

## LETTER TO REQUEST BIDS

July 10, 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 12317 W FM 765, Eola, Texas 76937. There will be a voluntary Pre-Bid meeting on July 19, 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 July 31, 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 11, 2017 and be in force through October 30, 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 July 31, 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 15% 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.

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

Johnny and Olga Rivera  
12317 W FM 765  
Eola, Texas 76937  
325-617-6948

### 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.

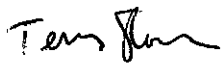
2. The Bidder has visited the site and is familiar with conditions.
3. The Bidder will supply all materials, equipment, labor and systems required to complete the job in compliance with the bid documents.
4. The bidder has carefully studied the bid documents and reported any inconsistencies to Galilee 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 August 28, 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 #:	1002012026
Head of HH Name:	Olga Rivera		
Street Address:	12317 W FM 765	County:	Concho
City, State:	Eola, Texas	Zip:	76937

### 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.

<b>MISCELLANEOUS</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Debris Removal	Remove all debris from jobsite	1		
Building Permits				
Site Toilet Rental				
<b>BUILDING EXTERIOR &amp; ATTIC</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Foundation				
Grading & Drainage				
Roof Covering				
Exterior Front Screen Door	Remove existing front screen door and replace with 36" EMCO 100 series screen door.	1		
Exterior Front Door	Replace hardware with Kwikset Tustin lever handle and smart key. Key to match back door	1		
Exterior Back Door	Widen back door framing to be 36". Replace door with 36" LH primed pre-hung steel door with lever hardware and smart key locks.	1		
Exterior Back Screen Door	Install new 36" LH EMCO 100 Series screen door.	1		
Exterior Lighting	Remove existing front and back porch lighting and replace with LED energy star rated Hampton Bay outdoor wall lantern	2		
Front Porch	Install new 14" high concrete ramp at front of house. Take out top of existing concrete ramp so new concrete will bond and slope ramp to minimum 1/12 rise to run. Bottom of ramp needs a 5x5 landing. Install metal curb and handrails that are painted and have no sharp edges, curve end of railings. Ramp must have rough broom finish. See diagram for ramp.	1		
<b>MAIN LIVING ROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Lighting	Install two additional LED flushmont Energy star lights in living room.	2		
Ceiling Fan				
<b>HALLWAYS</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				

Walls				
Flooring	Remove carpet in hallway. Replace and repair any damaged subfloor. Install new vinyl plank. Add quarter round trim throughout room.	12		
Lighting				
<b>MASTER BEDROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls	Add two electrical plugs, one where tv is and one under the window.	2		
Flooring	Remove existing flooring where needed. Install vinyl planking in room and install quarter round throughout.	140		
Doors				
Egress Window	Remove existing side window, widen opening and install new vinyl lowe energy star rated 3050 single hung. Install new window trim and sill. Paint trim and sill with white non VOC paint. Install new blinds to fit larger window. Must meet energy standard rating for region 3: SHGC 25 U Value 35	1		
Closet	Change closet door to be 32" LH door with lever hardware. Paint door white with non-VOC paint	1		
Lighting	Install new LED energy star flushmont light fixture in ceiling and fix switch on wall next to door.	1		
Ceiling Fan				
<b>BEDROOM 2</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls				
Flooring	Install new vinyl plank flooring over the top of existing floor. Add quarter round trim around room.	133		
Doors	Install new 32" LH door with lever handle and clear swing hinges. Install new 24" RH door at permanent closet.	2		
Egress Window	Remove existing window and widen opening to fit 3050 white vinyl energy star lowe window. Install new trim and sill painted white with non VOC paint. Must meet energy standard rating for region 3: SHGC 25 U-Value 35.	1		
Closet	Remove 3.5'x 3.5' cardboard closet in room.	1		

