

Calhoun County Land Bank Authority

Residential Rehabilitation of 142 Holly Rd in Bedford Township

BID NUMBER: #08-CCLBA-2014_ Amended

DATE ISSUED: August 26, 2014, Amendment issued on September 12, 2014

REVISED DATE DUE: September 25, 2014 (3:00 LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI.

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859



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RESIDENTIAL REHABILITATION REQUEST FOR PROPOSALS

INTRODUCTION

A. Overview

This Residential Rehabilitation Request for Proposal is being issued by the Calhoun County Land Bank Authority (CCLBA) for the residential rehabilitation of a single family home at 142 Holly Road, in Bedford Township. The CCLBA invites the submission of proposals from Licensed Residential Builders and Contractors, to perform a residential rehabilitation of this home. Licensed contractors with demonstrated experience in this area and an interest in making their services available to the CCLBA are invited to respond to this bid. "Respondents" means the companies or individuals that submit proposals in response to this bid. The bid will be awarded to the most qualified respondent. All Respondent's should note the following:

The single family residential home is located at 142 Holly, in Bedford Township. This home was built prior to 1975; therefore, the CCLBA assumes that there is lead paint and expects all contractors to be certified in the EPA's Renovation, Repair, and Painting Program (RRP) and to practice lead safe work practices. Based on an inspection by the Township's inspectors, past electrical and plumbing work was done without a permit and must be corrected. The structure will need to be rewired, and a bathroom in the basement will need to be reinstalled correctly with permits. Previous electrical and plumbing work must be brought up to current code, and all new work must meet current codes. Building information can be found in Appendix A.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be State licensed and certified for rehabilitation and is capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this bid document.

Nothing in this bid shall be construed to create any legal obligation on the part of the CCLBA or any respondents. The CCLBA reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this bid in whole or in part, at any stage. In no event shall the CCLBA be liable to respondents for any cost or damages incurred in connection with the bid process, including but not limited to, any and all costs of preparing a response to this bid or any other costs incurred in reliance on this bid. No respondent shall be entitled to repayment from the CCLBA for any costs, expenses or fees related to this bid or responding to this bid. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the bid, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted [Purchasing Policies and Procedures for the Procurement Process](#) available online or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.

B. Time of Completion

Any contract awarded pursuant to this bid solicitation shall agree to complete the work on or before the times outlined in the Term of Contract.

C. Terms of Contract

Any contract awarded pursuant to this bid solicitation shall be effective until awarded project is completed, with the rehabilitation of the structure taking place as soon as possible after the contract award and being completed by November 21, 2014. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract which will incorporate this bid and any response by bidders. Bidders must submit a work plan/schedule demonstrating how they will meet the deadline to complete the work. The successful bidder shall contractually require their subcontractors to comply with these terms and conditions.

D. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et. seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The CCLBA seeks a sealed proposal from Respondents to perform a residential rehabilitation of 142 Holly Rd in Bedford Township. The project shall be done with quality materials, workmanship and all work shall comply with current building codes. The Contractor, its employees, and any subcontractors shall follow the lead safe work practices promoted through the Renovation, Repair, Painting Program (RRP) and the Contractor must have RRP certified employees on staff. A complete Scope of Work and pricing sheet for this rehabilitation can be found in Appendix B.

CCLBA will be responsible for the Lead and Asbestos Abatement inspections if necessary.

B. Mandatory Pre-Bid Meeting

A second Mandatory Pre-Bid Meeting will be conducted at 142 Holly, Bedford Township at 9:00am on September 16, 2014. The rehab site will be open and available for mandatory inspection. Bidders must record their attendance at the inspection on the form available inside the front door of the house during the inspection meeting. Contractors who do not attend this mandatory meeting will be disqualified. *Contractors who attended the original pre-bid meeting on September 8, 2014, are not required to attend this meeting as attendance at the September 8th meeting will count.*

C. Other Aspects to Consider

1. All construction work shall be performed in accordance with the State of Michigan Building, Plumbing, and Mechanical Codes, Electrical Codes and Bedford Township requirements.
2. All construction work shall be inspected and approved by Bedford Township and Land Bank staff members.
3. The contractor shall be fully responsible for obtaining at the contractor's cost all necessary permits and licenses as required by Bedford Township.

