

LETTER TO REQUEST BIDS

July 28, 2017

Galilee Community Development Corporation (CDC) is soliciting bids to provide General Contractor services under the Amy Young Barrier Removal Program for the property located at 825 Van Zandt, San Angelo, Texas 76905. There will be a voluntary Pre-Bid meeting on August 4, 2017 at 10:00 A.M. at the homeowners residence. It is advised that contractors bring a plumber and electrician to the pre-bid meeting so they understand exactly what needs to be done. During this walk through some changes to the scope of work may be made. Contractors can contact the home owners directly to schedule a walk through at their home at the address and phone number listed below if you do not attend the pre-bid meeting. Contractors are responsible to contact Galilee to make sure they are aware of any changes made during the Pre-Bid meeting. This Request for Bids incorporates the Galilee CDC Scope of Work, General Specifications, and Specific Specifications of the Amy Young Barrier Removal Program. Construction standards, materials, estimated dimensions and other requirements are included in those documents. The Bidder can get clarification of the Work Specifications during the voluntary Pre-Bid meeting. **Completed Bids must be submitted in a sealed envelope at the Galilee CDC office before 12:00 P.M. on August 14, 2017 when all bids will be opened at that time.**

The period of performance of any contract awarded as a result of this Letter to Request Bids is tentatively scheduled to begin on or about September 25, 2017 and be in force through November 3, 2017 with possible amendments extending the period of performance, for good cause.

The bidding is open to individuals or organizations that meet the following minimum criteria:

- Bidder must be on the Galilee CDC Approved Contractor list. Contractors not currently on the list may complete an application and be placed on the list before the bid deadline. Applications can be picked up at the Galilee CDC office or, upon request, emailed to interested Contractors.
- Bidder must be licensed, certified and/or registered (as controlling governmental elements require) to perform the type of construction work in the Project. Bidder must also be lead based paint certified prior to start of project and carry General Liability Insurance unless house is tested beforehand and is lead based paint free.
- Bidder must to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects.

Bidders who do not meet these minimum qualifications shall be deemed to be non-responsive and will not be evaluated and no total will be assigned.

The **deadline** for submission of bids is August 14, 2017 at 12:00 p.m., **local time, at the Galilee CDC office at 1404 South Oakes Street, San Angelo, Texas 76903. LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.**

Proposals are to be emailed, mailed or hand-delivered to:

Galilee CDC
Attn: Bid Proposal
1404 South Oakes Street
San Angelo, Texas 76903
Phone: (325) 655-6700
Email: Stephanie.hamby@galileecdc.org

Bidders assume the risk for the method of delivery chosen. Galilee CDC assumes no responsibility for delays caused by any delivery service or for problems with Bidder's email and postal service. Bids and all relevant documentation to the Bid shall be delivered in a sealed envelope; the envelope shall be addressed to Galilee CDC. If Bidder emails a Bid proposal, all documents must be signed and in .pdf format. All required Bid documents should be completed, signed and submitted with the Bid. Galilee CDC intends to award this contract within 5 working days of Bid opening, subject to review of the Bids and confirmation of contractor information. A list of the Bids received will be made available to Bidders, upon request, within 7 days.

Acceptance and Rejection of Bids

Galilee CDC intends to award a Contract to the most responsive qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents.

Galilee CDC reserves the right, at its sole discretion, to reject any or all bids prior to the execution of a contract. This Letter to Request Bids does not obligate Galilee CDC to contract for the services specified herein. The final selection, if any, will be the bid that in the opinion of Galilee CDC best meets the requirements set forth in the Letter to Request Bids. Galilee CDC is not obligated to select the lowest price bid.

The winning bid will be the lowest bid within plus or minus 10% of the Galilee CDC Cost Estimate. Galilee CDC shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids. The maximum acceptable bid for repairs made under the Amy Young Barrier Removal Program is currently \$17,500.00. **If Galilee CDC staff has a concern about the ability of the bidder to complete the project on time, to specification and at the proposed budget, we will contact the bidder to discuss our concerns. If the contractor addresses the concerns to our satisfaction, they will be awarded the bid. If not, the contractor's bid will be withdrawn and the next eligible bid will be accepted.**

Contractors may not have more than two approved AYBR contracts open with Galilee CDC at any time.

