

# REHABILITATION BID FORM

City of Saginaw – Purchasing Office  
Room 105 – First Floor  
1315 S. Washington Ave.  
Saginaw, MI 48601

**DATE AVAILABLE:** 4/05/18  
**DUE DATE:** 4/13/18 @ 11:00 AM  
**BID NUMBER:** 6892  
**ADDRESS:** 1944 Lowell St.

## **MANDATORY PRE-BID INSPECTION: WEDNESDAY, APRIL 11, 2018 @ 9:30 AM WITH CONTRACTORS AND SPECIFICATION WRITER.**

Furnish labor and material, as per attached specifications. Both page one and page two must be included and total bid amounts must agree. Unit prices from Page 2 will be considered correct and their total will be considered the bid total in the event that the total bids do not agree. **THIS IS AN ALL OR NONE BID FOR REPAIR ONLY.**

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

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT THE CITY OF SAGINAW PURCHASING OFFICE HAS THE FOLLOWING REQUIREMENTS ON FILE **PRIOR** TO THE BID DUE DATE AND TIME.

### General Instructions:

1. Bids must be received by 11:00 A.M. on the due date, must be completely executed, and signed by the License holder or State licensed Salesperson, dated and with the company name and address in the space provided.
2. Bids must be submitted in a sealed envelope, one bid per envelope, with the bid number clearly indicated on the outside of the envelope.
3. All bids must be either typewritten or in ink.

### License Requirements:

1. A current State Residential Builder's License must be on file in the Purchasing Office prior to the bid opening.
2. Current completed Contract Compliance forms must be on file in the Purchasing Office prior to the bid opening.

### Insurance Requirements:

1. Current General Liability coverage for at least \$100,000 bodily injury and \$200,000 property damage or a combined \$300,000 policy limit.
2. Current Workers' Compensation coverage.
3. All certificates must designate the City of Saginaw as the Certificate Holder and must be on file in the Purchasing Office prior to the bid opening.
4. Certificates must be addressed as follows: City of Saginaw, ATTN: Purchasing, 1315 S. Washington Ave., Saginaw, MI 48601.
5. All certificates must include a clause stating that the City of Saginaw, as Certificate Holder, will receive a minimum 30-day written notice of cancellation or termination of the policy for any reason.
6. All certificates of insurance must be signed and mailed or faxed directly from the issuing agent. **Hand delivered certificates from vendors will not be accepted.**

Additionally, the general contractor will be responsible for providing the following proof to the Community Development and Block Grant Director prior to award of contract (as necessitated by bid specifications):

1. Two current Lead Hazard Remediation Program Supervisor's Licenses or one Lead Abatement Contractor's License **FOR BIDS OVER \$25,000.** Or,
2. Certification of completion for **EACH** worker in the "Work Smart, Work Wet, and Work Clean to Work Lead Safe" training course **FOR BIDS UNDER \$25,000.**

**FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS AND REQUIREMENTS WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

By signing below, the vendor is hereby establishing the total bid for 90 days from the due date. In the event that the vendor refuses to contract for their bid prices within said 90 days; they may not be allowed to bid on future jobs.

The City of Saginaw has an income tax. All successful bidders will be subject to income tax withholdings and compliance is mandatory.

As part of consideration for this bid, the undersigned hereby agrees to have withheld from any payment due them any amounts owed for taxes, fees, or other charges due the City of Saginaw.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

License Holder Signature: \_\_\_\_\_

The substance and form of this bid must be acceptable to the City. If any of the above requirements are not met, the City reserves the right to reject any and all bids.

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Complete the appropriate unit prices corresponding to the specifications attached. Unit prices and total bid must be completed on this page. This is an all or none bid. **Failure to complete unit prices, to sign both pages of the bid form, or to submit both pages of the bid will result in disqualification of the bid.**

Unit prices for corresponding specification numbers:

- |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| 1. \$ _____  | 17. \$ _____ | 33. \$ _____ | 49. \$ _____ | 65. \$ _____ |
| 2. \$ _____  | 18. \$ _____ | 34. \$ _____ | 50. \$ _____ | 66. \$ _____ |
| 3. \$ _____  | 19. \$ _____ | 35. \$ _____ | 51. \$ _____ | 67. \$ _____ |
| 4. \$ _____  | 20. \$ _____ | 36. \$ _____ | 52. \$ _____ | 68. \$ _____ |
| 5. \$ _____  | 21. \$ _____ | 37. \$ _____ | 53. \$ _____ | 69. \$ _____ |
| 6. \$ _____  | 22. \$ _____ | 38. \$ _____ | 54. \$ _____ | 70. \$ _____ |
| 7. \$ _____  | 23. \$ _____ | 39. \$ _____ | 55. \$ _____ | 71. \$ _____ |
| 8. \$ _____  | 24. \$ _____ | 40. \$ _____ | 56. \$ _____ | 72. \$ _____ |
| 9. \$ _____  | 25. \$ _____ | 41. \$ _____ | 57. \$ _____ | 73. \$ _____ |
| 10. \$ _____ | 26. \$ _____ | 42. \$ _____ | 58. \$ _____ | 74. \$ _____ |
| 11. \$ _____ | 27. \$ _____ | 43. \$ _____ | 59. \$ _____ | 75. \$ _____ |
| 12. \$ _____ | 28. \$ _____ | 44. \$ _____ | 60. \$ _____ | 76. \$ _____ |
| 13. \$ _____ | 29. \$ _____ | 45. \$ _____ | 61. \$ _____ | 77. \$ _____ |
| 14. \$ _____ | 30. \$ _____ | 46. \$ _____ | 62. \$ _____ | 78. \$ _____ |
| 15. \$ _____ | 31. \$ _____ | 47. \$ _____ | 63. \$ _____ | 79. \$ _____ |
| 16. \$ _____ | 32. \$ _____ | 48. \$ _____ | 64. \$ _____ | 80. \$ _____ |

TOTAL BID \$ \_\_\_\_\_

Unit Prices will be considered correct. Addition errors will be corrected and the total bid adjusted accordingly.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(License holder or State Licensed Residential Builder's Salesperson only)

City of Saginaw  
Residential Rehabilitation Specifications

JPS OK  
3-15-18

**Client:** Donna McDole-Coates  
**Address:** 1944 Lowell

**Inspector(s):** Jay Gustin  
**Insp. Phone:** (989) 789-0056

**Phone:** (989) 989-401-4040

**Loan Officer:** Iris Burns

**Date:** 3-13-18

**Loan Off. Phone:** (989) 759-1479

**NOTE:** All Residential Rehabilitation work must comply with all applicable codes and acceptable standards of workmanship. Individual job specifications, hearer notes, or specific material or methodology instructions shall take precedence. The City reserves the right to alter specifications to fit particular situations. If a paint Risk Assessment & Inspection was required, refer to it for lead work.

**STRUCTURAL**

- 1. Roof - Remove the existing roof shingles down to the existing roof sheathing and properly dispose away from the site. Properly install new OSB roof sheathing. Install new architectural dimensional type roof shingles. Include new drip edge and any required flashing components. All work must comply with current code requirements. Roof shingles must have a manufacturer's warranty of at least 30 years and be installed to manufactures specifications. Flat roof area needs to be a Rubber/TPO or equal like product. All ventilation must me the proper venting for the size of home.**
- 2. Gutter System - Install a new seamless aluminum gutter system with all new downspouts and extensions.**
- 3. Fascia - Prior to the gutter installation replace and or repair any bad fascia boards and aluminum fascia cover.**

## **CITY OF SAGINAW CDBG HOME REHABILITATION PROGRAM GENERAL GUIDELINES AND REQUIREMENTS**

**The following guidelines pertain to all contractors, subcontractors, and workers in this CDBG/Home Housing Rehabilitation Program. All are expected to read and follow this set of requirements, which shall be referred to as "general guidelines"** The City of Saginaw serves as an agent of the owner. The contract signed is between the owner and the contractor. The City as lender and agent will oversee the project and act in the owner's stead in matters of interpretation and application. The City also serves as agent of the CDBG funded program and shall apply all applicable federal, state and local requirements. **All contractors are expected to read and adhere to these guidelines along with the job specifications.**

1. Contractor(s) is responsible for all soiling created by the work and for all debris created by the work. The contractor shall remove all debris and dispose of it in a proper legal manner. All soiling of furniture, floors, coverings, or other components of the structure must be cleaned in an acceptable manner.
2. No substitutions, changes, or deletions are permitted without prior written approval of both the City of Saginaw and the Client. All work performed must adhere to the specifications for the project, the appropriate code requirements and standards, and trade practices.
3. Change orders, both the owner and the City of Saginaw must approve additions and deletions to the specifications or project in writing in advance. Any changes, additions, or deletions performed or provided without prior consent in writing are not approved and cannot be subject to either this program or the contract and therefore are not subject to payment under the contract. Note; if any changes, deletions or alterations of the specs are discovered at the bid meeting, the builder must sign a bid addendum form. Failure to comply will result in bid disqualification.
4. Any warranties or instructions provided by a manufacturer shall be provided to the owner prior to completion of the project. If installation of a new furnace is part of the job requirements, heat loss calculations must also be submitted. Additional copies may be requested by the City of Saginaw and shall be provided upon request.
5. All work shall be inspected and approved, both by the construction code inspector and the rehabilitation specialist, prior to payment. Proper permits shall be secured as required prior to commencing any work. All corrections requested must be made before payment. Such correction notices may be issued either by the construction code inspectors or the residential rehab specialists.