4. The awarded contractor shall be responsible for completion of each item specified in this work write-up. Any changes shall be authorized only by the initiation and execution by the CCLBA and the contractor of a formal CHANGE ORDER, which must receive written approval from the CCLBA prior to any work.
5. The contractor shall verify, on the job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting this bid. There will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions.
6. The contractor shall immediately notify (verbally and in writing) the Property & Project Coordinator of any discrepancies on the plans, working drawings, work write-up, and measurements or dimensions. The contractor shall be held responsible for all such verifications.
7. The contractor shall provide and install all necessary bracing to support and maintain the existing construction in a safe and undamaged condition throughout all phases of demolition, construction and/or reconstruction.
8. The contractor shall take any and all precautions necessary to ensure that fixtures and materials, which are temporarily removed during any phase of construction, are protected from damage, vandalism and/or theft. Damage to property caused by the contractor shall be repaired or replaced by the contractor at his/her own expense.
9. There have been no soil tests taken on this site pertaining to structural loads and, therefore, the CCLBA is not warranting, guaranteeing, or taking any responsibility regarding the bearing capacity of the soil and whether or not sufficient to support the structure or design.
10. Color(s), type, model, style, finish and manufacturer of all fixtures, appliances, hardware, and all other products used in the rehabilitation work shall be approved and/or selected by the Land Bank, and shall be standard in nature unless approved by the Land Bank.
11. The discarded floor covering, old doors, lumber, plumbing fixtures, roofing, debris, and other construction debris shall be removed from the work areas daily and disposed of properly. The property shall be left in a clean and safe condition at the completion of the job.
12. No work shall commence until a **NOTICE TO COMMENCE** is provided by the CCLBA to Contractor.
13. All work completed on job site is to be per manufacturer's specifications and Standard Trade Practice.
14. All new woodwork, interior closets, and storage areas noted in the specifications shall be painted unless otherwise noted.
15. If plans are required for the project, the contractor shall furnish all required plans, not furnished by the CCLBA, and all required engineering.
16. All plumbing fixtures shall be scald-protected, matching metal finish and comply with all water saving codes
17. Locks are to be Kwikset, Masterlock, or approved equal, with all new locks and doors to be keyed the same. All new exterior doors to be equipped with dead bolt locks.
18. The selected contractor will participate in a Pre-Construction Conference with the CCLBA, and will be expected to complete all work (lead related or basic rehabilitation) in the time frames agreed upon.
19. If needed, all Lead Evaluations & Lead Evaluation Reports performed, including inspection, risk assessments, hazard screens, and clearance exams, must comply with Part III Environmental Protection Agency 40 CFR Part 745 "Lead; Identification of Dangerous Levels of Lead; Final Rule", dated Friday, January 5, 2001 & Part XI Environmental Protection Agency 40 CFR part 745 "Lead; Requirements for Lead-based Paint Activities in Target Housing and Child-occupied Facilities; Final Rule", dated Thursday, August 29, 1996. The CCLBA reserves the

right to reject any Lead Evaluation or Report that does not appear to comply with Environmental Protection Agency 40 CFR Part 745 Regulations.

The CCLBA reserves the right to select the contractor that best meets the CCLBA's goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

ADDITIONAL TERMS AND CONDITIONS

A. Preconstruction Meeting

The Contractor shall schedule with the Land Bank, a pre-construction meeting within ten (10) days of award notification and prior to beginning work. The Contractor will bring:

- Proof of insurances not previously submitted.
- List of subcontractors, with assigned duties, working with the project.
- Major material suppliers to be used on the project.
- List of samples or product data from which the Land Bank shall approve all finishes and materials for the Work as required in the contract documents.

In Addition, the Contractor shall:

- Designate the responsible person who will represent the Contractor at the site.
- Designate all competent persons for operations on the job site.
- Ensure/demonstrate full understanding of all work to be completed.
- Provide a copy of a valid Building Permit and all Trades Permits needed for the work.

The Contractor shall be given the NOTICE TO COMMENCE when all required documentation is provided. Please note, no work is to commence until the NOTICE TO COMMENCE has been issued to the Contractor.