Occasionally, alternate items for bid will be included in the Scope of Work. Depending on available funding, these items may or may not be included in the contract of the winning bidder.

Items Required in Bid Submission

- Contractor signed copy of the Request for Bids
- Completed Scope of Work/Bid Sheet with cost of completing **each line item** legibly written in. The Contractor will factor in suitable profit, overhead, insurance and other related costs to each item of the Scope of Work. The Total Project Bid must equal the total of all the line items added together. The completed Scope of Work

Winning Bidder

- Will agree to the greatest extent possible, hire subcontractors that are licensed, certified and/or registered (as controlling governmental elements require) to perform the type of construction work they are hired to perform.
- Will certify that it is not disbarred or currently suspended from participating in any federally funded project. In addition, to the greatest extent possible, it will only hire subcontractors that are not on the debarred contractors list. Prior to work beginning on the home, the winning bidder will provide Galilee CDC a list of the names of expected subcontractors and tax id or social security numbers.
- Will, to the greatest extent feasible, ensure that opportunities for training and employment are given to low and very-low income persons residing the area of coverage.
- Will provide access to Galilee CDC or funding agency performing a project audit any documents, papers and records of the Contractor or subcontractors which are directly pertinent to the contract. The Contractor will retain all records for three years after all final payments and other pending matters are closed.
- Will agree to comply with the Drug-Free Workplace Act of 1988 (42 U.S.C. 701) and certify that they will comply with drug-free workplace requirements in accordance with the Act and with HUD's rules at 24 C.F.R. part 24, subpart F.
- Any contractor or supplier in performing under any contract for or related to this project will not discriminate against any worker, employee or applicant, or any member of the public because of race, color, religion, gender, national origin, age or disability.
- Will sign a release of lien waiver that states that all payments have been made, upon completion of the home rehabilitation and at final payment. **Only 90% payment for services will be made to the General Contractor upon passing all aspects of the final inspection, the last 10% will be paid out 30 days later to ensure all state requirements have been met.**

Homeowner Contact Information

Ellen Hartlaub
825 Van Zandt
San Angelo, Texas 76905
325-617-2631

Certification

The Contractor hereby provides the following certifications to Galilee CDC in connection with this contract.

1. They have read and understand all of the bid documents and have submitted a bid that is in compliance with these documents.
2. The Bidder has visited the site and is familiar with conditions.
3. The Bidder will supply all materials, equipment, labor and systems required to complete the job in compliance with the bid documents.
4. The bidder has carefully studied the bid documents and reported any inconsistencies to Galilee CDC.
5. The bidder has bid the job with no material variances that have not been approved by Galilee CDC.
6. The Bidder is eligible to bid on projects funded in part with Federal funds.
7. The Bidder has submitted a bid to complete the entire job.
8. The Bidder is able and willing to commence work on this project by June 1, 2017.

In submitting a bid in response to this Letter to Request Bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids.

Any requests for information about this project are to be directed to the Project Manager named above.

Thank you for considering this solicitation.

Sincerely,

Terry Shaner
Executive Director
Galilee CDC

Contractor: _____

Signed by: _____

Print Name: _____ Date: _____

Texas Department of Housing and Community Affairs



Work Write-Up & Cost Estimate (upload to the Reservation System)

Administrator:	Stephanie Hamby	Activity #:	1002012027
Head of HH Name:	Ellen Hartlaub		
Street Address:	825 Van Zandt	County:	Tom Green
City, State:	San Angelo, Texas	Zip:	76905

