

# REQUEST FOR PROPOSAL

# 6619

Community Development Block Grant

Rehab Project for

1431 Hatcher Crescent, Ann Arbor, MI 48103

Prepared By:

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

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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 # 6619

May 16, 2011

Washtenaw County Purchasing Division on behalf of the Washtenaw County Office of Community Development is issuing a Sealed Request for Proposal (RFP) 6619 for a CDBG – Rehab project at 1431 Hatcher Crescent, Ann Arbor, MI 48103. 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, May 19, 2011 at 10:00 a.m.** located at 1431 Crescent, Ann Arbor, MI 48103.

**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, May 26, 2011 at 11:00 a.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 # 6619".
- 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 Jon Van Eck [vanecki@ewashtenaw.org](mailto:vanecki@ewashtenaw.org) at (734) 622-9013

## 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 1431 Hatcher Crescent, Ann Arbor, MI 48103. **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.

## 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 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 the City of Ann Arbor, Washtenaw County, Michigan described as follows:

LOT 10 MARTIN ACRES (parcel I.D. #: 09-09-19-202-003)  
Commonly known as **1431 Hatcher Crescent, Ann Arbor, Michigan, 48103**

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.

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.

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.



**SIGNATURE PAGE**

_____ 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-1426**

**Project:** Marco Garcia  
1431 Hatcher Crescent  
Ann Arbor, MI 48103  
734-751-1475

**Inspector:** Jon Van Eck  
734 622-9013

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 Contract Documents 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 Contract Document, including furnishing of any construct, and complete said Work in accordance with the Contract Documents, 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 be notified of its acceptance within thirty (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**  
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**1 General Notes**

1. The Contractor shall have access to the premises between 7:00 AM and 6:00PM to complete work.
2. The contractor shall be responsible for moving and relocating normal amounts of furniture, appliances and personal property which have been boxed or packed by the homeowner. The homeowner shall be responsible for packing all fragile items and removing excess furniture, personal property from work areas prior to construction.
3. Dimensions given are approximate, the contractor shall conduct a pre-bid inspection so as to field verify all measurements and dimensions.
4. "Approved equals" must be approved by The Office of Community Development Department.
5. Include all alternates in base bid.
6. Copies of permits, inspection tickets, and work order specifications shall be kept on jobsite and displayed in an inconspicuous location until the completion of the project.

Priority Level 1.00 NC \$ No Charge

**2 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

**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 1 Year General Warranty**

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. Workmanship and or materials not installed in full accordance with the manufacturer's specifications for working conditions, surface preparation, methods, protection and testing are exempt from this warranty. 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 1.00 NC \$ No Charge

Item	Specification	Quantity/Unit	Total Cost
<b>5</b>	<b>Codes And Ordinances</b> In the execution of the itemized scope of work, the contractor shall facilitate inspection and comply with all governing codes and ordinances of The City of Ann Arbor, The County of Washtenaw, and the State of Michigan pertaining to building construction, zoning, environmental protection, energy efficiency and worker safety.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>6</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>7</b>	<b>Site Clean-Up</b> The Contractor agrees to keep the construction site cleared of trash and construction debris, cleaning the site on a daily basis. Contractor will provide an approved receptacle at his/her cost. The site must be cleaned up each evening before the end of the work day.		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>8</b>	<b>Interpretation of Specifications</b> The interpretation and or intent of any line item(s) in the Work Order Specifications shall be valid only if issued in writing and or verbally by the Rehabilitation Specialist. <b>If specification is unclear to the contractor the contractor should contact the rehabilitation specialist immediately.</b> Failure to obtain the Rehabilitation Specialist interpretation and or intent prior to completion of the work shall result in non-payment of the line item(s).		
	Priority Level	<u>1.00</u> NC	\$ <u>No Charge</u>
<b>9</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>10</b>	<b>Work Times</b> 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	<u>1.00</u> NC	\$ <u>No Charge</u>