B. Progress Meetings

The Contractor shall schedule bi-weekly progress meetings with the Land Bank to inspect work completed, to review work in progress, revise the progress schedule as necessary, identify problems, and develop corrective measures to maintain satisfactory progress.

C. Changes in Progress Schedule

The Contractor shall submit to the Land Bank, if necessary, revised progress schedules with each application for payment. The revised schedule shall identify changes and reasons for said changes since the previous version. The Land Bank is not able to approve changes in schedule that will impact the completion of the project by the required completion date.

D. Correction of Work

The Contractor shall promptly correct work rejected by the Land Bank as failing to conform to the Contract documents. The Contractor shall bear the cost of correcting such rejected work.

E. Changes and/or Contract Modifications

The intent of the Contract document and work description is to include all items necessary for the proper and complete execution of the work by the contractor.

If concealed or unknown physical conditions are encountered at the site that preclude proper execution of the work as described in this document, a Contract Amendment shall be prepared by the Contractor and submitted to the Land Bank within three (3) days of the discovery of said conditions, together with a proposed alternative, additional cost(s) or credit(s), if any, and additional Contract time necessary. No contract amendment will be effective until signed by an authorized representative of the CCLBA.

If an item is omitted from the work description, but necessary to comply with the applicable codes, a Contract Amendment shall be prepared by the Contractor and submitted to the Land Bank within three (3) days of the discovery of said condition, the additional cost, if any, and the additional Contract time necessary.

The Land Bank shall have authority to order, in writing, minor changes in the work not involving changes in the Contract Amount of the Contract Time and not inconsistent with the intent of the contract documents. This will be done after consultation with the contractor. Such written changes shall be binding on all parties.

The Land Bank reserves the right to increase or decrease quantities, services, or requirements, or to make any changes necessary at any time during the term on this contract, or any negotiated extension thereof. Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the authorized Land Bank staff, board approval may be required. SUCH CHANGES, IF PERFORMED IN ADVANCE OF LAND BANK STAFF APPROVAL SHALL BE SUBJECT TO DENIAL AND NON-PAYMENT.

F. Payment

Payment will be made in 25% percent increments, with the final 25% being held until all work is completed, lien waivers have been provided by the Contractor, the Township executes a Certificate of Occupancy, and all other documentation is submitted and approved.

G. Project Closeout

The Contractor shall thoroughly clean the site at the conclusion of the work and prior to final inspection for payment. Such cleaning shall include, but not limited to the following: removing all debris from the site, rubbish, containers, tools and equipment from the site; cleaning interior and exterior surfaces; vacuuming carpeted or soft surfaces; mopping hard surfaces; broom sweeping all concrete surfaces; cleaning or replacing filters of operating equipment. The Contractor shall demonstrate, to the Land Bank, proper operation and maintenance of all products and equipment, and shall provide manuals and warrantee information to the Land Bank. The Contractor shall submit the Completion Certificate indicating inspection approvals necessary, releases, and waivers of liens from subcontractors and material suppliers, along with Final Payment request prior to final inspection by the Land Bank. The Contractor shall furnish to the Land Bank all manufacturers' and suppliers' written guarantees, warranties, and installation manuals covering materials and equipment furnished under the Contract Documents with request for final payment. Contractor shall also ensure that the Land Bank obtains a Certificate of Occupancy from the Township once all work and permits are finalized.

H. Warranties

Contractor shall submit a written Warranty to the Land Bank with, or prior to, the Final Payment Request.

The Contractor warrants all material and equipment has been installed in strict conformance with the manufacturers' specifications.

The Contractor shall guarantee and warrant to the Land Bank, and its assignees, for a period of 18 months from the date of final acceptance all work required in the Contract Documents, that the same shall be free from any defects in workmanship and/or materials. In addition, the Contractor shall correct any such defects discovered during the same 18 month period at the Contractor's expense. The Land Bank shall provide to the Contractor written notice of any such defects together with an expected timeline and final date for full correction of those defects.

I. Complaints or Disputes

All complaints or disputes concerning the Contractor's performance or workmanship shall be addressed first to the Contractor.

J. Waivers of Lien

Upon completion of all work and request for final payment, the Contractor shall furnish a 100% waiver of lien from each supplier and sub-contractor covering all items of the work. Failure to supply waivers of lien for the entire job upon completion and final payment request will be considered grounds for withholding final payment.