General Specifications

1. Each specification must be bid separately. Lump sum bids are NOT ACCEPTED.
2. All products and materials shall be new and arrive in unopened packaging.
3. Contractor shall move construction debris from the property to a dumpster or legal landfill at least per week, and leave the property in "broom clean" condition. In occupied properties, construction debris shall be removed from living quarters daily.
4. Installation of all products and materials shall be according to the manufacturer's instructions.
5. "Install" means to purchase, deliver, set up, test and warrant a new component.
6. "Replace" means to remove and dispose of material, purchase new material, deliver, install, test and warrant.
7. "Repair" means to return a building component to like-new condition through replacement of parts, adjustment and recoating of parts.
8. "Reinstall" means to remove, clean, store and install a component.
9. Items required by local code, construction standard or other requirement must be completed for final payment.
10. Contractor shall remedy any defect due to faulty material or workmanship and pay for all resulting damage to other work which appears within one year from an accepted final inspection. Contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.
11. New materials shall be matched with existing materials to be consistent with surrounding surfaces.
12. All Change Orders must be approved by TDHCA PRIOR to performing changed work. Any additional costs due to product or material upgrades is solely at the contractor's expense unless pre-authorized by the Administrator and TDHCA.
13. Payment requests shall be based on satisfactory completion of contracted work.
14. Contractor is responsible for verifying accurate field dimensions, sizes, quantities, square feet, linear feet, etc. before ordering materials, products, or supplies. Quantities, square feet, linear feet, etc. listed in the bid package are for the convenience of the contractor. TDHCA and the Administrator neither make nor imply any guarantee for the accuracy of these numbers.
15. All electrical work must meet the National Electrical Code adopted by the city or by the state for counties, and must be completed by a state-licensed electrician.
16. All plumbing work must meet the International Plumbing Code adopted by the city or by the state for counties, and be completed by a state-licensed plumber.
17. If digging is required, the contractor is responsible for locating utilities underground.
18. Contractor is responsible for complying with all applicable permitting requirements.
19. Contractor is responsible for ensuring that work does not encroach on property lines, setbacks, or easements.
20. Contractor is responsible for complying with EPA and/or HUD lead-based paint rules.

MISCELLANEOUS	Spec Description	Units	Cost Estimate	Total
Debris Removal	Remove all debris from jobsite.	1		
Building Permits	Pull electrical permit	1		
Site Toilet Rental				
BUILDING EXTERIOR & ATTIC	Spec Description	Units	Cost Estimate	Total
Foundation				
Grading & Drainage				
Roof Covering				
Roof Structure				
Exterior Back Door	Remove existing back door. Frame opening to be 6068. Install RHIS fiberglass patio door. Must have lowe and argon gas and be energy star rated for South Central Region with U Value .30 and SHGC .25. Install lever handle smartkey kwikset hardware and key to match front door.	1		
Exterior Front Door	Replace existing hardware with kwik set smart key lever hardware to match back door.	1		
Chimney				
Exterior Lighting	Remove and replace current outdoor light at front door with Hampton Bay Black Outdoor LED energy star flushmonth. Remove and replace current outdoor light at back door with Hampton Bay Black Outdoor LED energy star wall lantern.	2		
Decks/Porches/Ramps	Install 6' concrete ramp at front door out to driveway. Remove top surface of existing ramp so new concrete will bond. Install landing 43" wide down to left side of house. Take ramp out and tie into driveway at a 12 to 1 slope. Left side of ramp must have painted railing that is circular and easy to grab with rounded edges and a curb rail at base.	1		
Attic insulation				
MAIN LIVING ROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Lighting				
Ceiling Fan				

HALLWAYS	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring	Remove existing tile in bath hallway, front entry and hallway leading into kitchen. Clean and level floor if needed. Install new floating vinyl planks with 15 year warranty. Contractor will provide homeowner with 3 color choices for flooring. Paint using non VOC paint and install new quarter round in room. Install transition pieces into all bedrooms.	95		
Lighting				
Dining Room	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring	Remove existing tile, clean and level floor if needed. Install new floating vinyl planks with 15 year warranty. Contractor will provide homeowner with 3 color choices for flooring. Paint using non VOC paint and install new quarter round in room. Install transition piece from dining room into living room.	121		
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
BEDROOM 2	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
BEDROOM 3	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				

Closet				
Lighting				
Ceiling Fan				
MASTER BATHROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring	Remove tile flooring and clean and level as needed. Install new tile to match shower. Add white painted, with non VOC paint, quarter round around walls.	30		
Doors	Remove existing door and widen to 36". Move light switch to accommodate larger door frame. Install new 6 panel primed RH interior door painted white with non VOC paint. Install lever hardware on door.	1		
Toilet	Remove existing toilet and wax ring. Replace with American Standard or other Galilee pre-approved brand, water sense toilet that is comfort height with round seat. Install new wax ring with t-bolts, supply line and valve.	1		
Tub/Shower	Remove and dispose of existing tub and hardware. Add blocking at back and sides of shower for grab bars. One at an angle along back wall, one vertical on the right side and a flip down MOEN grab bar on the left side between shower and toilet. Use concrete backerboard around shower for tile. Install new pan and tile walls up to ceiling. Include shelves for soap and shampoo in shower. Install new Delta water sense faucet with lever handle and 6' hose. Install new Delta shower chair.	1		
Vanity/Sink/Faucet	Remove existing sink and install new Foremost 8 in. centerset predrilled faucet hole pedestal white sink with delta water sense lever handle faucets. Install new lines and valves.	1		
Mirror/Medicine Cab.	Install 20x25 mirrored medicine cabinet above sink.	1		
GFCI protection	Change existing outlet plug to GFCI plug with dedicated 20 amp breaker in box. Tie second plug into GFCI outlet.	2		

