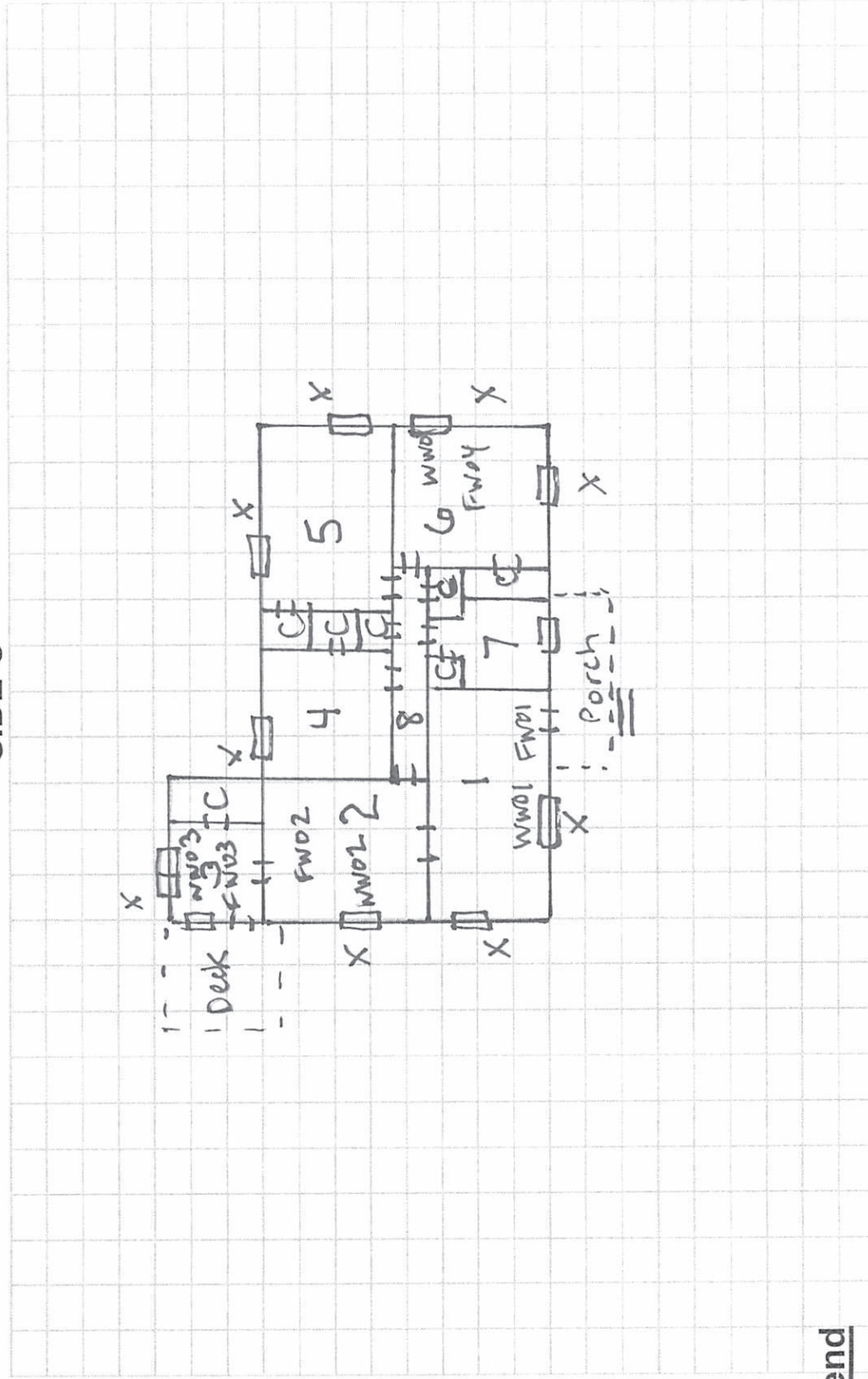
All work described must be performed by a North Carolina state certified lead firm and a state lead permit is required. All work must comply with all applicable federal, state, and local regulations. Provide a separate price for each line item and add the total of line items at the end of the scope. 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>EXT-Side A through side D- gray and beige wood walls, corner boards and trim boards</b>	<b>Replace all deteriorated corner boards</b> Wrap with Tyvek cover with aluminum or vinyl			
<b>EXT Side A through side D beige/white wood facias, soffits, crown moldings, trim board and attic air vents and framed and beige metal attic air vent lintels</b>	<b>Replace attic air vents with vinyl then replace soffits with vented and non- vented soffit vinyl</b>			

<p><b>EXT- Side through Side D- beige light brown &amp; gray wood window casing, headers, sills, sashes and wells. White and beige metal lintels and red wood shutters</b></p>	<p><b>Install 8 new windows</b> <b>Install</b></p>			
<p><b>EXT-Side A porch- beige wood ceiling, ceiling support brackets and trim boards and beige wood shelf support</b></p>	<p>Scrape loose paint and re-paint</p>			
<p><b>INT- Room 3 Side A-D white wood walls and trim boards</b></p> <ul style="list-style-type: none"> <li>- <b>White wood ceiling, crown moldings, ceiling support beams and trim boards</b></li> <li>- <b>Closet Door D1 – white wood door, casing, header jambs and stops</b></li> </ul>	<p>Scrape loose paint and re-paint</p> <p>Scrape loose paint and re-paint</p> <p>Install new door with jamb</p>			
<p><b>Throughout- elevated lead dust levels</b></p>	<p><b>Complete specialized cleaning</b></p>			

**Total Bid for Lead Scope \$**

SIDE C



SIDE B

SIDE D

**Legend**

☐ = Window

== = Door

X = Soil Sample Location

SIDE A

NOT TO SCALE