Item	Specification	Quantity/Unit	Total Cost
<b>11</b>	<p><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                      ** 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.                      ***Contractors may submit a written withdrawal with in 7 calendar days prior to the 14 day commence date.</p>		
	<p><b>Priority Level</b></p>	<p><u>1.00</u> NC</p>	<p>\$ <u>No Charge</u></p>
<b>12</b>	<p><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.</p>		
	<p><b>Priority Level</b></p>	<p><u>1.00</u> NC</p>	<p>\$ <u>No Charge</u></p>
<b>13</b>	<p><b>Manufacturer's Specs Prevail</b>                      All materials shall be installed in full accordance with the manufacturer's specifications for working conditions, surface preparation, methods, protection and testing.</p>		
	<p><b>Priority Level</b></p>	<p><u>1.00</u> NC</p>	<p>\$ <u>No Charge</u></p>
<b>14</b>	<p><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.</p>		
	<p><b>Priority Level</b></p>	<p><u>1.00</u> NC</p>	<p>\$ <u>No Charge</u></p>
<b>15</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><b>Priority Level</b></p>	<p><u>1.00</u> NC</p>	<p>\$ <u>No Charge</u></p>
<b>16</b>	<p><b>Contractor Certification</b>                      All contractors performing lead work shall provide a copies of their training and certification prior to commencement of work.</p>		
	<p><b>Priority Level</b></p>	<p><u>1.00</u> NC</p>	<p>\$ <u>No Charge</u></p>

Item	Specification	Quantity/Unit	Total Cost
<b>17</b>	<p><b>Occupant Relocation</b> Because lead hazard reduction work in the home can generate lead contaminated dust that could be dangerous to occupants, particularly young children, it may be necessary to temporarily relocate the family during this phase of the rehabilitation work.</p> <p>The Office of Community Development shall pay the costs for relocation during the Lead Hazard Reduction Phase Only.</p> <p><b>Any additional costs for relocation, packing, moving, and storage beyond the specified period of relocation will be paid by the contractor.</b></p>	1.00 NC	\$ No Charge
<b>18</b>	<p><b>Lead Based Paint Standards &amp; Guidelines</b> The execution of this (interim control / abatement) work shall comply with all applicable state, federal and local laws, rules, regulations and guidelines. Some of these standards include: 24 CFR Part 35 Code of Federal Regulations, 29 CFR 1926-Construction Industry Standards, 29 CFR 1926.62-Construction Industry Lead Standard, 29 CFR 1910.1200-Hazard Communication, 40 CFR Part 261-EPA Regulations, NCLSH-HUD Lead Paint Guidelines for residential structures.</p> <p><b>NOTE: THE COMMUNITY DEVELOPMENT DEPARTMENT MUST COMPLY WITH FEDERAL REGULATIONS AS THEY APPLY TO LEAD. IF THE WINNING BID IS RETURNED WITH HARD COSTS EXCEEDING THE MAXIMUM PER FEDERAL GUIDELINES, ALL LEAD WORK MUST BE PERFORMED IN ACCORDANCE WITH ABATEMENT ACTIVITIES. IN THE EVENT OF THIS HAPPENING, THE WINNING CONTRACTOR MUST HAVE PROPERLY LICENSED STAFF IN ORDER TO PERFORM THE ABATEMENT WORK. IF THE WINNING CONTRACTOR DOES NOT HAVE PROPERLY LICENSED STAFF IN ACCORDANCE WITH FEDERAL REGULATIONS THE BID SHALL NOT BE AWARDED TO SAID CONTRACTOR, BUT TO THE NEXT LOWEST BIDDER.</b></p>	1.00 NC	\$ No Charge
<b>19</b>	<p><b>*****ABATEMENT ACTIVITY*****</b> All line items listed as an ****ABATEMENT ACTIVITY**** must be completed in accordance to 24CFR part 35 of the Code of Federal Regulations. This includes homeowner/State notifications, demolition, removal, disposal, installation, cleaning, and testing.</p>	1.00 NC	\$ No Charge
<b>20</b>	<p><b>Hepa/wet Clean/hepa</b> After completion of all work, removal of containment and repositioning of all furniture, HEPA vacuum all visible surfaces in immediate area of work. include clothing, furniture, walls, floors and ceilings. Wet wipe all surfaces with a lead specific detergent or equivalent and rinse. After surface is dry, HEPA vacuum all visible surfaces except ceiling.</p>	1.00 NC	\$ No Charge
<b>21</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 owner, 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><b>** 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.**</b></p>	1.00 NC	\$ No Charge

Item	Specification	Quantity/Unit	Total Cost
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**22 10% Contingency -- (Do not add to base bid amount)**

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. **This amount is not a guaranteed payment to the contractor and shall be deleted from the contract amount if unused.**

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

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**Exterior House**  
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**23 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 3.00 EA \$ \_\_\_\_\_

**24 Weatherproof Receptacle to Code**

Install a 15 amp, ground fault protected, surface mounted, weatherproof, PVC or non-ferrous box and receptacle using #14 copper Romex in EMT. Receptacle cover shall be permanently connected to box.

