

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

INVITATION TO BID
Two Home-Owner owned properties

PROPERTY ADDRESSES: 644 Lake St., Kalamazoo MI; 715 E. Vine St., Kalamazoo MI

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:3-12-2014 Pages: all

Other:

Said documents being related to the properties known as:
644 Lake St.; 715 E. Vine St.

Submit a bid for each complete project with line item prices. 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 visit property prior to submitting bid.

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 **Thursday, March 27th, AT 5:00PM.**

Bids will be opened: Date: Friday March 28th AT **10:00 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: 644 Lake St.

Kalamazoo, MI 49008

Kalamazoo, MI 49001

The following proposal is hereby submitted as per your request dated 3-12-14. 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.#: _____

KALAMAZOO NEIGHBORHOOD HOUSING SERVICES

BID FORM AND PROPOSAL

TO: KNHS

DATE SUBMITTED: _____

802 S. Westnedge

PROPERTY ADDRESS: 715 E. Vine St.

Kalamazoo, MI 49008

Kalamazoo, MI 49001

The following proposal is hereby submitted as per your request dated 3-12-14. 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

3/12/2014

Bidding Open Date: _____

Case Number: _____

Bidding Close Date: _____

Project Manager: Matt Milcarek

Initial: _____

Phone: 269-364-2538

Address: **644 Lake Street**

Unit: **Unit 01**

Location: **1 - General Requirements**

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: **1 General Requirements**

6 Section 3 Project

1.00 AL _____

This is a Section 3 Project. The Section 3 preference bid policy, as outlined in the KNHS Section 3 Handbook, shall apply. Section 3 Businesses awarded contracts shall comply with Section 3 reporting requirements as outlined in the KNHS Section 3 Handbook, including but not limited to: Section 3 Resident Certification, Section 3 Business Certification, Project Workforce Need, General Contractor New Hires, and Time Sheets. For more information on KNHS's Section 3 policies, visit www.knhs.org/contractors

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.

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.

25 PICTURES OF RIDGE VENT CUTOUT REQUIRED FOR PAYMENT

1.00 AL _____

PICTURES OF RIDGE VENT CUTOUT REQUIRED FOR PAYMENT: Clear Digital pictures of a persons fingers FULLY inside ridge vent cutout are required. Hand should but in hole as far as knuckle. Pictures may be e-mailed to roger@knhs.org. Keep your copy of pictures until confirmation that KNHS has received pictures.

26 PICTURES OF Grace Ice and Water Shield REQUIRED FOR PAYMENT

1.00 AL _____

PICTURES OF Grace Ice and Water Shield REQUIRED FOR PAYMENT: Clear Digital pictures of Grace Ice and Water Shield are required. Take pictures of all sides of house. Pictures may be e-mailed to roger@knhs.org. Keep your copy of pictures until confirmation that KNHS has received pictures.

27 Written Proof of Final Inspection required for final payment

1.00 AL _____

Written Proof of Final Inspection required for final payment: Contractor shall supply KNHS with written final approval of project before final payment will be issued.

28 Written Proof of Approved Building Permit required for first payment

1.00 AL _____

Written Proof of Approved Building Permit required for first payment: Contractor shall supply KNHS with copy of Approved Building Permit of project before first payment will be issued.

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

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 1 General Requirements

or quantities shall be honored if not submitted at the time of the initial proposal.

36	BUILDING PERMIT REQUIRED	1.00	EA	_____	_____
----	---------------------------------	------	----	-------	-------

The contractor is responsible for submitting this owner-prepared work write up to the building department, applying for, paying for and receiving a building permit prior to starting any work.

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.

75	STANDARD SPEC/GENERAL CONDITIONS	1.00	GR	_____	_____
----	---	------	----	-------	-------

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 _____

90	18 MONTH GENERAL WARRANTY	1.00	DU	_____	_____
----	----------------------------------	------	----	-------	-------

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	_____	_____
-----	-----------------------------------	------	----	-------	-------

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.

Location Total: _____

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 15 Roofing

4585	REROOF--7/16" DECK/SHINGLE	1.00	AL	_____	_____
------	-----------------------------------	------	----	-------	-------

Remove roof to deck. Remove existing flashing. Repair or replace existing deteriorated sheathing with material to match existing. Repair or replace any missing or deteriorated fascia, soffit, rafter tails using materials to match existing. Install 7/16" OSB over entire roof. Install 30 lb. felt, self-sealing, and fiberglass/ asphalt DIMENSIONAL strip shingles, minimum 30 year. Replace all flashing with .019 aluminum. All wall/roof intersections to include new metal flashing, neatly cut into siding with the counter flashing installed in conformance with the shingle manufacturer's specifications and all plumbing vents shall include a new metal flashing at base, with a new flexible vinyl boot properly sized to seal pipe and roof intersection. Step-flash and counter-flash chimney with aluminum. New metal counter flashing around the base of chimney shall be neatly cut into the mortar joints with a counter flashing properly sealed with urethane caulk. Install "Grace" brand ice and watershield in valleys and 3 feet up from heated edge of house on eave edge. Owner's choice of drip edge and shingle color from standard stock. Shall install continuous ridge vent from rake edge to rake edge.

