

INVITATION FOR BID #2019-08
Housing Rehabilitation Services

The County of Sussex, VA is hereby soliciting written **sealed bids** from licensed and insured general contractors to perform housing rehabilitation improvements on two single-family houses located in the Waverly, Virginia as part of the Sussex County Regional Urgent Need grant. The funds used to rehabilitate this home are provided via federal Urgent Needs Open Submission (UNOS) Grant / Community Development Block Grant (CDBG) program funds as administrated by the Virginia Department of Housing and Community Development (VDHCD). Bid packets may be picked up at the Sussex County Housing Office at 233-L South County Drive, Waverly VA 23890 between 8:30 am – 5:00 pm or by calling 434-246-1002. A non-mandatory pre-bid meeting will be held on **10:00 A.M.** on **Monday, October 21, 2019.** Questions about the bid package should be directed to Dennis LeBlanc of American Home Specialist at 804-247-4754 or dlup2code@aol.com.

The County of Sussex, VA will be accepting written sealed bids for this project **2:00 P.M.** on **Friday, November 1, 2019.**

INVITATION FOR BID

IFB #2019-08

The County of Sussex, Virginia is hereby soliciting written sealed bids from licensed and insured general contractors to perform housing rehabilitation improvements on a single-family house located in the Waverly, Virginia as part of the Sussex County Regional Urgent Need grant. The funds used to rehabilitate this home are provided via federal Urgent Needs Open Submission (UNOS) Grant / Community Development Block Grant (CDBG) program funds as administered by the Virginia Department of Housing and Community Development (VDHCD).

The project includes:

Owner: -----

Address: 922 West Main Street, Waverly, VA 23890

There will be a non-mandatory pre-bid conference conducted by Dennis LeBlanc at the Sussex County Housing Department located at 233-L South County Drive, Waverly VA 23890, at **10:00 A.M. on October 21, 2019** to review the scope of work and homes included in this project. Contractor may send an authorized agent to represent their firm.

The County of Sussex, VA will be accepting written sealed bids for this project 2:00 P.M. on Friday, November 1, 2019, at which time the submitted bids shall be publicly opened, read aloud and recorded. **No faxed or e-mailed bids will be accepted.** Bidding contractor shall submit their fully executed and signed sealed bid form and itemized work write-up, to the attention of:

Ms. Brenda Drew
Housing Office
233 L South County Drive (Physical Address)
Post Office Box 63 (Mailing Address)
Waverly , Virginia 23889

Contractor must submit a copy of the following items with the bid package: Contractor Qualification Form, contractor's license, certificate of insurance, and Lead-Safe Work Practices (LSWP) and EPA Renovation, Repair and Painting certifications with bid package. Questions concerning the bid specifications may be directed to Dennis LeBlanc – Housing Rehabilitation Specialist for American Housing Specialist at 804-247-4754 or email: dlup2code@aol.com

NOTE: Any bids received after 2:00 P.M. on November 1st will be rejected. All bidders are welcome to attend bid openings. A bidder may withdraw his bid from consideration if the price of the bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgement mistake, and was actually due to an unintentional arithmetic error or an unintentional omission can clearly be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. Withdrawal of bids shall be according to procedure (i) of

Section 11-54 of the Virginia Public Procurement Act.

The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. No bid may be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or another bidder in which the ownership of the withdrawing bidder is more than five percent. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Contract is to be awarded on a lump sum basis. Contract documents, including Instructions for Bidders, drawings and specifications will be distributed at the pre-bid conference or may be examined at the following location(s): Sussex County Administration Office, 20135 Princeton Road, Sussex, VA 23884 or Sussex County Housing Department located at 233-L South County Drive, Waverly VA 23890.

The bidder will guarantee his bid for sixty (60) days after bid opening.

The qualifications of bidders will be required as detailed in the Instructions to Bidders.

This is a federally assisted project. Bidders and contractors performing work under this advertisement are bound by the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the President's Executive Order No. 11246, Federal Labor Standards, Section 109, Public Law 100-202. The bidder's attention is called to the Equal Opportunity Clause and the goals and timetables for minority and female participation in each trade and to the fact that not less than minimum wages are set forth in the contract documents must be paid.