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

**25 Entrance Light Fixture--replace**

Remove damaged light fixture and replace with an exterior, waterproof, single bulb fixture. \$45 fixture allowance. Owner to choose color and style. NO Special Orders.

**NOTE: Back Door**

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

**26 Deck -- Re-build to Code**

Remove and dispose of existing deck, posts, railings and steps. Prepare plans and obtain all proper permits. Sink 4"x4" pressure treated posts in holes set below frost line. Construct to code a replacement deck using double 2"x 10" pressure treated pine beams and 2"x8" pressure treated pine joists set 16" O.C. Install 5/4" PTP stepping stock treads, on a solid concrete footer. If applicable, frame stairs 3' wide connecting to deck of pressure treated 2"x 6"s or 5/4" decking set a nails width apart, fastened with rust resistant nails or deck screws. Construct a wooden hand/guard rail to code legal requirements.

**NOTE: Deck @ Rear of Building**

Priority Level 32.00 SF \$ \_\_\_\_\_

**27 Trim--wrap With Aluminum**

Replace missing or rotten trim with dimensional pine stock. Wrap all exposed trim with .027 aluminum coil stock. Caulk all seams of aluminum trim

**NOTE: Trim Around Patio Door @ Rear of Home**

Priority Level 23.00 LF \$ \_\_\_\_\_

**28 Hose Bibb**

Install a bronze, freeze free hose bibb on outside of structure with inside shut-off valve and backflow preventer. Seal exterior penetration with silicone caulk.

Priority Level 3.00 EA \$ \_\_\_\_\_

Item	Specification	Quantity/Unit	Total Cost
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**29 Door Metal Exterior -- Replace Prehung**

Using proper lead safe work practices, remove, package and dispose of door, frame and casing. Install an ENERGY STAR rated (U-Factor of 0.32 or less) prehung, metal door including magnetic weather stripping, interlocking threshold, wide angle peep site, dead bolt and entrance locksets, insulation and caulking. Retrim interior and exterior opening with new wood trim. Prime, prep, and top coat all wood. **Match door as close as possible to existing.** Owners choice of paint color. HEPA vac all visible dust and debris

\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\*

**NOTE: Kitchen and Rear Door**

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

**30 Door Wood Exterior -- Replace Prehung**

Using proper lead safe work practices, remove, package and dispose of door, frame and casing. Install a prehung, wooden (Fir) door including weather stripping, interlocking threshold, wide angle peep site, dead bolt and entrance locksets, insulation and caulking. Re-trim interior and exterior opening with new wood trim. Prime, prep, and top coat all wood w/owners choice of premium Low VOC acrylic paint or Urethane finish. **Match door as close as possible to existing.** Owners choice of paint color. HEPA vac all visible dust and debris

\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\*

**NOTE: Front Entrance Door**

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

**31 Vinyl Dh, Dg, Low-e Window**

Using lead safe work practices, remove package in plastic and dispose of entire window unit and interior trim. Field measure and install to code a PVC, 1 over 1, double hung, double glazed, argon filled window with at least an R-4 rating complete with screen, hardware, weatherstripping, insulation, and caulking. Wrap exterior jamb and sill with aluminum coil stock. Re-trim opening with 1" x 6" casing, apron and pine stool. Prep for paint and prime new wood. Clean glass. In bathrooms use obscure glass. In stairways install to code. HEPA vac and wet clean all visible dust and debris.

\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\*

**NOTE: Rear Window**

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



Item	Specification	Quantity/Unit	Total Cost
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**32 Milk Chute Remove -- Glass Block Opening**

Using proper lead safe practices remove all milk chute components. Install a glass block per manufacturers specs, tool joints, install expansion spacers around perimeter and mortar to existing foundation or framing. Trim exterior and interior to finished quality. HEPA Vac all visible dust and debris.

Priority Level 1.00 SF \$ \_\_\_\_\_

**33 Foundation Vent -- Automatic**

Remove and dispose of existing vents. Install an automatic opening and closing galvanized steel or vinyl foundation vent protected by heavy gauge steel screening, size to fit existing opening.

