



PUR294

## **BID REQUEST**

### **Neighborhood Stabilization Program**

#### **Rehabilitation of Home Located @ 407 Tweeddale**

The City of Rock Hill is seeking competitive bids from qualified contractors interested in the Neighborhood Stabilization Program, rehabilitation of this home.

Sealed bids will be received by the City of Rock Hill, South Carolina until 10:00 A.M. local time on January 11, 2012 at which time they will be publicly opened and read aloud.

The bid opening will begin promptly at 10:00 AM in the City's Neighborhood Services Center Conference Room located at 150 Johnston Street, Rock Hill, SC 29730.

The bidder/vendor is responsible for the timely submission of his/her bid. No bids will be accepted after the bid opening begins.

#### **PLEASE INCLUDE THREE COPIES OF YOUR QUOTATION**

No bid may be withdrawn for a period of thirty (30) calendar days after the bid opening.

All bids must be in a sealed envelope and marked: **SEALED BID Housing and Neighborhood Services, NSP Project 407 Tweeddale: OPEN January 11, 2012 @ 10:00 A.M.**

Bids may be mailed to the City of Rock Hill, Neighborhood Services, Attention: Tracy Helms, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to the Neighborhood Services Office located at 150 Johnston Street, prior to the bid opening.

The use herein of brand names or manufacturers is not intended to restrict competition, but to indicate the quality required by the City. We encourage open competition.

All bidders must comply with all state and local laws, and ordinances regarding fees, licensing, permitting and bidding requirements.

Successful bidder must comply with the insurance provisions as detailed herein.

All prices quoted are to include all material, supplies, equipment, and labor to perform the task in a workmanlike manner. All prices are to include all applicable taxes; if any.

If an award is made, it will be made to the lowest responsible and responsive bidder meeting all specifications.

The City reserves the right to accept or reject any or all bids, waive technicalities, and make decisions as it deems in its own best interest.

Non Appropriation of Funds: This Agreement shall be subject to the availability and appropriation of funds by Management, and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

City Business License: The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business license Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Right of Non-Commitment or Rejection: This solicitation does not commit the City of Rock Hill to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

Successful bidder must comply with the insurance provisions as detailed herein. For bids under \$5,000 an Insurance Certificate on the ACORD form is acceptable.

Insurance: Company agrees that Company shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and

\$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

**TERMINATION:** Subject to the provisions enclosed, any contract resulting from this proposal may be terminated by the City of Rock Hill provided a thirty (30) day advance notice in writing by the City Manager is given to the contractor.

**CONTRACT TERM:** This contract will be for duration of project and any warranty period.

**RULES:** Contractor's employees are to conduct themselves in a professional manner and their appearance should be neat and professional at all times.

Contractors must conform to all local building rules and regulations.

**SCHEDULED HOURS:** Work may be performed from 8:00 A.M. – 6:00 P.M Monday through Friday, any other hours need to be approved in advance by Tracy Helms.

**CITY RESPONSIBILITY:** The City of Rock Hill will be responsible for assisting contractor with locations and contacts.

**CITY CONTACTS:** Questions regarding insurance should be directed to Dorothy Archie at [darchie@cityofrockhill.com](mailto:darchie@cityofrockhill.com) or 803-329-7025, technical questions or to make appointments to inspect the properties contact Tracy Helms at [thelms@cityofrockhill.com](mailto:thelms@cityofrockhill.com) or 803-329-5589, and questions regarding terms and/or conditions to Marty Burr at [mburr@cityofrockhill.com](mailto:mburr@cityofrockhill.com) or 803-329-5551.

### **INSTRUCTIONS TO BIDDERS**

Bidders are to use the Bid Sheet provided herein for submission of bid.

Insurance forms are to be submitted only if you are the successful bidder.

Indemnity Provision is to be signed and submitted to the City if you are the successful bidder.

The contract will be for project duration to include warranty period.

Access code for the building is 0000

The bid is to be expressed in terms of a **project total fee** for providing all services detailed herein.

The City reserves the right to terminate this contract at any time by submitting written notice to the contractor at least ten (10) calendar days in advance.

## WMBE STATEMENT

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**Indemnification:** Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

**Illegal Immigration Reform Act Compliance:** "The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled "Unauthorized Aliens and Public Employment" and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors."

# SCOPE OF WORK

## Neighborhood Stabilization Program – Residential Rehabilitation

Bid is to be Turn-Key, including all applicable materials, labor, permits, insurance, debris removal and other necessary items that may be required to complete the Scope of Work.