Exhaust Fan	Remove existing ceiling heater and replace with energy star Delta Breeze 80 CFM bath fan with light and heater. Install new switch to control unit. Vent through attic with insulated sleeve.	1		
Linen Closet	Install 21x25 Glacier Bay Regency white wall storage cabinet over toilet.	1		
Grab Bars				
Accessory Hardware	Install new accessory hardware at height suitable to homeowner. Futura bath 4 piece set.	1		
Lighting	Remove existing light above sink and install energy star 4 light brushed nickel LED Hollywood bar light.	1		
BATHROOM 2	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Toilet				
Tub/Shower				
Vanity/Sink/Faucet				
Mirror/Medicine Cab.				
GFCI Protection				
Exhaust Fan				
Linen Closet				
Grab bars				
Accessory Hardware				
Lighting				
KITCHEN	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring	Remove existing tile in kitchen and replace with vinyl plank flooring to match the rest of the house. Add white painted, with Non VOC paint, quarterround where needed.	80		
Doors	Remove door leading to laundry and replace with 36" primed LH exterior door with no deadbolt and lever handle. Paint white with non VOC paint.	1		
Windows				

Lower Cabinets	Remove existing cabinet. Install new 30" cabinet and 24" cabinet on either side of stove. Use pre-fab cabinets, color choice selected by homeowner. On left side of kitchen move dishwasher next to sink and install new 30" cabinet, 36" sink cabinet, dishwasher, 36" cabinet along wall. Contractor will give client three samples of counter tops to choose from. Add tops to all new cabinets.	1		
Upper Cabinets	Remove all upper cabinets. Install uppers to match lower cabinets, put 30x18 bridge above stove and do not install a cabinet above the sink.	1		
GFCI Protection	Install 2 new outlets on either side of the sink. One must be GFCI with a dedicated 20 amp breaker and the second can tie into it.	2		
Kitchen Sink	Install new Glacier Bay all in one drop in 36" 4 hole double bowl stainless steel sink with delta lever handle faucet. Install new valves and cutoff.	1		
Range/Oven				
Dishwasher				
Exhaust Vent	Install energy star rated air king undercabinet range hood. Can be recirculating.	1		
Lighting	Remove existing light in ceiling. Replace with 4x1 LED energy star lighting. Install 11" LED energy star flushmount about kitchen sink.	2		
UTILITY ROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Washer				
Dryer/Dryer Vent				
Exhaust Vent				
Plumbing Connection				
ELECTRICAL SYSTEM	Spec Description	Units	Cost Estimate	Total
Complete Rewire				
Service Weatherhead				
Main Panel/Load Center	Replace FPE subpanel on wall in bedroom. Install new min. 150 amp panel with breakers for new GFCI's	1		

AFCI/GFCI				
Branch Circuits				
Light switches				
Receptacles				
Smoke Alarms	Install hardwired, interconnected, photoelectric smoke alarms in all bedrooms.	4		
Carbon Monoxide Alarms	Install combo smoke/CO unit in hallway	1		
PLUMBING SYSTEM	Spec Description	Units	Cost Estimate	Total
Water Service Lines				
Main Shutoff Valve				
Pipe Insulation				
Drains, Waste & Vents				
Hose Bibs/Anti-siphon				
Domestic Water Heater				
Septic System				
HVAC SYSTEM	Spec Description	Units	Cost Estimate	Total
Replace/Install New System				
Replace Air Handler				
Replace Condensing Coil				
Replace/Repair Ductwork				
Install Window Units				
Install Space Heaters				
Minisplits				
GRAND TOTAL:				

Name of person who prepared this document

Signature of Preparer

Date

Signature of Administrator Representative

Date

Signature of Head of HH

Date