

KALAMAZOO NEIGHBORHOOD HOUSING SERVICES
Matt Milcarek: 269-364-2538

INVITATION TO BID
One Resident owned property

PROPERTY ADDRESS: 1208 Stockbridge

Contractor:

You are invited to submit a bid for the total completion of the work specified in the documents enclosed.

These documents include:

Statement of No Bid

Bid Form

Specifications

Dated: 5-6-14 Pages: all

Other:

Said documents being related to the property known as:
1208 Stockbridge

Submit bids for entire scope of work. Please be conscious that certain line items may be removed due to budgetary constraints, so bid accurately on each line item. Bids without line item prices may be rejected.

All bidders must inspect property prior to bidding.

Delivery:

Your bid must be submitted on the enclosed 'Bid Form' and shall be delivered to Kalamazoo N.H.S. At 802 South Westnedge, Kalamazoo, Michigan, 49008; by **Friday May 16th AT 4:00PM.**

Bids will be opened: Date: Monday May 19th AT **9:30 A.M.**

Bids must include all Specification Items listed above, in addition to a proposed project start and completion date. Bids will not be accepted later than the specified time unless all bidders are notified in writing or electronically of an extension.

One electronic copy of this Invitation, along with one electronic copy of the Bid Form are supplied each bidder. One copy of the Bid Form shall be retained for your files and A second copy shall be executed and returned along with itemized spec sheet in accordance with the time frame herein specified. Should any of the required documents or pages be missing from your packet, immediately notify the Construction Specialist at KNHS and request that they be supplied.

KNHS RESERVES THE RIGHT TO REJECT ANY BID AND MAKE PUBLIC ALL BID AMOUNTS.

KNHS encourages Contractors to consider Women owned, Minority owned and Section 3 Businesses when subcontracting.

KALAMAZOO NEIGHBORHOOD HOUSING SERVICES

STATEMENT OF NO BID

If you **DO NOT** intend to submit a bid for this job, please complete and return this form to KNHS as soon as possible. Your response will assist KNHS in evaluation of the bid solicitation process.

KNHS wishes to keep its Contractor List up-to-date. **If the contractor chooses not to submit a bid for this job, this form must be completed and returned to KNHS if the Contractor wishes to stay on the KNHS Contractor List.**

Reason for not submitting a bid for this job:

- Specifications are unclear (please explain below).
- We are unable to meet specifications.
- Our schedule would not allow us to perform.
- We are unable to meet insurance requirements.
- We do not perform this type of work.
- We would like to be removed from your Contractor List.
- Other (please explain below).

Remarks:

Signed: _____ Name: _____
Print Name

Title: _____ Date:

Firm Name: _____ Phone:

Address:

KALAMAZOO NEIGHBORHOOD HOUSING SERVICES

BID FORM AND PROPOSAL

TO: KNHS

DATE SUBMITTED: _____

802 S. Westnedge

PROPERTY ADDRESS: 1208 Stockbridge

Kalamazoo, MI 49008

Kalamazoo, MI 49001

The following proposal is hereby submitted as per your request dated 5/6/14. This bid covers all work shown and/or specified in the bid documents received for this job.

TOTAL COST: _____ Project Start Date: _____ Completion Date: _____

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work with in the time stated and in strict accordance with proposed Contract Documents including furnishing of any and all labor and materials, and to do all work required to construct and complete said work in accordance with the Contract Documents for the total sum listed above as TOTAL COST.

If Awarded the Contract, the Bidder agrees to present the following documents to the Owner prior to the issuance of the 'Notice to Proceed'; valid insurance certificates as required in the 'General Conditions', all necessary building permits and a Sworn Statement for the Contractor and Subcontractor to Owner listing all of the Subcontractors and Subcontract amounts.

It is further agreed that if awarded this Contract, we would request _____ payouts with the understanding that 10% of all requested payouts will be retained until the project is completed for the approval of the Owner and all approving agents. Completion of this project will require _____ calendar days. This proposal is valid for a period of sixty (60) days.