NOTE: The County of Sussex, VA reserves the right to reject any and all bids.

Contractor Name: _____

Contractor Signature: _____

Date: _____

INSTRUCTIONS FOR BIDDERS

1. Addenda and Interpretations

No oral interpretations will be made to any bidder as to Specifications or any other part of the Contract Documents. Every request for such an interpretation shall be made in writing and addressed to Dennis LeBlanc at dlup2code@aol.com. Each request must be received at least seven (7) days prior to the fixed date for opening bids. Every interpretation made to a Bidder will be in bid form of an addendum to the Contract Documents, and when issued, will be on file in the office of Sussex County Administration at least five (5) days before bids are opened. All addenda will be mailed/ faxed to each person receiving project Documents, but it shall be the Bidder's responsibility to make inquiry as to the addenda issued. All such Addenda shall become part of the contract and all Bidders shall be bound by such Addenda, whether or not received by Bidders.

2. Inspection of Site and Conditions of Work

Contractors who wish to bid must attend the Pre-Bid Conference and visit the job site to evaluate the work to be completed. Bidders should thoroughly examine the Drawings and Specifications and all other Contract Documents. Claims, as a result of failure to do so, will not be considered.

3. Time for Completion

All work must be completed within 60 days of signing of the contract documents. Consideration may be given for conditions, which are outside of the control of the Contractor. The terms for completion of all work shall be set forth in the contract. If the Contractor shall fail to complete the Work within the Time for Completion set forth in the Contract, he/she may be subject to damages.

4. Qualifications of Bidders

If not already on file, each Bidder must submit a Contractor Qualification Statement. Qualification forms are available at the Sussex County Administration and should be requested when picking up the bid package. The County of Sussex, VA shall have the right to take such steps as necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the County of Sussex, VA all such information and data indicated on the form. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy County of Sussex that the bidder is qualified to carry out properly the terms of the contract.

5. Preparation and Submission of Bids

- a. Bids shall be submitted on the BID FORM, and itemized on WORK WRITE-UPS, which are provided with this package and shall be signed in ink. Erasures or other changes in a Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions, omissions, unexplained erasures, alterations, or items not called for in the Invitation to Bid, or irregularities of any kind, may be rejected by the County of Sussex, VA as being incomplete. The entire bid package must be turned in.
- b. Each bid must give the full business address of the Bidder and be signed by him/her with the usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the

partnership name by one of the members of the partnership or an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation and by the signature and designation of the president, secretary, or other authorized person to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixed to his/her signature the word "President", "Secretary", "Agent", or other designation without disclosing his/her principal, may be held to the Bid of the individual signing. When requested by County of Sussex, satisfying evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

- c. If a contract is \$7,501 or more but less than \$120,000, the bidder is required to be licensed as a "Class B Contractor" by the Department of Professional and Occupational Regulation.
- d. The County of Sussex, VA reserves the right to disqualify any contractor and refuse to accept the Bid of any Bidder who has been convicted, or entered a plea of guilty on nolo contendere in any federal or state court to any charge involving any unlawful, corrupt or collusive practice involving a public contract either federal, state, or local which has been determined in any judicial proceeding to have violated any antitrust bid-rigging or collusive proactive statute in connection with any public contract, or against whom such formal criminal prosecution or other judicial proceeding has been initiated.

6. Withdrawal of Modification of Bids

Bids may be withdrawn or modified by written or telegraphic notice received from Bidders prior to the time fixed for bid receipt.

7. Receipt and Opening of Bids

- a. It is the responsibility of the Bidder to assure that his/her Bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. No Bids received after the time designated for receipt of bids will be considered. Bidders should indicate on the envelope: BID-Pocahontas Neighborhood Improvement.
- b. Bids will be opened at the time and place stated in the Invitation to Bid and their contents made public for the information of Bidders and others interested who may be present wither in person or by representative. The officer or agent of the County of Sussex, VA whose duty it is to open them will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a Bid not properly addressed and identified.