Lighting	Install new LED energy star flushmount light fixture in ceiling.	1		
Ceiling Fan				
<b>BEDROOM 3</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
<b>MASTER BATHROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling	Remove old sheetrock from ceiling and install new sheetrock. Tape, texture, float and paint white with non voic paint.	1		
Walls	Remove all walls in bathroom and add blocking at toilet and shower for grabbars. Install new green rock or water resistant gypsum board, tape texture, float and paint with white non voc paint.	1		
Flooring	Install new vinyl plank flooring over the top of existing floor. Add quarter round trim around room.	35		
Doors	Install new 32" RH door with lever handle. Paint white with no VOC paint.	1		
Toilet	Remove existing toilet and install ADA comfort height water sense toilet. Install new wax ring, t-bolts, flange and valves.	1		
Tub/Shower	Remove existing shower. Add new insulation where needed on exterior walls. Install concrete hardiboard around shower and use concrete and membrane for shower floor. Shower should be 60x30" tiled shower. Install tile to ceiling on all three sides. Install new delta water sense shower faucet with detachable shower head and 6' hose. Build in shelves for soap and shampoo and install new water lines and valves. Grab bars should be horizontal under window and vertical on front and back of shower. Install new delta shower chair, curtain rod and curtain.	1		



Vanity/Sink/Faucet	Remove existing sink. Check lines and install new valves. Install pedistal sink and delta water sense lever handle faucet.	1		
Mirror/Medicine Cab.				
GFCI protection	Install new GFCI outlet on side of sink between toilet and sink and wall by door. Only one outlet needs to be GFCI but tie both together on same circuit.	2		
Exhaust Fan				
Linen Closet	Install new cabinet across from toilet in alcove.	1		
Grab Bars	Install Moen fold down grab bar on side of toilet.	1		
Accessory Hardware	Install new brushed nickel hardware at height suitable for homeowner	1		
Lighting	Install new energy star can light above shower with a separate switch. Intall energy star vainity light bar about sink with separate switch.	2		
<b>BATHROOM 2</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls				
Flooring				
Doors				
Toilet				
Tub/Shower				
Vanity/Sink/Faucet				
Mirror/Medicine Cab.				
GFCI Protection				
Exhaust Fan				
Linen Closet				
Grab bars				
Accessory Hardware				
Lighting				
<b>KITCHEN</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls				
Flooring				
Doors	Remove door at opening between kitchen and back door. Install new trim boards around opening.	1		
Kitchen Sink	Remove existing sink and install new Glacier Bay all in one drop in double basin stainless steel sink. Install new lever handle delta faucet and install new lines and valves and check for any leaks.	1		

Lower Cabinets				
Upper Cabinets				
GFCI Protection	Install GFCI plug and 2nd plug that is tied into GFCI on either side of kitchen sink. Needs dedicated line and 20 amp circuit	2		
Refrigerator				
Range/Oven	Remove existing oven and install new electric oven. Needs 220 outlet installed.	1		
Dishwasher				
Exhaust Vent				
Lighting				
<b>UTILITY ROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Washer				
Dryer/Dryer Vent				
Exhaust Vent				
Plumbing Connection				
<b>ELECTRICAL SYSTEM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Complete Rewire				
Service Weatherhead				
Main Panel/Load Center	Remove sub panel and replace with new minimum 150 amp, include switches for new GFCI plugs in bathroom and kitchen.	1		
AFCI/GFCI				
Branch Circuits				
Light switches				
Receptacles				
Smoke Alarms	Install interconnected, photo electric hardwired smoke alarms in bedrooms and living room.	3		
Carbon Monoxide Alarms	Install combo CO/smoke alarm in hallway	1		
<b>PLUMBING SYSTEM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Water Service Lines				
Main Shutoff Valve				
Pipe Insulation				
Drains, Waste & Vents				
Hose Bibs/Anti-siphon				
Domestic Water Heater	Install new Rheem 40 Gal. electric water heater in back laundry room and reframe closet with 24" RH door so we can get the back door to 36".	1		
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				
<b>GRAND TOTAL:</b>				

\_\_\_\_\_  
Name of person who prepared this document

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Head of HH

\_\_\_\_\_  
Date