((ITEMIZED SPECIFICATION SHEET REQUIRED WITH THIS BID SHEET))

Contractor Name: _____

Contractor Signature: _____

Address:

Phone No.: _____ Tax I.D. or Soc. Sec.#:

SPECS BY LOCATION/TRADE

5/6/2014

Bidding Open Date: _____

Case Number: _____

Bidding Close Date: _____

Project Manager: _____

Initial: _____

Phone: _____

Address: 1208 Stockbridge

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 1 General Requirements

10 OWNER ACCEPTS SCOPE OF WORK

1.00 DU _____

The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of _____ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this WWU.

x _____ x _____
 Applicant Date Applicant Date

14 CONTRACTOR ACCEPTS SCOPE OF WORK

1.00 DU _____

The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of _____ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU.

x _____
 Contractor Date

21 OWNERS CHOICE

1.00 AL _____

All materials and colors listed as "owner's choice" shall be preapproved by owner in writing before contractor purchase or installation. Owner shall not be responsible for the expenses associated with the purchase, installation, or removal of unapproved materials.

22 DRUG FREE ENVIRONMENT

1.00 AL _____

In order to ensure a safe and healthy environment for residents, construction site shall be a smoke free and drug free environment. No smoking of any kind shall be permitted in any building by any person doing work under this contract. No illegal drugs of any kind shall be allowed on site by any person doing work under this contract. Smoking tobacco outside of the property shall be solely at the discretion of the property owner and smokers shall be responsible for cleaning up after themselves.

24 MANUFACTURER'S SPECS PREVAIL

1.00 GR _____

All materials shall be installed in full accordance with the manufacturer's specifications for working conditions, surface preparation, methods, protection and testing.

31 CONSTRUCTION DEFINITIONS

1.00 GR _____

"Install" means to purchase, set up, test and warrant a new component. When materials are noted as "provided by owner", install means to set up, test, and warrant installation of 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. "Paint" means to apply as many coats as necessary to ensure a solid and smooth coverage of the paint color selected, so as not to show any signs of undercoat color or general under coverage of paint. "Caulk" means to apply as much caulk as necessary to ensure specific void is full at the visible surface and no crevices exist and caulk is wiped smooth.

35 VERIFY QUANTITIES/MEASUREMENTS

1.00 GR _____

All measurements (i.e SF of Drywall, or those provided w/ drawings) are for the contractor's convenience prior to a mandatory site inspection to verify all dimensions. All quantities (i.e.number of window units) are as stated. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal.

45 CONTRACTOR PRE-BID SITE VISIT

1.00 DU _____

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.

47 PRE-CONSTRUCTION CONTRACTOR MEETING

1.00 AL _____

Address: 1208 Stockbridge

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 1 General Requirements

Contractor will attend a pre-construction meeting with the client and project manager to review and sign contracts and ensure that all pre-construction requirements have been met.

48	MANDATORY PREBID SITE VISIT	1.00	AL	_____	_____
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In order to qualify for bid submission, contractor must attend prebid site visit noted in bid proposal packet. All contractors, employees, or subcontractors present at prebid site visit must sign liability waiver and sign in sheet.

75	STANDARD SPEC/GENERAL CONDITIONS	1.00	GR	_____	_____
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The contractor by submission of a proposal, agrees to comply with all applicable conditions listed in the Standard Specification, and the General Conditions of the specification. _____
Edition _____ Dated _____

76	Bidding estimates	1.00	AL	_____	_____
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Contractor understands that square foot and linear foot measurements provided in specs are approximate numbers. Contractors are responsible for verifying or accepting actual measurements during prebid site visit.

90	18 MONTH GENERAL WARRANTY	1.00	DU	_____	_____
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Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within 18 MONTHS 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.

115	PERIODICALLY REMOVE DEBRIS	1.00	DU	_____	_____
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The contractor shall clean construction debris from the dwelling and site to a dumpster or legal landfill at least once each day, and leave the property in broom clean condition at the end of the day before leaving site. In occupied dwellings, debris shall be removed from living quarters daily. For roof projects, a magnet shall be used each day for cleaning the exterior so that no nails remain on site and a tarp and/ or boards shall be used to protect shrubs and vegetation.

120	FINAL CLEAN	1.00	RM	_____	_____
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Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.

Location Total: _____

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 10 Carpentry

2640	SIDING---VINYL REAR/SOUTH WALL	1.00	AL	_____	_____
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Remove all existing vinyl siding on rear/south side of house. Do NOT remove existing foam board insulation. Leave removed siding and shutters on site for owner. Level out/build out any areas that are depressed to ensure flush and smooth installation surface for siding. Install 1/2" foam board in all areas missing existing insulation. Hang Encore D4 1/2 Dutchlap siding in Oxford Blue (to match the existing siding on house) including all cornice, corner, door and window trim after replacing all deteriorated exterior building components.

Location Total: _____

Unit Total for 1208 Stockbridge , Unit Unit 01: _____

Address Grand Total for 1208 Stockbridge : _____

Bidder: _____