

**CITY OF GRAND HAVEN NEIGHBORHOOD HOUSING SERVICES
GRAND HAVEN, MICHIGAN
JANUARY 2, 2019**

NOTICE OF INVITATION TO BID

It is the intent of NHS to receive bids for a home owner rehab project utilizing HOME grant funds.

PROPERTY ADDRESS: 104 N. Griffin, Grand Haven, MI 49417

PRE-BID CONFERENCE IS SCHEDULED FOR MONDAY, JANUARY 14 FROM 10AM TO 12PM

BIDS DUE: Friday, January 25 at 3pm

ALL INTERESTED CONTRACTORS WILL MEET AT THE SUBJECT PROPERTY AT SET DATE AND TIME AS LISTED ABOVE. A COMPLETE SCOPE OF WORK IS ATTACHED.

A summary of the work to be completed includes new roof, window and door replacement and electrical

LEAD HAZARDS HAVE BEEN IDENTIFIED, A COPY OF THE COMPLETE LEAD INSPECTION CAN BE OBTAINED BY CONTACTING RHONDA KLEYN AT rkleyn@grandhaven.org or 616-935-3275.

SEALED BIDS WILL BE DUE ON FRIDAY January 25 at 3pm

BIDS MUST BE DELIVERED TO:

**CITY OF GRAND HAVEN
Linda Browand City Clerk
519 Washington Avenue
Grand Haven, MI 49417**

Phone 616-935-3270 with questions

BIDS MUST REFERENCE "104 N. Griffin" ON OUTSIDE OF ENVELOPE

BIDS WILL BE OPENED AT 3PM ON FRIDAY JANUARY 25 IN CITY COUNCIL CHAMBERS AND RECORDED. THE CONTRACTOR SELECTED FOR THE PROJECT WILL BE DETERMINED BASED ON THE MOST RESPONSIBLE BID. AFTER HOMEOWNER REVIEWS AND APPROVES BIDS WITH CITY STAFF THE CONTRACT WILL BE AWARDED.

COPIES OF THE REQUEST FOR PROPOSALS (RFP) CAN BE OBTAINED AT THE NEIGHBORHOOD HOUSING SERVICES OFFICE AT 11 N. 6TH STREET, GRAND HAVEN, MI 49417. ALL QUESTIONS REGARDING THIS RFP SHOULD BE DIRECTED TO RHONDA KLEYN AT 616-935-3275.



City of Grand Haven
Neighborhood Housing Services
Homeowner Rehab Bid Specifications and Forms
11 N. 6th Street
Grand Haven MI, 49417

Project Cover Sheet

Contractor Information	
Company Name:	
Owner/Contact Person:	
Street Address:	
City/State/Zip Code:	
Phone:	Fax:
Email:	

PROJECT OVERVIEW:

This is a single family home located at 104 N. Griffin, Grand Haven. The house is occupied by two adults and 2 children under the age of 6. The home was built prior to 1978 and lead hazards have been identified. This project will consist of new roofing, electrical upgrades and window and door replacement. All rehab related to lead will follow lead abatement procedures.

CONSTRUCTION DEFINITIONS:

Install” means to purchase, set up, test and warrant a new component. “Replace” means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. “Repair” means to return a building component to like new condition through replacement, adjustment and recoating of parts. “Reinstall” means to remove, clean, store and install a component.

VERIFY QUANTITIES & MEASUREMENTS:

All Quantities stated in the attached specifications for this address using Units of Measure are for the contractor’s convenience and **MUST BE MEASURED BY THE CONTRACTOR** at a mandatory site inspection prior to bid submission. Discrepancies in Quantities found by the contractor must be communicated to the NHS director prior to the submission of a bid. Claims for additional funds due to discrepancies in quantities shall not be honored if submitted after the bid submission.

BUILDING PERMIT REQUIRED:

Prior to the start of work a Notice of commencement will be provided by program manager once permits have been obtained and all licensing and insurances have been provided. Prior to the start of work, the contractor shall create any documentation necessary to apply for, pay for and receive a permit on behalf of the owner. It is the responsibility of the contractor to contact the City of Grand Haven for all required inspections.

HVAC PERMIT REQUIRED:

Prior to the start of the heating/cooling work, the contractor shall apply for, pay for and receive an HVAC permit on behalf of the owner.

NEW MATERIALS REQUIRED:

All materials used in connection with this work write-up are to be new, of first quality and without defects unless stated otherwise or pre-approved by Owner and Program Manager.

WORKMANSHIP STANDARDS:

All work shall be performed by individuals both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.

2 YEAR GENERAL WARRANTY:

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers’ and suppliers’ written warranties covering items furnished under this contract prior to release of the final payment.

ENVIRONMENTAL REHAB--RRP REQUIREMENTS:

Any contractor performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes must Comply with EPA 40 CFR Part 745(Lead; Renovation, Repair, and Painting Program), be Certified by the EPA as a Renovation Firm and must use Certified Renovators who are trained by EPA-approved training providers to follow lead-safe work practices. This is the responsibility of the General Contractor to verify with all sub-contractors prior to work commencing. City Staff can require contractors on-site to provide proof of their RRP credentials.

CONTRACTOR PRE-BID SITE VISIT:

The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.

WORK TIMES:

Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.

BID SUBMITTAL CHECKLIST

- 1. A completed cover sheet (page 2 of this packet)
- 2. The last page of the Contractor Handbook signed and dated(included with attachments)
- 3. Copy of general contractor’s builders license
- 4. Copies of Certification for specialty job aspects, i.e., lead abatement (if work is being subcontracted, provide sub certification as well)
- 5. Proof of Insurance at the required levels (see attached handbook for details)
- 6. A complete estimated timeline document. Timeline must include start to finish date. Finish is defined as the date that all work is complete including cleanup, final punch lists, city final inspections, sworn statements, lien waivers and approval from NHS project manager.
- 7. Preliminary summary of the sub-contractor activity
- 8. Bid sheet with line item costs (use attached Work Specs)
- 9. Acknowledgement of Section 3 plan requirements (section 3 only pertains if a contractor hires new staff to complete project. This is only an acknowledgement of the requirements)