

## LETTER TO REQUEST BIDS

May 14, 2024

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 19 N. Emerson St San Angelo TX 76903. There will be a Pre-Bid meeting on May 28<sup>th</sup>, 2024, at 10:30 A.M. at the homeowner's 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. 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 Pre-Bid meeting. **Completed Bids must be submitted in a sealed envelope at the Galilee CDC office before 12:00 P.M. on June 4<sup>th</sup>, 2024, when all bids will be due and opened.**

The period of performance of any contract awarded as a result of this Letter to Request Bids is tentatively scheduled to begin construction on or about July 8<sup>th</sup>, 2024, and be in force through Aug. 30<sup>th</sup>, 2024, 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 carry General Liability Insurance and provide proof of such before the scheduled beginning of work.
- 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 June 4<sup>th</sup>, 2024, at 12:00 p.m., local time, at the Galilee CDC office at 39 Buick Street, San Angelo, Texas 76901. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.**

Proposals are to be mailed or hand-delivered to:

Galilee CDC  
Attn: Bid Proposal  
39 Buick Street  
San Angelo, Texas 76901  
Phone: (325) 655-6700

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 **\$20,455.00**. **If Galilee CDC staff has a concern about the ability of the bidder to complete the project on time, to specification and at the proposed budget, we will contact the bidder to discuss our concerns. If the contractor addresses the concerns to our satisfaction, they will be awarded the bid. If not, the contractor's bid will be withdrawn, and the next eligible bid will be accepted.**

**Contractors may not have more than two approved AYBR contracts open with Galilee CDC at any time.**

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
- The Completed Scope of Work/Bid Sheet with **cost**. 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.

### 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 after TDHCA approves the work, to ensure all state requirements have been met.**

### Homeowner Contact Information

#### Joe Sentena

19 N. Emerson St  
San Angelo TX 76903  
325-617-4175

### Certification

The Contractor hereby provides the following certifications to Galilee CDC in connection with this contract.

1. They have read and understand all 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 *July 8<sup>th</sup>, 2024*.

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.

Thank you for considering this solicitation.

Sincerely,

*Carlos Cruz*  
*Rehab Manager*  
*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:	Galilee CDC	Activity #:	1003319017
Head of HH Name:	Joe Sentena		
Street Address:	19 N. Emerson St	County:	Tom Green
City, State:	San Angelo TX	Zip:	76903

### 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.

MISCELLANEOUS	Spec Description	Units	Cost Estimate	Total
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Debris Removal	Remove all debris from jobsite	1		
Building Permits				\$0.00
Site Toilet Rental	port a potty rental	1		
<b>BUILDING EXTERIOR &amp; ATTIC</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Foundation				\$0.00
Grading & Drainage				\$0.00
Roof Covering				\$0.00
Roof Structure				\$0.00
Exterior Walls				\$0.00
Exterior Doors				\$0.00
Exterior Lighting				\$0.00
Decks/Porches/Ramps	Build an 7'x 4' ramp out of Trex. Go down 7' from the porch & sidewalk will serve as landing. Needs to have railing down both sides of the ramp. Slope of ramp shall not exceed 1 inch rise for every 12 inches of run. Handrailing must be metal, painted white, easy grab, with curb rails and rounded ends to prevent sharp edges. Railing should stop at end of ramp. Stain all treated lumber, give homeowner 3 color choices	1		
Attic insulation				\$0.00
<b>MAIN LIVING ROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00
Flooring	Remove carpet. Install residential grade, floating, interlocking vinyl planks with a 15 yr. manufacturers warranty. Repair or level subfloor as needed. Contractor will provide homeowner with at least three options of flooring color and pattern. Paint white and install new baseboards or quaterround in all areas that will have new flooring.	208 sqft		
Doors				\$0.00
Windows				\$0.00
Lighting				\$0.00
Ceiling Fan				\$0.00
<b>HALLWAYS</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00

Flooring	Install residential grade, floating, interlocking vinyl planks with a 15 yr. manufacturers warranty. Repair or level subfloor as needed. Contractor will provide homeowner with at least three options of flooring color and pattern. Paint white and install new baseboards or quaterround in all areas that will have new flooring.	28 sqft		
Lighting				\$0.00
<b>MASTER BEDROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls	Remove window unit from wall & close hole up. Leave window unit for homeowner. Insulate, sheetrock inside, tape float & texture. No paint. Match siding as close as possible to & paint to match exterior.	1		
Flooring	Install residential grade, floating, interlocking vinyl planks with a 15 yr. manufacturers warranty. Repair or level subfloor as needed. Contractor will provide homeowner with at least three options of flooring color and pattern. Paint white and install new baseboards or quaterround in all areas that will have new flooring. Include closet area	208 sqft		
Doors	Widen door from 30" to 36". Install new 36" six panel pre-hung door with lever handle. Install casing, caulk & paint white.	1		
Egress Window	Remove window unit from window & leave for homeowner. Repair damaged sheetrock under bedroom window where window was. Re-insulate, tape & float. No paint	1		
Closet				\$0.00
Lighting	Install Good Earth Lighting Plano 5 CCT 17-in Matte White Modern/Contemporary LED Flush Mount Light ENERGY STAR or equivalent approved by Galilee CDC. Must be Energy Star. Make sure Light switches works properly with it. Will need to run new electrical for it.	1		
Ceiling Fan				\$0.00
<b>BEDROOM 2</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00
Flooring				\$0.00