8. Cancellation, Rejection of Bids, Waiver of Information

The County of Sussex, VA reserves the right to waive information on bids and to cancel or reject any and all bids. Nothing in these instructions should be interpreted to mean that the County of Sussex, VA will accept the lowest bid when such bid is submitted by a contractor that, in the sole opinion of the County of Sussex, VA, is judged to be unable to meet either the quality standards or schedules of the County of Sussex, VA.

9. Award of Contract

Unless canceled by the contractor or otherwise rejected by the County of Sussex, VA, the responsive bid from the lowest responsible Bidder shall be accepted as submitted, except that if the lowest responsive Bid exceeds available funds, the County of Sussex, VA or its designated official may negotiate with the apparent low bidder to obtain a contract within available funds.

The County of Sussex, VA is prohibited from making an award to contractors or approving an award to subcontractors for any contract or subcontract in excess of \$10,000, who are disbarred by the United States Department of Labor, the Department of Housing and Urban Development, or by any agency of the Commonwealth of Virginia, or who are not in compliance with the Federal Equal Employment Opportunity requirements.

Received by:

Contractor Name: _____

Contractor Signature: _____

Date: _____

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| SUSSEX COUNTY | |
| CDBG - HOUSING REHAB PROGRAM | |
| HOUSING REHABILITATION UNOS PROJECT | |
| WORK WRITE-UP / SPECIFICATIONS / PLANS | |
| OWNER NAME: MICHAEL JENKINS | Date: JUL 4, 2019 |
| ADDRESS: 922 W MAIN ST, WAVERLY, VA 23890 | Page: 1 of 6 |
| PROJECT ID: U9W1J | HOME SF: 1051 |
| Contractor shall furnish and install the following items per the "Contractors Handbook and Master Specification Manual", Manufacturers Instructions, applicable 2012 IRC (Virginia) building CODE, zoning regulations and industry standards: | |
| GENERAL CONDITIONS: (For information only) | |
| 1) | Owners choice of all stock colors and fixtures. |
| 2) | Relocate all appliances to plan locations. |
| 3) | Protect household goods and furnishing at all times. |
| 4) | Home telephone is for only local toll-free business-related purposes. |
| 5) | All site dimensions are based upon visual front from public way. |
| 6) | Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures. |
| 7) | Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Rehab Specialist, County of Sussex ("County") and Virginia department of Housing and Community Development ("VDHCD") prior to installation and credit. |
| 8) | All bid items are subject to final clarification and negotiation by County. Contractor bid prices, deemed reasonable by County, shall be the benchmark for all changes in the extent and type of work to be performed. |
| 9) | Lead-based paint notice: This dwelling was constructed prior to 1978. The contractor shall adhere to HUD/EPA Renovate Right regulations. |
| 10) | Contractor shall contact "Miss Utility" buried utility locating service at least 96 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket. |
| 11) | <u>Asbestos: Property has not been inspected for presence of asbestos. If contractor encounters friable asbestos he is to immediately stop work in that area and contact both the Rehab Specialist and County Building Official. After which, in accordance with Virginia regulations pertaining to asbestos, any verified hazardous asbestos will be abated by licensed asbestos removal company.</u> |

ABBREVIATIONS: LR=Living Room; BR=Bedroom; MA=Material Allowance; DW=Drywall; SP=Single Pole

01. PERMITS:

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a. Obtain and post all building, plumbing, electrical and mechanical permits from County of Sussex Building official at least five (5) days prior to contract start date. Permits shall be made visible from the street. Obtain all interim and final CODE inspections prior to concealment of installed work. Submit copies of inspection records to Rehab Specialist as source documentation for requests for payment.

County shall waive permit fees, not the responsibility to obtain permits.

02. ROOF:

a. Remove all shingles and feltpaper.

b. Replace 96 SF of damaged sheathing using OSB/plywood of matching thickness.

c. Cover entire roof with 15# felt to include ice dam material along front/rear eaves, valleys, transitions to slope changes and areas less than 3/12 slope; include 2" drip edges (all edges). Install approx. 1600 SF of 30-year architectural shingles per manufacturer instructions to include 5" reveal. Install 42 LF of vent-a-ridge.