4635	GUTTER--take down and reinstall	1.00	AL	_____	_____
------	--	------	----	-------	-------

Remove all existing gutters and store in a secure location for the duration of shingle replacement. Upon completion of shingle replacement, re-install gutters to proper working condition. In new hangers and caulking are required for proper installation, include all labor and materials.

Location Total: _____

Unit Total for 644 Lake Street, Unit Unit 01: _____

Address Grand Total for 644 Lake Street: _____

Bidder: _____

SPECS BY LOCATION/TRADE

3/12/2014

Bidding Open Date: _____

Case Number: _____

Bidding Close Date: _____

Project Manager: Matt Milcarek

Initial: _____

Phone: 269-364-2538

Address: **715 E Vine Street**

Unit: **Unit 01**

Location: **1 - General Requirements**

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: **1 General Requirements**

6	Section 3 Project	1.00	AL	_____	_____
---	--------------------------	------	----	-------	-------

This is a Section 3 Project. The Section 3 preference bid policy, as outlined in the KNHS Section 3 Handbook, shall apply. Section 3 Businesses awarded contracts shall comply with Section 3 reporting requirements as outlined in the KNHS Section 3 Handbook, including but not limited to: Section 3 Resident Certification, Section 3 Business Certification, Project Workforce Need, General Contractor New Hires, and Time Sheets. For more information on KNHS's Section 3 policies, visit www.knhs.org/contractors

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.

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.

25	PICTURES OF RIDGE VENT CUTOUT REQUIRED FOR PAYMENT	1.00	AL	_____	_____
----	---	------	----	-------	-------

PICTURES OF RIDGE VENT CUTOUT REQUIRED FOR PAYMENT: Clear Digital pictures of a persons fingers FULLY inside ridge vent cutout are required. Hand should but in hole as far as knuckle. Pictures may be e-mailed to roger@knhs.org. Keep your copy of pictures until confirmation that KNHS has received pictures.

26	PICTURES OF Grace Ice and Water Shield REQUIRED FOR PAYMENT	1.00	AL	_____	_____
----	--	------	----	-------	-------

PICTURES OF Grace Ice and Water Shield REQUIRED FOR PAYMENT: Clear Digital pictures of Grace Ice and Water Shield are required. Take pictures of all sides of house. Pictures may be e-mailed to roger@knhs.org. Keep your copy of pictures until confirmation that KNHS has received pictures.

27	Written Proof of Final Inspection required for final payment	1.00	AL	_____	_____
----	---	------	----	-------	-------

Written Proof of Final Inspection required for final payment: Contractor shall supply KNHS with written final approval of project before final payment will be issued.

28	Written Proof of Approved Building Permit required for first payment	1.00	AL	_____	_____
----	---	------	----	-------	-------

Written Proof of Approved Building Permit required for first payment: Contractor shall supply KNHS with copy of Approved Building Permit of project before first payment will be issued.

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

Address: 715 E Vine Street

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 1 General Requirements

or quantities shall be honored if not submitted at the time of the initial proposal.

36	BUILDING PERMIT REQUIRED	1.00	EA	_____	_____
----	---------------------------------	------	----	-------	-------

The contractor is responsible for submitting this owner-prepared work write up to the building department, applying for, paying for and receiving a building permit prior to starting any work.

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.

75	STANDARD SPEC/GENERAL CONDITIONS	1.00	GR	_____	_____
----	---	------	----	-------	-------

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

90	18 MONTH GENERAL WARRANTY	1.00	DU	_____	_____
----	----------------------------------	------	----	-------	-------

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	_____	_____
-----	-----------------------------------	------	----	-------	-------

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.

Location Total: _____

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 15 Roofing

4585	REROOF--7/16" DECK/SHINGLE	1.00	AL	_____	_____
------	-----------------------------------	------	----	-------	-------

Remove roof to deck. Remove existing flashing. Repair or replace existing deteriorated sheathing with material to match existing. Repair or replace any missing or deteriorated fascia, soffit, rafter tails using materials to match existing. Install 7/16" OSB over entire roof. Install 30 lb. felt, self-sealing, and fiberglass/ asphalt DIMENSIONAL strip shingles, minimum 30 year. Replace all flashing with .019 aluminum. All wall/roof intersections to include new metal flashing, neatly cut into siding with the counter flashing installed in conformance with the shingle manufacturer's specifications and all plumbing vents shall include a new metal flashing at base, with a new flexible vinyl boot properly sized to seal pipe and roof intersection. Step-flash and counter-flash chimney with aluminum. New metal counter flashing around the base of chimney shall be neatly cut into the mortar joints with a counter flashing properly sealed with urethane caulk. Install "Grace" brand ice and watershield in valleys and 3 feet up from heated edge of house on eave edge. Owner's choice of drip edge and shingle color from standard stock. Shall install continuous ridge vent from rake edge to rake edge.

Location Total: _____

Unit Total for 715 E Vine Street, Unit Unit 01: _____

Address Grand Total for 715 E Vine Street: _____

Bidder: _____