

# REQUEST FOR PROPOSAL

# 6595

Community Development Block Grant

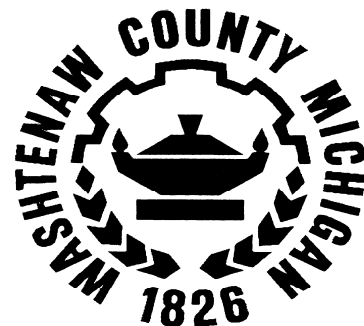
Rehab Project for

218 Woodward Street, Ypsilanti, MI 48197

Prepared By:

Washtenaw County Purchasing  
Administration Building  
220 N. Main B-35  
Ann Arbor, MI 48104

Anne Strieter  
Senior Buyer  
(734) 222- 6749





## WASHTENAW COUNTY

Finance Department

**Purchasing Division**

220 N. Main, Ann Arbor, MI 48104  
Phone (734) 222-6760, Fax (734) 222-6764

### **REQUEST FOR PROPOSAL # 6595**

December 22, 2010

Washtenaw County Purchasing Division on behalf of the Washtenaw County Office of Community Development is issuing a Sealed Request for Proposal (RFP) 6595 for a CDBG – Rehab project at 218 Woodward Street, Ypsilanti, MI 48197. Only qualified vendors through the CDBG Community Development Program will be able to bid on this project. However, if you want to become a qualified vendor for the City/County Community Development [http://www.ewashtenaw.org/government/departments/community\\_development/contractor\\_resources](http://www.ewashtenaw.org/government/departments/community_development/contractor_resources) and click on housing rehabilitation program contracts and then click the link for the housing rehab application.

A **mandatory walk through** is scheduled for **Thursday, January 6, 2011 at 3:00 p.m.** located at 218 Woodward St., Ypsilanti, MI 48197.

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48107**

**Due date by Thursday, January 13, 2011 at 3:00 p.m.**

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6595".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org) at (734) 222-6749.
- Please direct specific technical questions regarding this RFP to Alvin Nunn [nunna@ewashtenaw.org](mailto:nunna@ewashtenaw.org) at (734) 622-9008

I. PROPOSAL

**Definitions:**

**"County"** is Washtenaw County in Michigan.

**"Bidder"** an individual or business submitting a bid to Washtenaw County.

**"Contractor"** One who contracts to perform work or furnish materials in accordance with a contract.

**Purpose of Proposal:**

Washtenaw County is accepting proposals for CDBG Rehab Project at 218 Woodward St., Ypsilanti, MI 48197. **Current qualified vendors** with Community Development are invited to submit bids.

**Proposal Terms:**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service; Washtenaw County may consider other factors as well. The County does not intend to award contracts fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before contracts would be awarded, and negotiations would be undertaken with those Contractor(s) whose proposals are deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid.

C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any addenda should be submitted in **triplicate**. To be considered, the original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

## RFP 6595 CDBG 218 Woodward Street

### F. Award

Contractors shall be selected for their quality of service, qualifications and capabilities to provide the specified service as outlined earlier in this RFP under "Purpose of Proposal" (page 3). The County does not intend to award contracts fully on the basis of any response made to this proposal. The County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor(s) whose proposals are deemed to best meet the County's specifications and needs.

G. Bids are opened at the designated time and bid tabulation is prepared for review with the homeowner. The lowest responsive, responsible bid will generally be recommended to the property owner for acceptance, unless the contractor appears to have a low bid due to an incomplete response. However, the owner has the right to reject any and all bids, or select a contractor of his/her choice, provided the difference in costs are paid by the owner. The property owner may select any eligible bid, as long as the price quoted is within 15 percent (15%) lower or 15 (15%) percent higher of the cost estimate prepared by the Rehabilitation Specialist and does not exceed the maximum dollar limits of the program. If none of the bids solicited are within 15 percent (15%) lower or 15 percent (15%) higher of the work write-up, the proposals must be rejected and other proposals must be obtained that are within the specified cost limits. The owner has the option to reject all bids not within 15 percent (15%) of the cost estimate.

