

**NOTICE TO BIDDERS FOR REHABILITATION
CITY OF PALM COAST
NEIGHBORHOOD STABILIZATION PROGRAM**

PRE-QUALIFICATION

Your firm must complete the pre-qualification package and be approved by the City in order to bid on rehabilitation work under the Neighborhood Stabilization Program. **Please note that if your firm fails to pre-qualify by the time of bid opening, your bid will be considered unresponsive.**

UPDATED INSURANCE REQUIREMENTS

Your firm must ensure that the City has the following information within 72 hours of bid award for any rehabilitation work under the Neighborhood Stabilization Program:

- Proof of Exemption from Worker's Compensation Insurance or a Policy with the following minimum limits:
 - \$500,000 Each Accident
 - \$500,000 Disease Each Employee
 - \$500,000 Disease Aggregate
- Proof of Comprehensive General Liability Insurance with the following minimum limits:
 - \$500,000 Bodily Injury & Property Damage-Each Occurrence
 - \$500,000 Personal & Advertising Injury-Each Occurrence
 - \$1,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations-Aggregate Limit
- Proof of Automobile Liability Insurance with the following minimum limits:
 - Meet all Minimum Florida Statutory Requirements
 - \$200,000 Bodily Injury and Property Damage-Combined Single Limit
- **The firm must name the City of Palm Coast as an additional insured on all the above policies.**

Please note that if the City does not have this information within three (3) business days following bid award, your bid may be rejected at that time.

LOCAL PREFERENCE NOT APPLICABLE

The federal government awarded this grant and does **not** allow the City to apply and local preference to local firms.

EVALUATION OF BIDS

The lowest responsible and responsive bid will be awarded the rehabilitation contract. Bids from firms who fail to pre-qualify, or provide necessary information in the bid form, or submit a bid after the deadline will be considered unresponsive. City staff will produce a cost estimate and bids that are above or below 15% of this cost estimate **may be** rejected. The City retains the right to reject any bids.

**CITY OF PALM COAST NSP3
HOUSING REHABILITATION PROGRAM
SCOPE OF SERVICES WRITE-UP/BID FORM**

OWNER: To be provided at a later time.

ADDRESS: 4 Rymsen Lane, Palm Coast, FL 32164

PHONE #: To be provided at a later time.

DUE DATE: January 21, 2014

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet product and/or NOA recommendations included in scope of work for detailed instructions for each item noted below. *Take Notice of any attachment pertaining to any Regulated Asbestos Containing Material (RACM) and follow all recommended actions for prevention and/or Disposal. If there are not attachments pertaining to RACM it is reasonable to assume that the RACM was found during testing.*
Home Built in 2005. No Lead Based Paint (LBP) action required.

Note	System	Description of Work	Location	Price	Contractor Initials
A.	REHABILITATION	Special attention: Contractor responsible for procuring, and providing reports regarding Lead Base Paint and Asbestos. Any recommendations included in the reports regarding such material shall become part of the Work.	Unit	\$ N/A	
B.	SITWORK	Rehabilitation of unit shall include demolition removal of all construction and replacement debris. All required fill, Re- connects to all existing TV & Phone Jacks. Install 911 addressing as required per local code. Disconnect and re-connect existing system or to community water/sewer systems if available.	All	\$ N/A	

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workmanlike manner, in accordance with the CDBG/NSP3 Program Specifications, Florida Building Code, local codes, and manufacturer's specifications. The contractor shall be responsible for the repairs and/or reinstallation of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. Bid will be accepted on the **TOTAL BID** submitted, and all items must be cost itemized in the space provided or the bid will be rejected.

Work must be completed and approved within 21 days of the issuance of the Notice to Proceed.

This unit may or may not require the homeowner to vacate the premises during the construction period. In the case of a demo/replacement unit the program requires that the subject unit will be vacant and shall remain so for the duration of the demolition and reconstruction process.

This document may not be altered in any manner. The scope of work set forth in this document may not be changed without the written consent of and under direct authorization from the City of Palm Coast NSP3 Administrator and/or its official representatives.

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the NSP3 program. I also agree that change orders above the original contract amount shall only be paid for with NSP3 funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his/her representative, the contractor, and local government prior to any initiation of work based on that change order.

Firm:

Contractor's Name (Print Name):

Contractor's Signature:

Contractor's Address:

Contractor's E-Mail & Phone Number:

EXHIBIT "A"
SCOPE OF WORK
(Work Listed Below)

NOTICE TO BIDDING CONTRACTORS:

The bidding contractor must consider the following when estimating the value of each line item: measurements, sizes, materials, labor, permits, plans, all fees, surveys, engineering/Architecture, regulations, demolition and clean-up.