K. Default

The Land Bank may at any time, by written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for material breach, which shall include, but is not limited to the following:

- Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
- The unauthorized substitution of articles for those bid and specified.
- Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- Failure to perform in compliance with any portion of the contract.
- Should Contractor fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the Land Bank.

In the event of any breach of this contract by Contractor, Contractor shall pay any cost to the Land Bank caused by said breach including but not limited to the replacement cost of such goods or services with another Contractor.

The Land Bank reserves the right to withhold any or all payments until any defect in performance have been satisfactorily corrected.

In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the Land Bank may bar the Contractor from being awarded any future Land Bank contracts.

All remedies available to the Land Bank herein are cumulative and the election of one remedy by the Land Bank shall not be a waiver of any other remedy available to the Land Bank.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Residential Rehabilitation Bid, the CCLBA will take into consideration the experience, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the bid. The following Evaluation Criteria (Appendix C) will be considered, but shall not be binding, in reviewing submittals:

Experience in rehabilitation of residential structures
Price in Appendix B
Project Schedule

SUBMITTAL REQUIREMENTS

Bid responses may be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled Residential Rehabilitation #08-CCLBA-2014_Amended by 3:00 pm on September 25, 2014. The respondent must submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5" by 11" format. Respondents are advised to adhere to the Submittal Requirements; failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The CCLBA reserves the right to seek additional information to clarify responses to this bid. Each response must include the following:

A. Threshold Requirements

These documents must be submitted along with your proposal:

1. Letter of Interest

- a. The principal place of business and the contact person, title, telephone/fax numbers and email address.
- b. A brief summary of the qualifications of the Respondent and team.
- c. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
- d. The names and business addresses of all Principals of the Respondent. For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

- e. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.
2.
 - a. **Certificate of Good Standing** for Corporations issued by the Michigan LARA; or
 - b. **Certificate of Existence** for Limited Liability Companies issued by the Michigan LARA; or
 - c. Certificate of Good Standing or Certificate of Existence for Joint Ventures (County Clerk); or
 - d. **“Doing Business As”** documentation and certificates for all other types of businesses (County Clerk).
3. **Evidence of Insurance:** Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence, Professional Liability not less than \$1,000,000. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, or its officer, agents, or employees in connection with said contract.

About Workers’ Compensation Insurance: If you feel that your company is exempt from this requirement, you must file paperwork with the Workers’ Compensation Agency (<http://www.michigan.gov/wca>). It is our understanding that the State requires exempt companies to file a WC-337 with this office; however, we advise all companies interested in pursuing this to contact the agency at 517-322-1195 to get more information and better understand which companies are exempt. To be counted as exempt by the CCLBA, respondents must submit paperwork from the State that shows the exemption is valid. If a company cannot document an exemption, then it should submit the required Workers’ Compensation Insurance as discussed under “Evidence of Insurance”.

4. **Evidence of Licensing for Rehabilitation** a copy of Respondent’s “Department of Energy, Labor & Economic Growth’s Residential Builders’ And Maintenance & Alteration Contractors’ Board Residential Builder License”.
5. Evidence that employees are RRP trained and a statement regarding lead safe work practices (an assumption is being made that the house has lead based paint because it was built prior to 1975).
6. **Three (3) references of related projects**, including date of project, contact person and phone number, and a brief description of the project.
7. **Conflict of Interest Statement & Supporting Documentation (See Appendix E):** Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

SELECTION PROCESS

The Selection Committee comprised of the CCLBA staff will review qualifications. Proposals that are submitted timely and comply with the mandatory requirements of the bid will be evaluated in accordance with the terms of the bid. Any contract resulting from this bid will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in bid and can meet the time requirements.