### H. Time of Commencement and Completion

*The work shall commence within 21 calendar days of authorization by written Notice to Proceed from the OCD and shall be completed no later than 90 calendar days from the commencement date of the Notice to Proceed. The Contractor shall pay one hundred dollars (\$100.00) per day, as liquidated damages for each calendar day of delay (from the original start date) until the work is begun. If work has begun, the liquidated damages may not exceed seventy five percent (75%) of the remaining balance of the Homeowners contract starting from the original completion date. If liquidated damages should reach 75% of the remaining balance the contract shall be terminated and the remaining work shall be completed in a manner best deemed appropriate by the OCD Rehabilitation Specialist. If work has not begun within 30 calendar days the contract will be terminated and the work will be negotiated with the next responsive and responsible bidding contractor. If the work is delayed at any time by causes beyond the contractor's control, then the contract may be extended by "change order" for such reasonable time as the OCD Rehabilitation Specialist deems necessary. Contractors may submit a written withdrawal within seven (7) calendar days prior to the 21-day commence date.*

I. By bidding on this proposal, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction

## **RFP 6595 CDBG 218 Woodward Street**

or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

## II. STANDARD PROVISIONS FOR CONTRACT

If a contract is awarded, there will be two contracts. One contract will be between Washtenaw County and the homeowner, the second contract will be between the homeowner and the contractor. The selected contractor vendor(s) will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply for all Service Contractors to Washtenaw County such as the following:

### **Below, is the sample contract between the Homeowner and the Contractor:**

WHEREAS, the OWNER desires to improve and rehabilitate the single family dwelling located in City of Ypsilanti, Washtenaw County, Michigan described as follows:

\*OLD SID - 11 11-030-056-00 YP CITY 2-W80 W 82.83' OF LOT 56 ORIGINAL PLAT. (parcel I.D. #: 11-11-39-180-008)

Commonly known as **218 Woodward Street, Ypsilanti, Michigan, 48197**

WHEREAS, the CONTRACTOR desires to complete the rehabilitation work at said property;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the OWNER and the CONTRACTOR agree as follows:

ARTICLE 1 - THE CONTRACT DOCUMENTS The Contract Documents consist of this Agreement, Drawings, Specifications, all addenda issued prior to execution of this Agreement and all Modifications issued subsequent thereto, and Special Conditions and General Conditions as defined in the "All Trades Master Specifications" of the Office of Community Development Housing Rehabilitation Program. By signing this agreement, CONTRACTOR acknowledges receipt of the above listed documents. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents appears in Article 7. No work outside the scope of this contract will be done without prior written approval from the Office of Community Development.

ARTICLE 2 - THE WORK The CONTRACTOR shall perform all the Work required by the Contract Documents referenced in Article 1 for the rehabilitation construction.

ARTICLE 3 - TIME OF COMMENCEMENT AND COMPLETION The work to be performed under this Contract shall be described in the Work Order specifications attached in Exhibit 1 and must be completed within 120 days from the issuance of the Purchase Order generated from this Contract.

ARTICLE 4 - CONTRACT AMOUNT The CONTRACTOR shall be paid by Washtenaw County from the funds provided to the OWNER by the Washtenaw County Urban County Consortium through the Office of Community Development (OCD) pursuant to a contract between the OWNER and WASHTENAW COUNTY and other funding sources for the performance of the work, subject to additions and deductions by Change Order as provided in the Conditions of the Contract. The Contract amount shall be **Insert Contract Amount** Dollars.

## **RFP 6595 CDBG 218 Woodward Street**

**ARTICLE 5 - PROGRESS PAYMENTS** Based upon Applications for Payment submitted to the Office of Community Development by the CONTRACTOR, Washtenaw County through the Office of Community Development, shall make payments on behalf of the OWNER as follows:

Two progress payments each to be 40% of the value of this Agreement will be made upon satisfactory completion of an equal portion of the work.

- Under no circumstances will payment be made in advance for materials or supplies or before completion of work.
- No payment shall be made to the CONTRACTOR without approval of the OWNER.

**ARTICLE 6 - FINAL PAYMENT** Final payment, consisting of the entire unpaid balance of the Contract amount shall be released by the Washtenaw County Office of Community Development on behalf of the OWNER to the CONTRACTOR after Final Completion of the Work, provided the Work has been completed and approved via final inspection by the Rehabilitation Specialist/Inspector, written statement of satisfaction from the OWNER and the Contract is fully performed.