6. This program is not responsible for nor shall it pay for any corrective work resulting from the contractor's failure to perform satisfactorily, in accordance with the applicable codes and job specifications.

7. **Colors, patterns, designs, and such aesthetic items are the right of the owner to make.** If a contractor supplies an appliance, equipment, material or paint of a color, pattern, or design, which was not of the owner's choosing, the contractor shall be responsible for replacing it at his own expense. The contractor shall consult with the owner prior to performing work to verify choices. Note, the owner must make their selections from the builders usual suppliers.

8. All contractors shall submit a payment schedule prior to commencing and the City of Saginaw must approve these schedules. Payments will be made in accordance with the approved schedules.

9. All contractors shall make pay requests in writing. Pay requests shall be made in advance of the date of requested payment and must be submitted no later than Thursday to get paid on the following Friday. **There will be no exceptions.**

10. **Inspection requests shall be made at least 24 hours in advance.** The City reserves the right to schedule inspections (sub-floors, roof decking, footing and any other items that may be obscured must also be inspected prior to covering) at convenient times according to the inspector's schedules. The City shall attempt to meet all contractors' deadlines, but is not responsible for the inability to do so.

**11. Dwellings shall not be left without water, electricity, or heat at the end of any day. Prior to finishing a work shift all utilities shall be functional for occupants use.**

12. Any exposed wood, (trim, handrails, flooring, ceilings, etc.) interior or exterior, shall be finished as directed by painting, staining, varnishing or covering in aluminum coil stock. Horizontal surfaces such as vented soffits, porch ceiling etc, will be allowed to be covered in vinyl material as long as it meets the performance standards of aluminum. Treated lumber is excluded from this requirement unless otherwise directed. Note: all specified exterior decks, steps, guard or handrails must be made of treated lumber.

13. Individual job specifications, hearer notes, specific material or methodology instructions shall take precedence. The City reserves the right to alter specifications to fit particular situations. **All work shall comply with the current Building, Residential, Electrical, Mechanical, and Plumbing Codes as enforced by the City of Saginaw.**

14. All work performed on lead containing surfaces must conform to lead safe practices. **All workers and supervisors must have proper training and state certifications to conduct such work.** Proof of current builder lead licenses (as well as proof of a current RRP license) must be presented to the purchasing department before a builder will be allowed to pick-up a bid packet. The contractor will be responsible for cleaning the work site to meet acceptable dust clearance levels as recommended in the HUD guidelines. The contractor will also be responsible for all additional cleaning operations required to properly attain the mandated clearance levels as well as any additional cost assessed for clearance testing.

15. The City reserves the exclusive right to accept or reject material based on cost or quality. Inferior quality products will not be accepted. The City reserves the right to set cost allowances for particular materials.

16. If *shingles* are to be removed and replaced a 30-year or better warranted laminated architectural style shingle must be used (example: Owens Corning Duration or similar). New decking (thickness per code requirement) will also be properly installed. Roofing felt paper will not be allowed to be used. Synthetic roofing underlayment material (example: Titanium UDL or similar) must be placed on the new decking prior to shingle installation. Builder will also provide and install all other items for the roof to meet code such as, vents, drip edge, ice and water shield etc.

17. If exterior doors are specified, the *entry doors* shall be a steel pre-hung 6-panel insulated unit. The homeowner will also have the option to substitute in place of the 6-panel front door, either a 1/2 round fanlight or small rectangle light door. All exterior doors will be pre-primed and factory finish painted. A lockset and all hardware will also be supplied with the door. Retail cost allowance for the door shall be \$275.00 and 40.00 for the lockset. If an *exterior storm door* is specified, it shall be a Larson type vinyl/aluminum over wood core insulated door with a self-storing screen storm system. All hardware will be supplied with the door. Retail cost allowance shall be \$150.00. If any *interior doors* are specified, they shall be a 6 panel wood core or oak veneered flush wood slab. Note; hollow core doors will not be allowed to be installed. If bi-fold doors are called for they shall be complete with all tracks, knobs, post ends etc, for proper operation. No metal or hollow core doors shall be permitted. They may be either 6-panel or louvered. Retail cost allowance for the interior door shall be \$90.00 for the door and \$25.00 for the passage set.

18. If *gutters* are specified, all gutters, down spouts, and necessary fittings to install them shall be at least 5" pre-finished aluminum "K" .027 gauge material. Color shall be white unless specified otherwise. Gutters shall be sloped at least 1/16<sup>th</sup> of an inch per foot toward discharge points to insure proper drainage. If a roof section is longer than 25' (2) down legs will be required. All extensions shall extend outward from the home at least 4' unless a restriction prevents this.