03. ROOF LINE

a. Install fascia and rake boards on perimeter of home, wrap with PVC aluminum and install vented vinyl soffit ~285 LF FASCIA/RAKE, 250 SF SOFFIT

b. Gutter system: Install 70 LF of 5" white-color seamless aluminum gutters with hidden clips @ 36" on center to include (6) 2X3" downspouts with plastic gutter extensions. Add leaf guards to the 2 gutters on the right-rear of the home.

04. SIDING

a. Address numerals: Install 4" by 1/2" black address numerals on the front of the home in the most visible location.

b. Install foam board over existing wood siding to smooth surfaces and install D5 vinyl siding with corner post., starter strips, j-channels, caulking ~16 SQ

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| 05. <u>WINDOWS:</u> | |
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| | a. Remove and replace ONE window (left side of home, window closest to the road) using white-color 1/1 vinyl replacement windows to include PVC sills/brickmold casing and drip caps, caulking and sealing. Use existing window dimensions. Windows shall have U-factor of .35 or less and include insect screening. |
| | b. Replace screens on all other windows |
| 06. <u>EXTERIOR DOORS</u> | |
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| | Front door: |
| | a. Reframe opening for 3'0 x 6/8 entry door-- INSPECTION ITEM |
| | b. Install new FAN LITE steel entry door with knob and deadbolt keyed alike |
| | c. Install combination-style white aluminum storm door with closer, wind chain, hardware and sweep. (\$ 165 material allowance) |
| | Rear door: Install storm doors to match front door. (\$ 165 material allowance). Install vinyl bulb weather-stripping. Replace knob and deadbolt keyed alike with front and side door. Shim and adjust doors unit for proper operation and fit. |
| | SIDE DOOR to porch: Replace side entry door with new 2'6X6'8, NO LITE, steel entry door with knob and deadbolt keyed alike with front and rear doors. |
| 07. <u>STOOPS</u> | |
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| | a. FRONT PORCH |
| | 1. Build 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart. Install sanded 2X2" grip rail for steps with ends returned and secure to railing using lacquer-coated handrail brackets. ~44 LF |
| | |
| | b. REAR PORCH--INSPECTION ITEM |
| | Remove existing steps. Build 4x4" p/t stoop to match front porch deck requirements – no roof. Set to 4" below door threshold. Install 4X4" posts (suspended 10" in holes made 12" round by 18" deep and encased with 2500 psi concrete to grade level). Build staircase using 2X12" stringers, double 2x6" as treads and PVC equal-height risers. Railing REQUIRED on stoop and steps. |
| | c. SIDE PORCH--INSPECTION ITEM |
| | Completely rebuild side porch to include jacking roof to level, new floor joist, new exterior wall with screen (similar to existing), new screen entry door, new steps with railing on both sides built to specifications for rear porch, to yard, new flooring (deck boards). Porch is 5'5 x 16'7 |
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| 08. FOUNDATION, CRAWL and TERMITE TREATMENT: | |
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| | a. <u>Crawl doors:</u> Install 3/4" p/t CDX door secured on p/t 2X6" frame and two 3" zinc hinges with hasp lock. There are 2 doors, one on the right side of the home for the main house, the other is under the rear porch for the addition |
| | b. <u>Termite treatment:</u> Treat dwelling against termites. Show proof of service from licensed pest control operator with one-year renewable bond. |
| | c. Install Duraskirt or similar foundation wall around perimeter of home where missing. Cut holes for and install automatic foundation style vents (\$17/vent) to code. |
| | d. Uniformly spread 1000 SF of 6 mill vapor barrier over soil in crawl. |
| 09. EXTERIOR PAINT: | |
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| | a. Wet-scrape and prepare exterior door units and jambs. Prime and paint both entrance doors and plywood access door (all 6 sides) using approved exterior latex paint applied 3 mils wet – 1.5 mils dry. |