**ARTICLE 7 - MISCELLANEOUS PROVISIONS** Terms used in this Agreement which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

7.1 The Contract Documents, which constitute the entire agreement between the OWNER and the CONTRACTOR, are listed in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated as follows: Work Order Specifications, General Conditions, Special Conditions, Master Specifications, Drawings, Notice to Proceed Order.

7.2 The OWNER has authorized Washtenaw County acting through the Office of Community Development to act on behalf of the OWNER under the terms of a Contract between the OWNER and Washtenaw County, to be filed with this Contract in the offices of the Washtenaw County Clerk and identified as CR \_\_\_\_#.

7.3 The parties hereto agree to hold Washtenaw County, its officers, elected officials and employees, harmless for any damages concerning the undertaking and execution of this Agreement.

7.4 The premises may be occupied during the course of construction work unless the scope of the work necessitates relocation as determined by the Office of Community Development.

7.5 All work is to be completed according to applicable building, plumbing, electrical and housing codes and federal housing standards. All work is to conform to requirements set forth by the Building Official(s) having authority in the jurisdiction of the property being rehabilitated, All Trades Master Specifications of the Office of Community Development, unless otherwise noted in writing by the Rehabilitation Specialist/Inspector. The Rehabilitation Specialist/Inspector will conduct ongoing inspections to ensure that improvements indicated in the specifications are completed.

7.6 The OWNER shall provide the Contractor with access to the premises, including the use of power and water as needed to complete the rehabilitation work, between the hours of 7:00 a.m. and 6:00 p.m. Additional times may be arranged upon written mutual consent. Failure to allow CONTRACTOR access may result in termination of agreement and require repayment, by the OWNER, of any funds advanced to the CONTRACTOR on the OWNER's behalf.

## **RFP 6595 CDBG 218 Woodward Street**

7.7 The OWNER shall be responsible for moving personal possessions from the areas where work will be completed as determined by the Rehabilitation Specialist/Inspector. The OWNER will also be responsible for keeping the areas accessible so that the CONTRACTOR can complete the work.

7.8 Neither the OWNER nor the CONTRACTOR shall alter, amend, or deviate from the Work Order specifications prepared by the Office of Community Development, and signed by the both parties without prior written approval from the OCD Rehabilitation Specialist/Inspector.

7.9 The OWNER shall not personally or through any actions of another (family, friends, outside contractors, etc.) halt, harass or interfere with the progress of construction work or workers. Failure to comply may result in the termination of the project agreement and could require repayment, by the OWNER, of any funds advanced to the CONTRACTOR on the OWNER's behalf.

7.10 In the event a dispute arises with the OWNER and CONTRACTOR, the Office of Community Development will evaluate the situation and make a determination as to the resolution of the issue. If OCD's determination is not satisfactory, either party may request an exception by requesting OCD staff place the issue on the agenda of the Urban County Executive Committee for action. The parties agree that decisions made by the Urban County Executive Committee will be binding.

7.11 CONTRACTOR shall maintain commercial general liability insurance including coverage for premises, operations, independent contractors and products-completed operations coverage with a limit not less than \$1,000,000. The CONTRACTOR shall name the OWNER and Washtenaw County as an additional insured within the CONTRACTOR'S commercial general liability policy. The CONTRACTOR shall maintain statutory workers compensation and employers liability insurance.



<b>SIGNATURE PAGE</b>
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_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

By checking this box we hereby certify that we are a Washtenaw County company as defined in paragraph I.G. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

**The above individual is authorized to sign on behalf of company submitting proposal.**

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

**III. PRICE SHEET**

The following is hereby submitted as per your request. This bid covers all work and/or specified in the bid documents received for this job.

**Project: SFR-046-1**

**Project:** Versa Roach  
218 Woodward  
Ypsilanti, MI 48197  
734-482-6022 (daughter)

**Inspector:** Alvin Nunn  
734 622-9008

The following is hereby submitted as per your request. This bid covers all work and/or specified in the bid documents received for this job.

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Workorder Specifications and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work in a workmanlike manner and in strict accordance with the proposed Workorder Specifications, including furnishing of any construct, and complete said Work in accordance with the Workorder Specifications, for the sum of money:

Include all alternates, labor, materials, services, and equipment necessary for the completion of the work shown on the Drawings and in the Specifications:

Base Bid \_\_\_\_\_ Dollars: \$ \_\_\_\_\_  
10% Contingency \$ \_\_\_\_\_ **(Do not add to base bid amount)**

The undersigned agrees to execute a contract for work covered by this proposal, provided that he is notified of its acceptance within ninety (90) days after the opening of the bid proposals.