For more information; to gain access to the homes or for general questions about the scope of work, please contact Tracy Helms at [thelms@cityofrockhill.com](mailto:thelms@cityofrockhill.com) or (803) 329-5589 or 802-242-2863 cell.

**Project Location:** 407 Tweeddale, Rock Hill

Appliances & Energy Efficiency Items:

1. Install Whirlpool side by side refrigerator; 18.5 cubic ft; White; Model # WRT3L9SZYW: Energy Star
2. Install Whirlpool 24" dishwasher; White; Model # DU1014XTXQ
3. Install Whirlpool; electric, 4 burner stove; White Model # RF11PXSQ
4. Install Broan Range Hood: white; Model # 413001
5. Install CFL bulbs in all interior & exterior fixtures

Site Work:

1. Trim all shrubbery within 10' of house. Trim back 12" from touching house
2. Remove downed trim limbs at tree in rear yard

Framing/Carpentry:

1. Remove all existing deck boards on deck, rails and steps.
2. Install new treated 5-1/4" deck boards on deck, rails and steps

Finish Carpentry:

1. Repair damaged door jamb on rear door
2. Install New 2'0" door slab at pantry closet. Match existing door units
3. Install 1/2" painted shoe molding at all new vinyl flooring areas. Can use existing shoe molding if not broken. Re-caulk and paint if re-installed

Insulation:

1. Blow attic to R-38 Standards
2. Repair/Replace any loose or missing R-19 floor insulation
3. Install attic tent at attic pull down stairs
4. Install outlet/switch gaskets for insulation at all electrical cover plates

#### Flooring – Carpet:

1. Remove existing carpet and pad throughout house.
2. Install 6 pound Re-bond padding at current carpeted areas
3. Install new carpet, HUD approved- Shaw- Essay at carpeted areas: color to be chosen by HNS.
4. Install metal transition strips where carpet meets uncarpeted areas.

#### Flooring-Vinyl:

1. Remove existing ceramic tile and backer board at both baths
2. Install ¼” luan underlayment in baths and in kitchen if existing is damaged
3. Install vinyl rolled flooring at baths, kitchen and laundry rooms

#### Siding/Soffitt:

1. Repair gap in siding at right side top
2. Repair loose siding at dryer vent
3. Install 2 sets of new paneled shutters on front windows where missing. Match existing shutter color.

#### Roofing:

1. Inspect roof and provide report on any deficiencies.

#### Doors:

1. Install new exterior door locksets on 2 entry doors: Schlage, polished brass, with single cylinder deadbolts at each door. Keyed alike.
2. Install new weather-stripping at 2 exterior doors
3. Adjust master bath door for proper locking

#### Windows:

1. Remove front master bedroom window
2. Install new single hung, white vinyl window with ½ screen. Caulk and tape to sheathing. Re-install vinyl siding. Remove any caulk, etc from existing vinyl.
3. Repair or replace any torn or missing window screens

Drywall:

1. Repair at master bath tub shower unit.
2. Repair at master bedroom ceiling
3. Touch up any nail holes or nail pops throughout house.

Plumbing:

1. Install new dishwasher with new plumbing supply line and new drain line. Installation to include fastening of dishwasher to countertop/cabinet.
2. Check out all plumbing in house for proper operation and leaks: Provide list of any deficiencies to the City of Rock Hill.
3. Install new wax toilet rings on toilets
4. Secure hose bib at left side of house
5. Install new kitchen faucet. Moen, single lever, chrome with spray nosel

Electric/Lighting:.

1. Install CFL bulbs in all light fixtures in house and on exterior lighting. 60 watt equivalent interior. 90 watt equivalent exterior
2. Install new range hood above stove
3. Install new dishwasher

HVAC:

1. Perform a HVAC service check, by a licensed HVAC Company, on HVAC systems. Provide written HVAC service report to HNS.
2. Include a 2 year service agreement on HVAC system
3. Install new insulation on AC Compressor line set line.
4. Install digital thermostat
5. Service gas logs, clean thermocouple
6. Service water heater; Drain tank

Miscellaneous:

1. Caulk interior moldings and countertops that show separation.
2. Paint all interior walls, exterior doors & trim-inside and out apply stain block as necessary for proper coverage. Baths to be semi-gloss, walls to be flat latex. One neutral color will be chosen by HNS. Leave front door stain
3. Paint front porch rails, pickets and posts white
4. Seal floor stains at carpet areas in family room, hall and other locations as visible
5. Remove can opener at kitchen cabinets

6. Professionally spray house for roaches
7. Treat house for termites, install 4 mil poly and provide CL-100 letter
8. Install new metal access door at crawl space opening
9. Pressure wash exterior of house, porches and decks.
10. Clean all windows inside and out
11. Clean entire house; vacuum carpeted areas, sweep and mop tile/vinyl floor areas; clean/wipe down all plumbing fixtures, appliances, cabinets, countertops, mirrors and light fixtures.
12. Re-install roof panels on exterior storage building.