**NOTE: Crawlspace**

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

**Garage**

**34 Elastomeric Encapsulant -- Garage**

Using proper lead safe work practices, set-up proper containment procedures. Prepare surface by wet scraping all loose paint and caulk. Repair any deteriorated or missing material with like kind (i.e. wood, shingles, trim, etc.) Caulk all applicable holes, cracks, seams, etc. with a 35 year paintable siliconized caulk. HEPA vac and wet clean all visible dust and debris. Apply recommended primer and encapsulate surface in accordance with manufacturer's specifications. See Rehab Specialist for list of approved encapsulants. Apply 2 coats of premium latex paint after encapsulant dries (Owners choice of colors.)

**\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\***

**NOTE: See Lead Report For Further Details**

**NOTE: Prior to Starting Work Provide Rehab Specialist With Documentation of Encapsulant Used.**

Priority Level 440.00 SF \$ \_\_\_\_\_

**35 Door Metal Ext--Replace Prehung**

Remove, package and dispose of door, frame and casing. Install a prehung, metal door including magnetic weather stripping, interlocking threshold, wide angle peep site, dead bolt and entrance locksets, insulation and caulking. Retrim interior and exterior opening with new wood trim. Prime, prep, and top coat all wood. **Match door as close as possible to existing.** Owners choice of paint color. HEPA vac all visible dust and debris

**\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\***

**NOTE: Garage Door**

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

**36 Vinyl Window With Storm**

Remove, package in plastic and dispose of entire window unit and interior trim. Field measure and install a PVC, 1 over 1, double hung, single glazed, window with piggy back storm window and 1/2 screen. Wrap exterior jamb and sill with aluminum coil stock. Re- trim opening with 1"x 6" casing and apron and pine stool. HEPA Vac all visible dust and debris. Prepare for paint and prime new wood. Clean glass.

**\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\***

**NOTE: Garage Window. See Lead Report For Further Details**

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

Item	Specification	Quantity/Unit	Total Cost
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**37 Window--Vinyl Slider**

Using proper lead safe work practices remove and dispose of existing window(s), Field measure, order and install a vinyl, single glazed, sliding window and jamb. Include minimum expanding foam insulation recommended for window installation, caulk, interior casing and exterior trim. Sized to fit existing opening. .

\*\*\*\*\*ABATEMENT ACTIVITY\*\*\*\*\*

**NOTE: Back Section of Garage**

Priority Level	2.00 EA	\$ _____
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**38 Gutter/downspout--5" Seamless**

Remove and dispose of existing gutter. Replace any rotted or damaged fascia with like kind, and wrap with aluminum coil stock. Install 5", K Type,seamless,.027 aluminum gutter, downspout, inside hangers, concrete splash blocks, gutter seal on all seams, and accessories to service front of dwelling. Install downspouts at each corner and major offset with straps 3' on center, so that water drains away from the foundation. Color choice by owner.

**NOTE: Front of Garage**

Priority Level	20.00 LF	\$ _____
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**Basement/Utilities**  
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**39 Glass Block--Basement**

Remove and dispose of existing basement window and frame. Block opening with 6"x 6"x 4" thick glass block with tooled joints both sides. Include proper venting per square footage of basement area. Include any trim work or tooling of mortar around newly installed window(s) to give final project a finished appearance on interior and exterior.

Priority Level	4.00 EA	\$ _____
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**40 Laundry Tub--Secure to code**

Secure single bowl, 24" fiberglass laundry tray to code.

Priority Level	1.00 EA	\$ _____
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**41 Shut-off -- Ball Valves**

Install a two-piece body, chromed brass ball valve with blowout proof stem and reinforced with TFE seats on existing water supply line. If installing on water main contact City water department to have water shut-off at street prior to work, and turned back on after work is completed.

Priority Level	9.00 EA	\$ _____
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**42 BASEMENT DRAINAGE SYSTEM--INTERIOR**

Break concrete basement floor along inside of footings and excavate to depth of footings. Install to code, a 4" perforated PVC drain pipe wrapped in a sock, sitting on a gravel bed, with an 1/8" slope to an ejection pump system which ties into either a French drainage system, or storm sewer on the outside. Install inspection/clean-out drains along system. Use a dimpled plastic sheeting placed at the base of the wall and beneath the slab edge, to allow free drainage down the wall and across into the drain pipe. Backfill and repair concrete floor to finish. Clean and remove any dust and debris. Use B-Dry system or an approved equal.