**SUMMARY OF BASE BID**

The aforementioned base bid is broken down as follows:

GENERAL WORK	\$ _____
PLUMBING	\$ _____
HVAC	\$ _____
ELECTRICAL	\$ _____
ENVIRONMENTAL	\$ _____

**CONTRACTOR INFORMATION**

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

Phone: \_\_\_\_\_

Fed. Tax ID: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(No Bid Response Required: Contractor must respond in writing if declining to bid.)**

Item	Specification	Quantity/Unit	Total Cost
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**General Requirements**

**1 Field Verify Quantities, Dimensions, and Measurements**

All measurements, quantities, and dimensions included in the Construction Work Order are for the contractor's general reference prior to a mandatory site inspection to field verify measurements, quantities and dimensions. **All measurements, quantities, dimensions are approximates.** No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial bid proposal.

Priority Level 1.00 NC \$ No Charge

**2 Manufacturer's Specs Prevail**

All materials shall be installed in full accordance with the manufacturer's specifications for working conditions, surface preparation, methods, protection and testing.

Priority Level 1.00 NC \$ No Charge

**3 All Permits Required**

The contractor shall supply (2) copies of the Construction Work Order to the local Building Department, apply for, pay for, obtain and forward copies of the following indicated permits to the Office of Community Development : \_\_\_\_\_ Plumbing; \_\_\_\_\_ Electric; \_\_\_\_\_ HVAC; \_\_\_\_\_ Building; \_\_\_\_\_ Zoning; \_\_\_\_\_ Lead Abatement; \_\_\_\_\_ Asbestos Abatement.

**\*\* Contractor is also responsible for preparing and submitting all plans and drawings when required by the local building department.**

Priority Level 1.00 AL \$ \_\_\_\_\_

**4 Mandatory Contractor Pre-bid Site Visit**

The contractor must inspect the interior and exterior of the property at the time and date specified in the Construction Work Order. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is familiar with the requirements of the Construction Work Order.

**Failure to submit this form properly endorsed with the required signatures will result in disqualification of bid. Proper endorsement by OCD Rehabilitation Staff must be obtained at the pre-bid meeting.**

Rehabilitation Specialist signature: \_\_\_\_\_ Date: \_\_\_\_\_

Priority Level 1.00 GR \$ \_\_\_\_\_

**5 Section 3 Requirement**

The work to be performed under this bid is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ( Section 3 ). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Priority Level 1.00 NC \$ No Charge

**6 Work Times**

Contractors and their Subcontractors shall schedule working hours between 7:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.

Priority Level 1.00 NC \$ No Charge

Item	Specification	Quantity/Unit	Total Cost
<b>7</b>	<b>Job Behavior</b> The following behaviors in any worker shall not be permitted and may result in the owner terminating the contract for cause: theft, lewd or lascivious acts, foul language, intoxication, use of illegal drugs, abusive behavior, and willful destruction of owners property.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>8</b>	<b>Workmanship Standards</b> All work shall be performed by mechanics both certified, licensed and or skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surrounding surfaces as long as required to eliminate damage.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>9</b>	<b>Close-in Inspections Required</b> Call the agency for inspection of all work that will be concealed from view before it is closed in. This type of inspection frequently includes, but is not limited to: <b>footings, roof sheathing &amp; flashing prior to installation of new felt &amp; shingles, and repaired framing &amp; decking prior to installation of underlayment &amp; floor coverings.</b>		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>10</b>	<b>1 Year General Warranty</b> Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>11</b>	<b>Time of Commencement &amp; Completion Clause</b> The Work shall commence within 21 calendar days of authorization by written Notice to Proceed from the Office of Community Development (OCD) and shall be completed no later than 90 calendar days from the commencement date of the Notice to Proceed**. The Contractor shall be liable for, and shall pay (\$ 100.00) one hundred dollars per day, as liquidated damages for each calendar day of delay until the work begins and/or is completed. If work has begun, the liquidated damages may not exceed 75% seventy five percent of the remaining balance of the homeowners contract. If liquidated damages should reach 75% of the remaining balance the contract shall be terminated and the remaining Work shall be completed completed in the best manner deemed appropriate by the OCD. If Work has not begun within 30 calendar days the contract shall be terminated and the Work shall be negotiated with the next responsive and responsible bidding contractor <b>** If the work is delayed at any time by causes beyond the contractor's control, then the contract may be extended by "change order" for such reasonable time as the OCD staff deems necessary.</b> ***Contractors may submit a written withdrawal with in 7 calendar days prior to the 14 day commence date.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>12</b>	<b>Final Clean</b> Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>