SUBMITTAL DUE DATE

Responses to this amended bid are due by 3:00 P.M. (local time) on September 25, 2014. The prevailing clock shall be www.time.gov. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

**Purchasing Department
315 W. Green St.
Marshall MI 49068
ATTN: Leslie Obrig**

LATE PROPOSALS WILL NOT BE CONSIDERED

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this bid submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this bid in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

BID SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to bid

- Certification Form Note, Signed
- Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents "Doing Business As"
- Evidence of Insurance
- Evidence of a copy of Respondent's "Department of Energy, Labor & Economic Growth's Residential Builders' And Maintenance & Alteration Contractors' Board Residential Builder License"
- Evidence of RRP trained employees and statement regarding lead safe work practices based on the assumption of lead paint since the building was constructed prior to 1975
- Three References and related project information (See Appendix D)
- Non-Collusion Affidavit, Signed and Notarized (Appendix E)
- Scope of Work & Pricing Proposal (Appendix B)
- Project Schedule
- Bid Submittal Requirements Checklist

APPENDIX A







Building Information

Bedford Charter Township

[Back to Non-Printer Friendly Version] [Send To Printer]

Parcel: 04-630-043-00

1 building(s) found.				
<u>Description</u> ↑		<u>Floor Area</u>	<u>Yr Built</u>	
Residential Building 1		1171 Sq. Ft.	1955	
General Information				
Floor Area:	1171 Sq. Ft.	Estimated TCV:	N/A	
Garage Area:	360 Sq. Ft.	Basement Area	1171 Sq. Ft.	
Foundation Size:	1171 Sq. Ft.			
Year Built:	1955	Year Remodeled:	0	
Occupancy:	Single Family	Class:	C	
		Tri-Level?:	NO	
Percent Complete:	100%	Heat:	Forced Heat & Cool	
AC w/Separate Ducts:	NO	Wood Stove Add-on:	NO	
1st Floor Rooms:	5	Water:	Water Well	
Bedrooms:	2	Sewer:	Septic	
Style:	ONE STORY			
Area Detail - Basic Building Areas				
Height	Foundation	Exterior	Area	Heated
1 Story	Full Bsmnt.	Siding	1171 Sq. Ft.	1 Story
Area Detail - Overhangs				
Height	Exterior	Area	Included in Size for Rates	
Exterior				
Brick Veneer:	0 Sq. Ft.	Stone Veneer:	48 Sq. Ft.	
Basement Finish				
Recreation:	0 Sq. Ft.	Recreation % Good:	0	
Living Area:	0 Sq. Ft.	Living Area % Good:	0	
Walk Out Doors:	0	No Concrete Floor Area:	0 Sq. Ft.	
Plumbing Information				
3-Fixture Baths:	1			
2-Fixture Baths:	1			
Ceramic Tile Wains:	1			
Built-In Information				
Dishwasher:	1			
Vented Hood:	1			
Oven:	1			
Standard Range:	1			
Fireplace Information				

<https://is.bsasoftware.com/bsa.is/AssessingServices/ServiceAssessingDetailsBuildings.asp...> 8/26/2014



Interior 1-Story:	1		
2nd On Same Stack:	1		
Garage Information			
Garage # 1			
Area:	360 Sq. Ft.	Exterior:	Siding
Foundation:	42 Inch	Common Wall:	1 Wall
Year Built:	1955	Finished?:	NO
Auto Doors:	0	Mech Doors:	1
Porch Information			
CCP (1 Story):	49 Sq. Ft.	Foundation:	Standard
CCP (1 Story):	90 Sq. Ft.	Foundation:	Standard

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APPENDIX B

Scope of Work for Rehabilitation

Bedford Twp. Permit Fees

- Electrical
- Plumbing
- Mechanical

Cost

\$ _____
\$ _____
\$ _____

General Exterior

Replace damaged exterior shutter on front of house & repaint all existing shutters to match

\$ _____

Replace missing vented soffit panels on west side of house

\$ _____

Install outside faucet and garage faucet vacuum breakers

\$ _____

Inspect, grind chimney flashing, and replace damaged shingles around chimney

\$ _____

Cut & remove damaged backyard concrete patio section, form and pour concrete

\$ _____

General Interior

Install new 10 year lithium battery smoke detectors in every bedroom, hallway outside the bedrooms, and in the basement

\$ _____

Remove wall paint spill/spray from hardwood floors and correct notable defects

\$ _____

Install new Carbon Monoxide detector, per specifications

\$ _____

Remove and install new dead bolt assembly on exterior front door

\$ _____

Paint all ceilings, walls, interior doors and door trim

\$ _____

Electrical panel, circuits, outlets and all wiring throughout house brought up to code

\$ _____

Living Room/Entry

Repair and paint the damaged ceiling area (to match) in the front entry

\$ _____

Ensure gas fireplace is operational and to code

\$ _____

Remove old fixture and install new ceiling light fixture in entry way

\$ _____

Kitchen/Dining Room

Remove countertops and install new kitchen laminate Formica style countertop on sink side and stove sides of kitchen

\$ _____

Remove sink and install new 18 gauge stainless steel sink and faucet

\$ _____

Install dishwasher unit (matching black exterior face) into existing opening

\$ _____

Remove and install new vinyl flooring in kitchen/dining room.