| | b. Wet-scrape and prepare exterior trim (including porch soffits) to include replacing up to 10'. Prime and paint trim (NOT COVERED WITH WRAP/SOFFIT) using approved exterior latex paint applied 3 mils wet—1.5 mils dry |
| 10. HVAC: NO HVAC WORK UNDER THIS CONTRACT | |
| 11. PLUMBING: | |
| | a. Install hangers on kitchen drain line to correct slope issue |
| 12. ELECTRICAL: | |
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| | a. <u>Smoke detectors:</u> wire (4) inline 120V with 9VDC battery back-up ceiling-mounted smoke detectors in Hall and 3 bedrooms to 15 Amp arc-fault breaker-- INSPECTION ITEM |
| | b. Replace ceiling fixtures in LR, LF BR, and RC BR and add switches for lights. 3 way switches required for LR and RC BR; \$25 MA - each. |
| | c. install 3 additional receptacles in the LF BR and replace one receptacle in RC BR-- INSPECTION ITEM |
| | d. Replace front and rear porch lights; \$60 MA- total |
| | e. Install light in closet off RC BR, pull chain allowed-- INSPECTION ITEM |
| | f. Remove light over tub. Install fan/light combo in bathroom ceiling outside of tub area, vent to soffit. Switch to wall by door-- INSPECTION ITEM |
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| 13. WEATHERIZATION/INSULATION | |
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| | a. Increase attic insulation to R38 (has blown-in ~R19); install soffit baffles and 1x10 box around access doors; staple R38 to top of access doors |
| | b. Foam-seal and caulk all annular spaces around wall penetrations and piping. |
| | c. Install R13 insulation on the walls and ceiling of closet off RC BR; 140 SF |
| 14. CEILINGS | |
| | |
| | a. Cover ceilings in bedrooms and Living room with new 3/8" drywall, finish for painting. Install perimeter cove molding. ~ 700 SF |
| | b. Install DW ceiling covering in closet off RC BR |
| 15. WALLS | |
| | |
| | a. Frame for new closet in LF BR on LR wall across from bathroom door. Interior finished dimensions 4'0 x 2'2. Install 3'0 bifold door, door opening can be covered with trim boards or DW, Contractors preference |
| | b. Install 1/2" drywall on interior and exterior of new closet; install 3/8" drywall over all other wall surfaces (EXCEPT KITCHEN). MOISTURE RESISTANT DW REQUIRED IN BATHROOM. Finish all for painting. ~2,240 SF |
| | c. Ensure all doors operate and latch correctly |
| | d. Build enclosure for water heater to match kitchen cabinets as closely as possible |
| 16. FLOORS | |
| | |
| | a. CARPET: Remove and dispose of existing; Install ~630 SF of new carpet in Living room, Bedrooms, and Office with 6 lb pad; material allowance \$16/yd for carpet. ~627 SF |
| | b. SHEET VINYL: Install new sheet vinyl floor covering in bathroom (25 SF) and kitchen (160 SF): 1/4" lauan underlayment, approved vinyl sheet goods and 1/2" perimeter shoe molding. Install transition strips at entrances. (\$ 16/yard – vinyl material allowance) ~180 SF |
| 17. BATHROOM: | |
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| | a. Replace tub surround. Install multi-or single piece fiberglass surround on existing tub unit complete with all accessories, shims and caulking. (\$ 180 material allowance) |
| | b. Install vertical 32-36" grab bar at tub entrance-- ADA ITEM |
| | c. Install medicine cabinet/mirror over vanity; \$50 material allowance |
| | d. Remove and dispose of wall covering. |
| | e. AFTER WALL WORK IS COMPLETE: Properly mount vanity and plumbing |
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| 18. KITCHEN: | |
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| | a. Install new ENERGY STAR RATED refrigerator, minimum 16 CF |
| 19. INTERIOR PAINT: | |
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| | a. Prepare all wall surfaces by fill-in divots/holes, wet-sanding surfaces, prime new drywall and paint all walls & ceilings using approved interior latex paint applied 3 mils wet – 1.5 mils dry. |
| | |
| | TOTAL COST |
| | ADA COST |
| | TOTAL COST MINUS ADA |
| | |
| <u>End. Work Write-up.</u> | |