Item	Specification	Quantity/Unit	Total Cost
<b>13</b>	<p><b>10% Contingency -- (Do not add to base bid amount)</b> A contract contingency of 10% shall be added by the contractor to contribute to the base bid amount for the costs of unforeseen and unexpected work items. Contingency expenditures must be approved by the rehabilitation specialist. <b>This amount is <u>not</u> a guaranteed payment to the contractor and shall be deleted from the contract amount if unused.</b></p> <p>Priority Level</p>	1.00 AL	\$ _____
<b>14</b>	<p><b>Prohibited Paint Removal Methods</b> The following paint removal methods are prohibited on all HUD-funded projects: - Open flame burning or torching; - Machine sanding or grinding without a HEPA local exhaust control; - Abrasive blasting or sandblasting without a HEPA local exhaust control; - Heat guns operating above 1,100 degrees Fahrenheit or charring the paint; - Dry sanding or dry scraping except: dry scraping in conjunction with heat guns within one (1) foot of electrical outlets, or below the deminimus; and - On site chemical paint removal in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission and/or a hazards chemical in accordance with the Occupational Safety and Health Administration.</p> <p>Priority Level</p>	1.00 NC	\$ <u>No Charge</u>
<b>15</b>	<p><b>Clearance Examination</b> Using a trained and certified lead paint inspector, a lead hazard risk assessor, or if approved, a sampling technician, one hour after completion of all lead hazard reduction, renovation and maintenance work, conduct a visual assessment for evidence of remaining paint chips, visible dust debris and residue. Randomly select four (4) floors, two (2) window sills and two (2) window troughs to dust wipe test as per protocol in the HUD Guidelines. Submit the dust samples, plus a blank sample, to an EPA-accredited lead analytical laboratory for determination of lead content. Provide the owne, occupants and this agency with the clearance report and a "Notice of Lead Hazard Reduction" within 15 days of achieving final clearance, in accordance with 23 CFR Part 35.</p> <p>** The Office of Community Development will only pay for passed clearance examinations. The contractor shall be responsible for the repayment to Community Development for all failed clearance examinations.**</p> <p>Priority Level</p>	1.00 EA	\$ _____
<b>16</b>	<p><b>Supervisor Training</b> <b>All persons supervising workers or legally responsible for job conditions must provide proof of successfull completion of the state or EPA model supervisor training course in Lead Hazard Abatement prior to commencement.</b></p> <p>Priority Level</p>	1.00 NC	\$ <u>No Charge</u>
<b>17</b>	<p><b>Worker Training- Lead Safe Work Practices</b> All persons carrying out housing rehabilitation activities must provide proof of state or EPA model worker training course(s) in lead hazard awareness,self protection and safe work practices prior to commencement of work.</p> <p>Priority Level</p>	1.00 NC	\$ <u>No Charge</u>
<b>18</b>	<p><b>Occupant Protection Plan</b> Pursuant to 24CFR Part 35 and MCL 333.5451 or Michigan Rule No. 325.9917 (4) (a) &amp; ( b). All lead-based paint activity and or Abatement projects must not be started before an occupant protection plan specific to the structure is developed by a Michigan certified Abatement Project Designer or Abatement Supervisor. The plan shall describe measures and management procedures that shall be taken to protect the building occupants.</p> <p>Priority Level</p>	1.00 NC	\$ <u>No Charge</u>

**Bid Request Form**

Versa Roach  
218 Woodward, Ypsilanti, MI 48197

734-482-6022

Item	Specification	Quantity/Unit	Total Cost
<b>19</b>	<b>Post Warning Sign/Tape</b> Following Federal guidelines post interior and exterior signs/tape to remind workers, warn occupants, and the public of the presents of potentially hazardous lead conditions. Keep signs/tape in good condition and in place until final clearance has passed.	<u>1.00</u> NC	\$ <u>No Charge</u>

Item	Specification	Quantity/Unit	Total Cost
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**Exterior House**

**20 Storm Door--Aluminum**

Remove and dispose of existing. Install a 1" aluminum frame combination self-storing storm and screen door with white baked enamel aluminum finish, welded corners and all hardware included (i.e. closer, top chain, etc.) \$190 material allowance.