\$ _____

Remove vinyl backsplash behind stove top, and install new backsplash

\$ _____

Remove existing light fixtures and install new ceiling lighting fixtures in kitchen areas

\$ _____

Remove existing ceiling fan and install new ceiling light fixture in dining room

\$ _____

1st Floor Full Bathroom

Remove existing sink, vanity, medicine cabinet and faucet hardware and replace with comparable	\$ _____
Remove the bathtub and wall tile, replace with white fiberglass shower/tub unit, and hardware	\$ _____
Remove toilet and install new white vitreous china 2 piece toilet; must be maximum of 1.6 GPF.	\$ _____
Remove vanity cabinet and mirror and install new vanity cabinet and mirror	\$ _____

1st Floor ½ Bath

Remove existing sink, vanity and faucet hardware and replace with white pedestal sink and new faucet hardware	\$ _____
Remove toilet and install new white vitreous china 2 piece toilet; must be maximum of 1.6 GPF	\$ _____
Remove existing vanity cabinet and install new decorative mirror	\$ _____

Bedrooms/Hallway

Remove carpeting and padding	\$ _____
Sand, refinish and seal hardwood floors	\$ _____
Install missing floor moldings	\$ _____
Install new ceiling lighting fixtures in both bedrooms and one hallway (3 total)	\$ _____
Install hanging hardware on existing set of sliding style closet doors and reattach doors (north bedroom)	\$ _____
Remove and install new bedroom entry door, knob hardware and paint to match existing doors (south bedroom)	\$ _____

Basement/Mechanical

Cost

Remove and dispose of all paneling and insulation from 2 activity rooms	\$ _____
Remove and dispose of all carpeting and padding in activity rooms	\$ _____
Activity room wall studs must be treated for mold/mildew by removing or sealing with paint	\$ _____
Patch, sand and paint hole in stairway ceiling to match existing surface	\$ _____
Clean and mop floors of all dust and debris	\$ _____
Furnace, water heater and gas fireplaces safety inspected by Mechanical Contractor	\$ _____
Install approved dryer vent to existing dryer	\$ _____
Laundry and laundry sink drain removed from sump crock and plumbed to sewage pit, and attached to the vent on the sewage pit, to code	\$ _____
Detached copper water lines (at ceiling) must be repaired and operable, to code	\$ _____
The vent on the sewage pit vent removed from sidewall, and vented thru the roof	\$ _____
Bathroom lavatory waste line must be vented with an AAV (no permits were obtained)	\$ _____
Water softener drain must be attached to an approved waste line	\$ _____
The newer PVC waste pipe installed without permit, inspect for proper installation	\$ _____



correct errors to pass inspection
Furnace coupling over cast iron hub not to code, must be corrected to meet to code \$ _____
Pour concrete bottom in emergency sump pump \$ _____
Emergency sump pit removed from sewer system, and be piped outside to code \$ _____
All obsolete wiring in basement ceiling must be removed \$ _____

Garage

Remove and dispose of wheelchair ramp from interior of garage \$ _____
Replace/ repair/ test garage door opener \$ _____

Total Project Cost \$ _____

***Please note:** The CCLBA reserves the right to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.*



APPENDIX C

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, pricing, and scheduling that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Evaluation Criteria

The point system is to evaluate the experience and capacity of the Respondent.

Experience in providing residential rehabilitation

Two (2) to four (4) years of experience	10 Points
Five (5) or more years of experience	20 Points

Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

Project Scheduling

Project completed by November 17 th , 2014	5 Points
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APPENDIX D

List of Three References (3)

Reference 1

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Budget: _____

Reference 2

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Budget: _____

Reference 3

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Budget: _____

APPENDIX E

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public officer anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*