All material, components, and labor that will be needed to complete each task thoroughly and to each items primary operational function.

ALL work must be in compliance with all applicable Federal, State, and Local Codes.
Please fill in every line item in each section of this bid. Thanks for your cooperation!!

Contractor Signature: _____

1. General construction and operational:

1a. Rehabilitation of structure:

- To include all: Plans (Surveying & Engineering where required), Fees and Permitting. _____ \$ _____

1b. Electrical wiring network:

- Inspect and test the housing unit electrical systems and wiring network to ensure that the housing units' circuitry is wired for optimal operation, is free from any immediate fire, health & safety threats and is in compliance with the current NEC. Inspect wiring and circuit breakers for added fluorescent lighting throughout home for Code compliance. Provide a new Electrical Panel Schedule to reflect correct circuit breakers per testing, as required. A licensed electrician must complete inspection and the electrical report must be submitted to City of Palm Coast NSP administrator. *A report showing the findings at the time of inspection will be provided to City of Palm Coast before any payment is made or change order granted.*
 - Electrical and wiring network (existing network). _____ \$ _____

1c. Plumbing network:

- Inspect and test the housing unit plumbing lines (taking care to locate the master shut off valve) system(s) **to ensure that they are free of leaks and are in optimal operating order and are able to service the housing unit in the most efficient manner in accordance with the current UPC & Florida Building Code - Plumbing.** Inspection to be performed by a certified licensed and or registered plumbing firm. *A 3rd party report showing the findings at the time of inspection will be provided to the City of Palm Coast before any payment is made or change order granted.*
 - Plumbing Network. _____ \$ _____

1d. Mechanical HVAC network:

- Remove existing and install new, sized per code, 13 seer minimum HVAC/Heat pump system, with electric heat package (condensing unit and air handler). Remove and replace thermostat with new digital thermostat; inspect and test all ductwork for leaks, and repair ducts as needed. Clean A/C ducting, grilles, and registers thoroughly using acceptable procedures. Inspect and test coolant lines for leaks and proper insulation. Measure for correct air flow and balance system to provide for a total operational system with service to all habitable rooms. A Building Department permit will be required for this work. (Recommended product: Trane, Carrier or equal in quality and value).
 - Mechanical/HVAC Network. _____ \$ _____

2. Exterior rehabilitation:

2a. Pressure wash

- Pressure wash front sidewalk, entry slab and open porch slab, driveway, and garage floor, using green procedures. Caulk/Seal all holes and cracks in slabs. Apply a commercial stain remover to remove any remaining stains from concrete garage floor slab. (Recommended product: Pour-N-Restore Oil Stain Remover available from Ace Hardware). Pressure wash mold from roof tiles using green procedures.
 - Pressure wash and seal slabs and other surfaces. _____ \$ _____
 - Pressure wash roof tiles. _____ \$ _____

2b. Roofing/Attic:

- Inspect roof and repair or replace any damaged or missing shingles and flashing. Inspect roof penetrations and attic for water leaks and correct as necessary. Inspect roofing trusses and attic space. Ensure roof is water-tight. Repair and replace fascia and soffit as required and install or repair vents as needed. Match existing materials and provide roofing material submittals at time of permit, if required. Any new shingles required are to match existing in color, size and material. If 1 square or more of shingles are removed/replaced/repared, a Building Department permit will be required. All roofing work to be performed by a licensed roofer registered or certified to perform this work. Roofer to provide a report certifying that the roof envelope is sealed and free from leaks and water penetration. Roofer shall warranty his work for two (2) years. Provide Roof Report in 1st week of renovation in order to identify if any unforeseen repairs are required.
 - Inspect roof, shingles, and attic. Make additional repairs as needed. Provide certification and warranty. _____ \$ _____

2c. Windows and doors:

- Inspect and lubricate all windows. Repair and replace hardware for any inoperable windows as required. Furnish and install missing screen for sliding glass door in Family Room. Clean sliding glass door tracks repair sliding glass door as required for smooth operation. Remove existing damaged front door and replace with new fiberglass exterior entry door. Door to be sized by contractor to fit existing opening. (Recommended Door Product: Masonite or Jeld-Wen or equal in value and quality). Furnish and install all new hinges, matching lockable door knob and deadbolt. Doorknob and deadbolt to be keyed the same. (Recommended door lock product: Schlage or equal in value and quality). Owner to select door and hardware from allowances below. Allowances include all sales tax. Contractor will be required to provide copies of receipts for Allowance items. **Total purchases shall not exceed total of allowances given below.**
 - Inspect/lubricate all windows. Repair inoperable windows and replace hardware as necessary. (Approx. 12 Units). _____ \$ _____
 - F&I screen for sliding glass door _____ \$ _____
 - Clean sliding glass door tracks & repair as needed _____ \$ _____
 - Allowance for front fiberglass entry door _____ \$ 470
 - Labor to install front entry door _____ \$ _____
 - Allowance for front entry door knob and deadbolt _____ \$ 75
 - Labor to install front entry door knob and deadbolt _____ \$ _____

2d. Garage:

- Furnish and install garage door opener system complete including motor, track, photo-eyes, wall pushbutton, two handheld remotes. HP Motor to be sized for double wide garage door. Garage is prewired for door opener system.

- Furnish garage door opener system complete _____ \$ _____

2e. Exterior house:

- At front exterior entry ceiling, remove all painted texture from ceiling. Prep ceiling and apply new texture finish. Paint 1 coat primer and two coats exterior paint to match existing. On exterior house, repair exterior hairline wall fractures and patch walls and trim where chipped or cracked. Apply stucco where necessary to blend patch into wall and touchup paint to match existing (**Recommended Paint Product: Sherwin Williams or equal in value and quality. 5 year warranty required.**) Reset existing mailbox vertically in posthole using (1) 50lb bag of Quikrete concrete mix. Furnish and install a plug for the cleanout pipe located in the front yard.

- Remove finish and re-texture/repaint exterior entry ceiling _____ \$ _____

- Patch and touchup paint house exterior and trim. _____ \$ _____

- Reset mailbox in concrete _____ \$ _____

- F&I cleanout plug in front yard _____ \$ _____

2f. Landscaping:

- F&I (2) 30 gallon 2" caliper canopy/shade trees, and (2) 6-7' 30 gallon 1-1/2" caliper understory trees. A minimum of one canopy shade tree must be planted in the front yard away from the driveway and sidewalk to comply with the City of Palm Coast Land Development Code, Chapter 11. The remaining canopy/shade tree should be placed in the backyard. The understory trees may be spaced around the remainder of the yard. A full list of tree types and installation requirements can be found in the City of Palm Coast Land Development Code, Technical Manual Section 3 Landscaping located on the City website.

- F&I (2) shade trees and (2) understory trees. _____ \$ _____

3. Electrical:

3a. Smoke detectors:

- Replace all smoke detector batteries with new (5 units).

- Replace all smoke detector batteries (5 units). _____ \$ _____

3b. Light fixtures:

- Replace all non-working indoor lighting fixture lamps with new to match existing. Replace two (2) builder grade vanity lights, one in each bathroom, with decorative sconce light fixtures. Owner to select all fixtures within allowances listed below. Allowances include all sales tax. Contractor will be required to provide copies of receipts for Allowance fixtures/ceiling fans. **Total Fixture/ceiling fan purchases shall not exceed total of allowances given below.** (**Recommended Product: Hunter or Hampton Bay or equal in value and quality with standard manufacturer's warranty.**)

- Replace non-functioning fixture lamps with new to match. _____ \$ _____

- Allowance for Bath Sconce light fixtures (2 Units @ \$120 each). _____ \$ 240

- Installation only Master Bath Sconce light fixtures (2 Units). _____ \$ _____

4. General interior rehabilitation

4a. Kitchen refrigerator:

- F&I refrigerator with a new minimum 21 cuft Energy Star rated Frost free Top Freezer/Refrigerator with internal icemaker and all required hardware and components for complete installation. Exact refrigerator dimensions to be determined by contracting firm. Color to be white to match existing appliances. (Recommended Product Whirlpool, or equal in value and quality).

○ F&I Refrigerator (1 unit). _____ \$ _____

4b. Kitchen dishwasher:

- Remove and replace existing dishwasher with a new Energy Star rated unit with the following minimums:
 - CEE Tier 2.
 - Minimum energy factor of .68 or greater.
 - Maximum annual energy use of 325 kilowatt hours or less.
 - Install to manufacturers specification. Exact dishwashing unit dimensions to be determined by contracting firm. Black or white color to be selected by Owner. (Recommended Product Whirlpool or equal in value and quality).