Priority Level 2.00 EA \$ \_\_\_\_\_

**21 Stone-Repoint**

Cut out lime putty mortar at least 1/2". Remove all loose material with low pressure water. Repoint using portland cement mortar within 30 minutes of final mixing. Wet mortar joints before applying mortar. Match color as closely as possible. Provide barricades and drop clothes.

Priority Level 10.00 LF \$ \_\_\_\_\_

**22 Exterior--Replace Porch--Rear**

Shore up porch roof and dispose of porch. Construct 12" x 12" cement block piers on a 12" x 18" x 12" footing below frost line. Tool strike mortar joints and allow to set before positioning floor joists. Hang 2" x 8" joists 16" o.c. with a double band joist using joist hangers with a pitch of 1/8" in 1 foot. Use galvanized nails and hardware. Face nail 5/4" x 6" .40 CCA pressure-treated #1 grade yellow pine decking with bull nosing butted tight using galvanized deck screws or #8 galvanized spiral point nails. Decking to overhand outside edges 1 inch.

Install P.T.P. 4" x 4" posts encased four sides with finish lumber glued and screwed to post. Plumb and flush with soffitt. Construct a 32" high railing system comprised of a 2" x 4" with top beveled center to edges and bottom rail is to be 2" x 3" with the top edges chambered. Spindles are to be 1-1/8" x 2" x 24" +/- spaced 3" o.c. nailed to a 1" x 2" wood strip for anchorage to the top and bottom rails.

Build a 4" frame to enclose porch and staircase with pressure-treated lattice material panels. Scribe, fit and securely anchor lattice behind fascia with cleats.

Construct a set of P.T.P. steps with 2" x 12" outside stringers routed 3/8" for 2-2" x 6" treads.

Step to be placed on 4" concrete slab of 3000 P.S.I. airetrained concrete.

Priority Level 1.00 EA \$ \_\_\_\_\_

**23 Gutter Repair**

Clean gutter(s). Secure and or replace all loose sections, straps, hangers, spikes, or screws to match existing in color. Reattach loose downspouts and replace missing downspout sections. Add extensions on to ends of downspouts to divert water away from house. Install splash blocks if needed. Seal all cracks using quality gutter sealant. **\*\*Extensions\***

Priority Level 6.00 LF \$ \_\_\_\_\_

**24 Regrade At Foundation And Seed**

Mow yard 4' out from structure with a bagging mower as low as possible. Install 5" of top soil at foundation graded out 4' from founda- tion to 1". Tack, straw, fertilize and seed area. Install 3' high barricade of string on 1" x 1" stakes to establish lawn.

Priority Level 392.00 SF \$ \_\_\_\_\_

**25 Stabilize And Paint Acrylic--Front & Side Porch**

Mist defective paint area with water. Lightly scrape all loose paint, wallpaper and plaster. Feather edges with a sponge sanding block saturated with deglossing agent. Rinse and HEPA vacuum all visible chips. Allow surface to dry, spot prime and dry coat with premium acrylic latex paint. **\*\*Front & Side Porch\*\***

Priority Level 96.00 SF \$ \_\_\_\_\_

Item	Specification	Quantity/Unit	Total Cost
26	<p><b>Tear Off And Re-roof Shingles</b>            Remove and dispose of all roofing &amp; defective sheathing. Following all applicable codes and manufacturers recommendations, cut a 1" wide vent at ridge board. Replace up to 5 sf. of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb. felt, cover with water and ice shield, installed to extend a minimum of 2-feet into interior heated space. Install preformed aluminum, drip edge, and vent pipe boots. Install a 250 lb. fiberglass asphalt, 3 tab or dimensional shingle with a 25 yr. warranty. Replace all flashing. Install shingle-over ridge vent.</p>	<p><b>Priority Level</b> _____ 1.00 AL</p>	<p>\$ _____</p>
27	<p><b>Gutter Guards-Leaf Relief System</b>            Install and properly secure aluminum gutter guards in all gutters. Use the <u>Leaf-Relief</u> gutter guard system or <b>an approved equal</b>.  <a href="http://www.leaf-relief.com">www.leaf-relief.com</a></p>	<p><b>Priority Level</b> _____ 1.00 AL</p>	<p>\$ _____</p>