19. If *siding and/or trim* is specified, siding shall be vinyl, with a minimum gauge of .042, and carry a manufacturer's warranty of 15 years, and trim shall be aluminum coil stock with a minimum gauge of .024.

20. Garage Overhead Door if specified must be complete with all trim. Unit to be a raised panel steel-clad, insulated to a minimum of R-5 with all hardware, power opener, controls and track. Cost allowance is \$600.00 (for a 9'x7' door).

21. If *windows* are to be removed and replaced, new vinyl replacement type, double hung, thermo-pane, low "E" glass, energy efficient windows and all required hardware and screens must be installed.

22. If *concrete or asphalt flatwork* is specified, all concrete and asphalt flatwork for floors, sidewalks, or driveways and such shall be placed upon a base of good draining material, be that gravel, sand, or such per trade procedures and practices. All concrete flatwork shall be at least 4" thick. All asphalt flatwork shall be at least 2" thick. All surfaces shall be broom finished smooth and to industry norms. Note; if the drive approach is to be replaced, the work shall conform to the City of Saginaw's engineering department specs and be at least 6" thick.

23. If *re-grading* is specified, all areas to be graded shall be covered with at least 6" of good quality screened topsoil. Weed block, edging and wood chips (the wood chips must be placed in a sufficient thickness of approximately 2-3", so no weed block is visible) will be placed around the perimeter of the home approx 3' out. Grass seed shall be applied to cover the balance of the area graded if required. Seed shall be perennial rye at minimum. Grading shall not be done in a manner, which allows water to run toward the structure. The grading if possible shall extend at least 4' from the home. If bushes/shrubs are specified, they shall be of an evergreen type such as but not limited to: junipers, boxwoods, arborvitae or similar. The bushes will be 1-2' in diameter with a retail cost of \$25.00 per plant. The quantity required will be specified for the individual job.

24. If *insulation* is specified, it may be either pneumatically placed (blown-in) or fiberglass bat. Pneumatically placed insulation used in walls must be R-11 minimum. Pneumatically placed insulation used in attics and under floors must be R-19 minimum. Fiberglass insulation used in attics and under floors must be 6" thick and R-19 minimum. Fiberglass insulation used in walls must be 3 1/2" thick or the thickness of the wall, whichever is greatest and R-11 minimum.

25. If *flooring* is specified the following shall apply. All carpet installation shall also include pad. Retail cost allowance for carpet is \$20.00 per yard and pad is \$4.00 per yard. Retail cost allowance for vinyl flooring is \$20.00 per yard and must include the proper installation of new luan underlayment.



26. If *cabinets* are specified, they shall be constructed of wood and wood veneers and will include the installation of new countertops. No composition board or plastic will be allowed. All cabinets shall be of solid wood face frame and door and approved by the city. *Counter tops* shall be of Formica type laminate and no roll form shall be allowed.

27. When illumination is required, front yard (black) post mounted lights, shall be installed and properly wired on all rehab projects. A Kichler post light (model #9956 BK or equal) and a photo electric eye equipped post (model #) will be used. Note: after the light is installed and wired, a compact fluorescent light bulb, equal to 100 watts will be installed by the builder. Cost allowance for the light and post shall be \$250.00. If interior lights are installed or replaced, they must be installed on outlet boxes per current code requirements. All lights (except for a basement or garage) must be of a covered or enclosed design. Retail cost allowance for the interior lights shall be \$25.00 and for exterior lights \$40.00 per fixture.

28. If plumbing work is specified the following shall apply. *Water heaters* shall be 40-gallon, gas-fired unit. *Kitchen sinks* shall be at least 20 gauge stainless steel with a retail cost allowance of \$130.00. *Kitchen faucets* shall be a single handle (Delta 100 series) or equal with a retail cost allowance of \$100.00. *Water closets* shall be white vitreous china (American Standard Cadet 3 series or equal) with a retail cost allowance of \$150.00. Bath tubs shall be a (Swan corporation Veritek or equal) 5' unit, including a pressure balanced faucet, with a cost allowance of \$400.00 for the tub and \$150.00 for the faucet drain assy. *Bathtub surrounds/enclosures* shall match the tub (Swan Veritek or equal) and have a retail cost allowance of \$400.00. When replacing a *bath vanity*, the work shall include a new top and faucet assy. The retail cost allowance for the vanity shall be \$250.00 and the faucet \$75.00. The faucet shall be a Delta single handled unit (500 series) or equal.

29. If *furnace cleaning and service* is required, a copy, of the mechanical contractors work order and results must be turned in to the city.

30. If interior mechanical ventilation fans are specified, the cost allowance for a *bath fan* and *light* unit shall be \$100.00. When a *kitchen range hood* is required to be installed it shall be an exterior venting, lighted, 30" unit with a cost allowance of \$150.00. All exhaust fans must be properly routed to the exterior of the home.