○ Replace Dishwasher (1 unit). _____ \$ _____

4c. Kitchen microwave/range hood:

- Remove existing range hood and replace with Energy Star-rated combination microwave/ducted range hood. Installation is to include all required components. Unit is to be installed to manufacturer's specifications. Exact dimensions are to be determined by the contracting firm. Color to be white to match existing appliances. (Recommended Product Whirlpool, or equal in value and quality).

○ Remove hood and F&I Microwave/Range hood and electrical box (1 unit). _____ \$ _____

4d. Kitchen garbage disposal:

- F&I garbage disposal under kitchen sink. Disposal area is pre-wired with switch and disposal outlet. Disposal to be minimum 1/2HP 120V UL listed with 2 year parts and service warranty. (Recommended Product Insinkerator, or equal in value and quality).

○ F&I garbage disposal _____ \$ _____

4e. Kitchen cabinet:

- Repair/replace lower cabinet hinges so cabinet door hangs properly. Cabinet is located right of the refrigerator.

○ Repair/replace cabinet door hinges _____ \$ _____

5. Bathrooms:

5a. All bathrooms:

- Remove and replace toilet seats with new similar to existing in style, color and size. Recommended product: American Standard or equal in quality and value).

○ Replace Toilet Seats (2 Units). _____ \$ _____

6. Miscellaneous:

6a. Miscellaneous:

- Replace broken marble window sill plate with new to match. Caulk all sill plate seams. Construct a handicap bench at rear of Master shower. Bench to be constructed of composite materials and fastened together and to shower walls, using only stainless steel hardware and fasteners. Secure the stove to the wall with an anti-tip bracket

designed to prevent freestanding range from tipping.

- o Replace window sill plate _____ \$ _____
- o Construct handicap bench in Master shower _____ \$ _____
- o Secure the range to the wall with anti-tip bracket _____ \$ _____

6b. Plumbing:

➤ Repair/replace plumbing pipes, fittings components as required for leak at service entry into garage from outside house thru right side wall. Test integrity of plumbing system after repairs have been made. Remove existing electric water heater and replace with new Energy Star certified high efficiency water heater with the following minimums: 50 gallon, 240V, with Energy Factor greater than or equal to 2.0. 6 year warranty on sealed system. Meet UL 174 and UL 1995, Include factory installed temperature and pressure relief valves. Include all required components for full working system per current Code and install per manufacturer's specifications. **(Recommended Product: A. O. Smith or equal in quality)**. Fasten laundry tub to slab or wall. Replace ballcock and flush valve in Bath #2 toilet. F&I wall box trim ring behind refrigerator for water line to refrigerator. If trim ring cannot be identified, provide minimum 1-1/2" molding trim around wall opening and caulk seal all openings. Remove Kitchen faucet and spray nozzle and furnish and install new faucet and spray nozzle to match number holes in existing sink. Owner to select faucet/nozzle within allowance listed below. Allowances include all sales tax. Contractor will be required to provide copies of receipts for Allowance plumbing fixtures. **(Recommended faucet Product Kohler, Moen, or equal in value and quality)**.

- o Repair incoming service pipe leak _____ \$ _____
- o Replace water heater _____ \$ _____
- o Fasten laundry tub _____ \$ _____
- o Replace Bath #2 ballcock and flush valve in toilet _____ \$ _____
- o F&I wall box trim ring for refrigerator water line _____ \$ _____
- o Allowance for Kitchen faucet and spray nozzle _____ \$ 125
- o Labor only to replace kitchen faucet and spray nozzle _____ \$ _____

6c. Floor coverings

➤ Remove damaged tile (1 tile) in Nook and replace with matching tile. Remove damaged tile in 2nd bath (1 tile) and replace with matching tile. Utilize spare tiles on site located in the attic. Re-grout to match existing.

- o Replace broken tiles and regout (2 Units) _____ \$ _____

6d. General cleaning:

➤ Provide final cleaning and sanitizing of whole house at end of project.

- o Final Cleaning. _____ \$ _____

Total bid amount of Labor and Material cost above _____

In words: \$ _____

Please note that the sum of the line items will be checked for accuracy. In the event there is a discrepancy between the written total and the actual total, the actual total shall be used.

Add Alternates: DO NOT INCLUDE ADD ALTERNATE(S) IN YOUR TOTAL BID AMOUNT.

Add Alternate #1: Laundry: Install new washer and dryer Energy star rated units with the following minimums:

- 1a. Washer
 - CEE Tier 2 or Higher.
 - Minimum Energy Factor of 2.0 or greater.
 - Water Factor 6.0 or less.
 - Install to include all required components, and electrical system upgrades and/or electrical portal installation (where required). Unit to be installed to manufacturer specifications. (Recommended Product type G.E. or equal in value and quality).