Item	Specification	Quantity/Unit	Total Cost
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**Basement**

**28 Stone-Repoint**

Cut out lime putty mortar at least 1/2". Remove all loose material with low pressure water. Repoint using portland cement mortar within 30 minutes of final mixing. Wet mortar joints before applying mortar. Match color as closely as possible. Provide barricades and drop clothes.

Priority Level 490.00 LF \$ \_\_\_\_\_

**29 Insulate Rim Joist--Closed Cell Foam**

Inject closed cell foam insulation into each cavity along rim joist per manufacturer's specifications. Repair all tear-out and remove all overflow. **\*\*Contractor must leave cut sheet of material specifications on site.\*\***

**Note: Material shall have a flame-spread index not to exceed 25 with an accompanying smoke-developed index not to exceed 450 when tested in accordance with ASTM E 84.**

Priority Level 98.00 LF \$ \_\_\_\_\_

**30 Window Remove-glass Block W/vent**

Remove all wood window components, packing in plastic and properly dispose of. Install glass block per manufacturers specs with vinyl vent with screen and storm insert, Use expansion spacers around perimeter and mortar to existing foundation or framing. Trim exterior and interior to match existing.

Priority Level 4.00 SF \$ \_\_\_\_\_

**31 Seal Air leaks and Penetrations**

Using a qualified contractor. Depressurize the home to locate air leaks and reduce the air infiltration rate in the home as close to to .35 ACH (air changes per hour) as possible by blowing foam, caulking, and or insulating the following air leakage sites: Base trim, wall outlets and switches, foundations, basement windows, door & window casings, light fixtures, whole house fans, fireplace dampers, behind bath tubs, attic hatches, and etc...

**\*\*Provide pre and post-test results of blower door readings.\*\***

Priority Level 1.00 AL \$ \_\_\_\_\_

**32 Enclose Treads - Vct**

Wet scrape deteriorated paint. Mark "Lead Paint" at 4' intervals. Laminate 1/4" ply- wood and glue 1/8" VCT. Install metal bull- nosed edging.

**\*\*Upper Stairway\*\***

Priority Level 6.00 EA \$ \_\_\_\_\_

**33 Molding Stabilize And Paint Acrylic--Living Room**

Mist defective paint area with water. Lightly scrape all loose paint. Feather edges with a sponge sanding block saturated with deglossing agent. Rinse and HEPA vacuum all visible chips. Allow surface to dry, spot prime and top coat with premium acrylic latex paint from a single manufacturer.

**\*\*Living Room Only\*\***

Priority Level 72.00 LF \$ \_\_\_\_\_

Item	Specification	Quantity/Unit	Total Cost
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**Entire Interior**

**34 Enclose Treads - Vct**

Wet scrape deteriorated paint. Mark "Lead Paint" at 4' intervals. Laminate 1/4" ply- wood and glue 1/8" VCT. Install metal bull- nosed edging.  
**\*\*UPPER STAIRWAY\*\***

**Priority Level** 1.00 AL \$ \_\_\_\_\_

**35 Door-Stabilize Plane, Adjust**

Remove door from structure or contain work area. Plane door edges and adjust the hasp and strike plate to minimize door/jamb friction and contact. Wet scrape door, jamb, trim, and all painted components. Clean and de-gloss all components with lead specific detergent. Rinse to neutralize, spot prime and paint 2- coats acrylic latex. owners choice of color.