### Company Information

1. Number of years in business (\_\_\_\_\_)
2. Number of full time employees (\_\_\_\_\_)
3. Number of part time employees (\_\_\_\_\_)

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List the names and telephone numbers of at least three customers in the area.

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Customer Service

Please remember, although you are a contracted City service, you each represent the City of Rock Hill during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what the City of Rock Hill expects from any contracted service.

Overview:

- A. Be friendly, courteous, and helpful
- B. Company uniforms must be worn at all times
- C. Staff members must look and act professional at all times.

CONTRACTORS EMPLOYEES:

Contractor and employees of the contractor must have documented background checks and the City of Rock Hill Human Resources Department reserves the right to conduct our own internal background checks. If the City exercises that option it would be at our cost unless the findings uncover reasons that these individuals should not be working on a city property.

Contractor shall investigate and certify that, during the term of the Agreement, all employees and persons under Contractor's control have not been convicted of a sexual crime or are on the sexual offender registry.

COMPANY \_\_\_\_\_

I, the owner or individual having the authority to sign on behalf of the company, understand the statements above and affirm I, we have performed all of the background information listed above on all of our employees or sub-contractors that have the possibility of working on this project and also agree that company will perform this process not less than annually for the duration of the contract, if so awarded.

Authorized Signature

PRINT NAME AND TITLE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**This form must be completed.**

All bids must be approved by the Housing and Neighborhood Services staff.

**Include a copy of your South Carolina General Contractors or Residential Builders License with your bid. Any Sub-contractors must be approved in advance.**

Should the bids be higher than the amount allocated by the HNS for this project, the HNS reserves the right to negotiate in good faith with the low bidder. Failing an agreement, The HNS may reject all bids and resubmit for new bids or make other decisions it deems to be in its own best interest. The HNS also reserves the right of bid selection based upon these additional factors;

- Capacity of the Contractor to handle the project in a timely manner.
- Quality of work. This may include references from previous rehab work.
- HNS reserves the right not to choose the lowest bid if they believe that the cost difference is outweighed by the capacity and or quality of work.

Bid: 407 Tweeddale

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

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

Email \_\_\_\_\_ FAX# \_\_\_\_\_

## **S.C. CODE OF LAWS**

The state of S.C. Code of Laws Section 12-9-310 (A) requires that any entity within the state having a contract with a nonresident taxpayer conducting business or performing services of a temporary nature within this State, with such contract amounts exceeding the payment of ten thousand dollars (\$10,000.00) during any one (1) calendar year, must withhold two (2) percent of each payment to these nonresidents.

This does not apply to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of the State to determine its SC tax liability, if any. Such registration is not an admission of tax liability nor must it be construed to require the filing of an income tax return.

If the entity having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, then the entity is not responsible for withholding.

Business tax application is included herein. The successful bidder, if a nonresident, must fill in front side and section "C" on reverse side. Nonresident successful bidder must also submit form I-312 (enclosed). Failure to complete these two forms by nonresident will require the City to withhold 2% of all requested payments.

**INDEMNITY PROVISION**

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the Contractor, his subcontractors, agents, and employees, including losses, expenses, damages sustained by City, and agrees to indemnify and hold harmless the City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated \_\_\_\_\_  
between the City of Rock Hill and \_\_\_\_\_ for  
\_\_\_\_\_  
(contractor)  
\_\_\_\_\_  
(service or products)

NAME \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_



## **No Idling Policy**

1. All City vehicles and or equipment must be turned off when not being used for emergency purposes that require the vehicle/equipment to run or maintain power for attached equipment, or when the vehicle/equipment must remain running to operate hydraulic lifts, generators, etc.
2. Running vehicles or equipment should not be left unattended.
3. Vehicles/equipment should not be started longer than necessary to clear ice from windows.
4. The City will facilitate an ozone email warning system, in conjunction with the state of South Carolina, by providing the email addresses of the appropriate persons in each department to receive such warnings as they are made. These persons will then act as an agent to post ozone warnings each day to alert City employees of the particular need to not run vehicles unnecessarily; a standard warning symbol should be posted in prominent locations throughout City facilities.