- Washer. _____ \$ _____

- 1b. Dryer
 - Minimum 7.0 cubic feet capacity – shortens drying time due to maximizing air flow.
 - Sensor Dry System-measures moisture in drum, and then automatically adjusts drying time and temperature.
 - 5 Temperature levels – High, Medium High, Medium, Low & Ultra Low.
 - Install to include all required components, and electrical system upgrades and/or electrical portal installation (where required). Unit to be installed to manufacturer specifications. (Recommended Product type G.E. or equal in value and quality).

- Electric dryer. _____ \$ _____

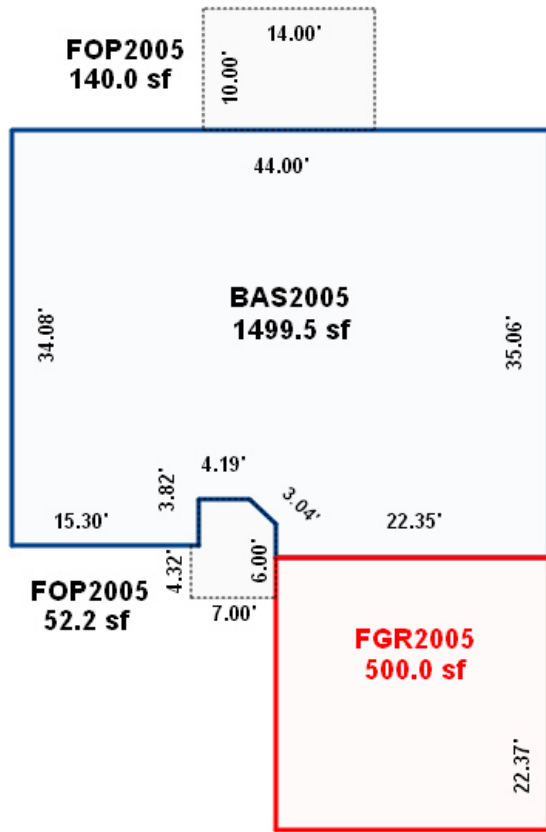
Add Alternate #2: Gutters:

- Furnish and install white 32 gauge 6” seamless aluminum gutters around full perimeter of house.
- Furnish and install gutter downspouts at each of the four corners and as needed for proper drainage. Gutters to be fastened to drip edge using only stainless steel or aluminum hardware. Downspouts are not to be placed where drainage will run over sidewalks, porches or driveways.
- Furnish splashguards for all downspouts.

- F&I whole house gutters _____ \$ _____



EXISTING DWELLING FOOTPRINT -----



Sketch by Apex Medina™

(Minus) Contractors discount _____ \$ _____
Adjusted value of this agreement _____ \$ _____

****Special Notes****

If applicable, contractor will attempt to match existing items that are being used or provided by the Homeowner as close as possible. Please note it will be impossible to exact match any items that are of a certain date or discontinued. Any and all products included in this scope of work or used in the rehabilitation of corresponding Housing unit(s) shall be installed to the manufactures specifications and all other applicable codes outlined in the Program Rehabilitation Specifications.

All products included in this scope of work shall be installed to the manufactures specifications.

All NOA product numbers can be found at www.miamidade.gov/buildingcode/pc-search_app.asp

All products with no NOA # number can be found at www.homedepot.com, www.lowes.com, or other retail outlets where such products are sold

All product brands specified in this scope of work should be used whenever possible; however it is not mandatory to use the specified product brands set forth in this scope of work if the contracting firm can provide reasonable documentation that a product of equal value and quality was responsibly substituted when and/or where necessary.

HOMEOWNER SIGNATURE: _____	DATE: _____
CO-OWNER SIGNATURE: _____	DATE: _____

My signature above reflects my understanding and acceptance of the total initial labor and material cost of \$_____ associated with the aforementioned scope of work. I also understand and accept the possibility that this initial cost can change in unanticipated additional labor or material must be provided by the **CONTRACTOR** for the aforementioned scope of work.

CONTRACTOR Signature: _____	DATE: _____
County Representative Signature: _____	DATE: _____

OFFICIAL USE ONLY

DATE SUBMITTED: _____ DATE ACCEPTED: _____ DATE OPENED: _____
BID OPENED BY: _____ WITNESSED BY: _____
TIME: _____ WORK WRITE-UP PREPARED BY: _____ Date: _____