**Priority Level** 9.00 EA \$ \_\_\_\_\_

**36 Floor--Refinish Wood**

Remove and dispose of existing flooring (i.e. carpet, vinyl, etc.) installed over oak flooring. Repair/replace any damaged/deteriorated/missing flooring. Drum sand and edge floor. Counter sink all nails and fill holes. Vacuum and tack rag room. Apply a sanding sealer and two coats of oil based polyurethane varnish (Natural). Vacuum room.**\*\*All Upper Level Wood Floors\*\***

**Priority Level** 720.00 SF \$ \_\_\_\_\_

**37 Clean To Clearance**

Prior to final acceptance of the lead hazard reduction work and all rehabilitation work, the property shall be visually inspected for any remaining paint chips, dust and debris and lead dust wipe samples shall be obtained from floors, windows sills and window troughs. The contractor shall re-clean all applicable components and surfaces and pay for all additional clearance dust sampling if any dust sample results exceedd the thresholds of 40 ug/SF for floors, 250 ug/Sf for window sills and 400 ug/SF for window troughs.

**Priority Level** 900.00 SF \$ \_\_\_\_\_

Item	Specification	Quantity/Unit	Total Cost
<b>Pantry</b>			
<b>38</b>	<b>Wire Shelving</b> Install 12" vinyl clad wire shelving cut to width of closet and capped. Use manufacturer's hardware and installation method.		
	<b>Priority Level</b>	75.00 LF	\$ _____
<b>39</b>	<b>remove, Package &amp; Dispose--Shelving</b> Remove, package and dispose of unnecessary shelving.		
	<b>Priority Level</b>	1.00 AL	\$ _____
<b>40</b>	<b>Vinyl Floor Tile--Traffic Master</b> Install floor tile, by <i>Traffic Master Allure</i> or <i>approved</i> equal per manufacturer's recommendations. Include metal edge strips at openings, and shoe molding or 4" vinyl base around perimeter. \$3.50sf material allowance Owner's choice of in stock styles and colors.		
	<b>Priority Level</b>	15.00 SF	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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**Bathroom**

**41 Bath Vent Fan**

Install a Energy Star rated fixture with an exterior ducted vent fan with damper capable of 130 cfm, controlled by 2 manufacturer- supplied switches, using #14 copper Romex. Fish all wire and repair tear out.

Use a Panasonic **FV-13VKM2**

Whisper Green 130 CFM Premium Ceiling Mounted Continuous and Spot Ventilation Fan with Smart Action Motion Sensor or an approved equal.

Priority Level 1.00 EA \$ \_\_\_\_\_

**42 Vinyl Floor Tile--Traffic Master**

Install floor tile, by *Traffic Master Allure* or approved equal per manufacturer's recommendations. Include metal edge strips at openings, and shoe molding or 4" vinyl base around perimeter. \$3.50sf material allowance Owner's choice of in stock styles and colors.

Priority Level 36.00 SF \$ \_\_\_\_\_

**43 Vinyl Floor Tile--Traffic Master**

Install floor tile, by *Traffic Master Allure* or approved equal per manufacturer's recommendations. Include metal edge strips at openings, and shoe molding or 4" vinyl base around perimeter. \$3.50sf material allowance Owner's choice of in stock styles and colors.

Priority Level 80.00 SF \$ \_\_\_\_\_

**44 Water Closet/toilet--replace**

Remove and dispose of existing water closet/toilet, install a new water-saving power flush 2 piece, close coupled, white, vitreous china, water saving commode. Include plastic or pressed wood white seat, plastic supply pipe, shut-off valve, flap valve, flange bolts w/caps and wax seal. Use 14" rough-in when replacing wall hung commode, and 12" rough-in to replace close coupled commode.

Priority Level 1.00 EA \$ \_\_\_\_\_

**45 Bathtub/shower--5' Fiberglass--complete**

Install a left or right hand 5', 2 or 3 piece, Sterling 71020110 Series Tub/Shower unit or approved equal. with (<http://www.sterlingplumbing.com/consumer/>) fiberglass tub and shower unit complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Faucet "Monitor"

Model 1343 tub/shower faucet - <http://www.deltafaucet.com/> - & a water saving shower head. \*\*BID AS ALTERNATE\*\*

Priority Level 1.00 EA \$ \_\_\_\_\_

**46 Window - Remove, Patch Envelope**

Remove, package and dispose of all interior and exterior window components. Stud opening with 2" x 4" insulate to R-13 and install an interior and exterior finish matching the adjacent surface as closely as possible. Prime new material.\*\*BID AS ALTERNATE\*\*

Priority Level 1.00 EA \$ \_\_\_\_\_

**Total Bid** \$ \_\_\_\_\_