Priority Level	110.00 LF	\$ _____
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**Generic Interior**  
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Item	Specification	Quantity/Unit	Total Cost
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**43 Smoke Detector--hard Wired to code**  
Install a UL approved, ceiling mounted smoke detector(s) with battery back-up, interconnected and permanently wired into receptacle box(s). Installed in code compliant location(s). Fish wire and repair all tear-out.

**NOTE: Bedrooms (3), Back Room Attached to Bedroom, Stairway, Hallway, Basement**

Priority Level 7.00 EA \$ \_\_\_\_\_

**44 Carbon Monoxide Detector -- Plug-in**  
Per manufactures instruction mount a AC power operated, plug-in, ANSI/UL 2034 approved carbon monoxide detector with battery back-up in sleeping areas (or directly outside the vicinity of sleeping rooms), in fuel burning appliance locations and or attached garage.

**NOTE: Basement, Bedrooms (3), Kitchen**

Priority Level 5.00 EA \$ \_\_\_\_\_

**Kitchen**

**45 Receptacle -- GFCI Countertop**  
Install a flush mounted, ground fault circuit interrupted, duplex receptacle and cover plate using #14 copper romex. Fish wire and repair all tear out. Owners choice of color.

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

**46 Faucet--kitchen Sngl Control**  
Remove and dispose of existing faucet. Install a metal, single lever, washerless faucet with 15 year drip-free guarantee and maximum flow of 1.5 gallons per minute. **\$90 Faucet Allowance**

**NOTE: If sprayer existed on old faucet, include sprayer with new faucet.**

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

**Bathroom**

**47 Smart Fan--Bath**  
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 \$ \_\_\_\_\_

**Insulation**

Item	Specification	Quantity/Unit	Total Cost
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**48 Air Seal Building Envelope**

Using an approved and Certified Contractor to perform all aspects of air sealing, depressurize building to reduce the air infiltration rate by a minimum of 30% or .35 ACH (air changes per hour). Seal all accessible cracks, gaps and holes in the building envelope (the barrier between the indoor conditioned space and the outside) with low VOC caulk (if <1/4") or expanding foam (if > 1/4"). Seal all top plate and bottom plate penetrations. Seal all penetrations created by plumbing, gas lines, electrical boxes and outlets. Carefully pull trim (re-install when sealing is complete) and seal all gaps around windows between house framing and window frame - use special care on large sliding-glass doors and vinyl-framed windows: use window and door non-expansive foam only on these. Take care to seal all joints without excess sealant. Seal any gaps in the building envelope adjacent to flues with carefully cut to fit sheet metal that is securely fastened to framing sealing all seams and gaps with fire rated caulk. Seal recessed light fixtures in ceilings that are part of the building envelope and are not rated for insulation contact with an airtight box made of drywall sealed to the ceiling and seal IC rated recessed fixtures with caulk. Seal any entries to attic space using weather stripping on attic doors or hatches. Air sealing must be done prior to the installation of insulation. **\*\*Provide pre and post blower door test results.\*\***

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

**49 Insulate Crawlspace--Closed Cell**

Remove and dispose of existing insulation. Using an approved and certified insulation company. Insulate area between floor joists to 3 inches with sprayed on closed cell insulating material.

**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 252.00 SF \$ \_\_\_\_\_

**50 Insulation--Increase To R-50**

Install properly sized baffling at vented areas and attic access. Per manufactures recommendation blow in borax treated cellulose over existing insulation in a uniform thickness to increase total attic rating to at least R-50. Include the installation of attic rulers (every 250 sf evenly spaced throughout attic) visibly seen from attic access. Bag labels must be cutout and stapled to truss near attic access.

Priority Level 832.00 SF \$ \_\_\_\_\_

**51 Insulate Rim Joist--Cellulose**

Cut to fit and install 2 layers of 2" Cellulose Insulation between floor joists on perimeter of basement. Foam gaps to make proper air seal. Use EcoCell basement systems or an approved equal.

Priority Level 110.00 LF \$ \_\_\_\_\_

<b>Total Bid</b> \$ _____
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