Doors				\$0.00
Egress Window				\$0.00
Closet				\$0.00
Lighting				\$0.00
Ceiling Fan				\$0.00
<b>BEDROOM 3</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00
Flooring				\$0.00
Doors				\$0.00
Egress Window				\$0.00
Closet				\$0.00
Lighting				\$0.00
Ceiling Fan				\$0.00
<b>MASTER BATHROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling	Install new sheetrock on the ceiling, tape, texture, float and paint white. Use mold guard over shower area.	1		
Walls	Install new sheetrock on the walls and insulate where needed. Use mold-guard drywall around new vanity, and anywhere else water protection requires. Tape, float, texture, trim-out, and paint all surfaces white. Close in window. Match outside siding as close as possible & pain to match	1		
Flooring	Install residential grade, floating, interlocking vinyl planks with a 15 yr. manufacturers warranty. Repair or replace subfloor as needed. Contractor will provide homeowner with at least three options of flooring color and pattern. Install new baseboards or quaterround in all areas that will have new flooring. Paint trim white	16 sqft		
Doors	Remove current door & widen opening to 36" Install a 36" case entry way & install a 36 in. x 84 in. Board and Batten Composite PVC White Split Sliding Barn Door with Hardware Kit, or other Galilee pre-approved door, to slide over entry way. Install pull handle on both sides of door & install a lock latch inside bathroom. Will need to relocate switches.	1		

Toilet	Remove existing toilet and wax ring. Replace with American Standard or other Galilee pre-approved brand, water sense toilet that is comfort height with round seat. Install new wax ring with t-bolts, supply line and valve.	1		
Tub/Shower	Remove and dispose of existing shower and hardware. Address any plumbing issues after shower area has been gutted. Install blocking against studs where grab bars will be attached. Two 16" vertical on either side of the shower and one 16" horizontal or at a 45 degree angle at the back wall. Install fiber cement backer board. Replace with custom tile (tile to ceiling) 53" x 29" walk-in shower with right hand drain. If contractors want to move drain to center that is ok also. Install grab bars per manufacturers instructions. Must have a minimum of 2 soap ledges or shower box of 20"x12". Include new Delta water sense or comparable brand shower head that can be handheld with a 6' hose and a lever faucet handle for operation. Include an adjustable Delta shower chair or other pre-approved by Galilee.	1		
Vanity/Sink/Faucet	Remove current vanity & install new vanity. Install new valves & fix any water/drainage issues. Install water sense and lever style faucet. Contractor will give client choice of color from available styles.	1		
Mirror/Medicine Cab.	install new mirror, contractor will give homeowner 3 options from available styles	1		
GFCI protection	Install 2 GFCI outlets as required by code. Must have dedicated 20 amp breaker in panel.	2		
Exhaust Fan	Determine best location & Install energy star rated exhaust fan. Must be comparable to Panasonic WhisperRemodel DC 0.8-Sone 110-CFM White Bathroom Ventilator Fan ENERGY STAR or other pre-approved by Galilee CDC. Must be vented through roof. Install new switch to operate exhaust fan. Insulate new duct with sleeve in attic (minimum R-6) if needed.	1		
Linen Closet				\$0.00

Grab Bars				\$0.00
Accessory Hardware	Remove current accessory hardware and replace with Franklin Brass Futura Bath Accessory Kit in Polished Chrome (4-Piece) or other Galilee approved set	1		
Lighting	Install can light over shower, must be energy star. Install new Vanity bar light. Must be energy star rated. Tie can light to same light switch as vanity light.	2		
<b>BATHROOM 2</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00
Flooring				\$0.00
Doors				\$0.00
Toilet				\$0.00
Tub/Shower				\$0.00
Vanity/Sink/Faucet				\$0.00
Mirror/Medicine Cab.				\$0.00
GFCI Protection				\$0.00
Exhaust Fan				\$0.00
Linen Closet				\$0.00
Grab bars				\$0.00
Accessory Hardware				\$0.00
Lighting				\$0.00
<b>KITCHEN</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00
Flooring	Remove tile. Install residential grade, floating, interlocking vinyl planks with a 15 yr. manufacturers warranty. Repair or level subfloor as needed. Contractor will provide homeowner with at least three options of flooring color and pattern. Paint white and install new baseboards or quaterround in all areas that will have new flooring. Include dining room area	278 sqft		
Doors				\$0.00
Sink/Faucets				\$0.00
Lower Cabinets				\$0.00
Upper Cabinets				\$0.00
GFCI Protection	Install 2 new GFCI outlets. Must have dedicated 20 amp breaker in panel.	2		
Refrigerator				\$0.00
Range/Oven				\$0.00
Dishwasher				\$0.00

Exhaust Vent	Install new exhaust fan with light above stove. Must be energy star rated. Air King range hood or other comparable and pre-approved by Galilee CDC. Must be vented outside of the house.	1		
Lighting				\$0.00
<b>UTILITY ROOM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Ceiling				\$0.00
Walls				\$0.00
Flooring				\$0.00
Doors				\$0.00
Lighting				\$0.00
Washer				\$0.00
Dryer/Dryer Vent				\$0.00
Exhaust Vent				\$0.00
Plumbing Connection				\$0.00
<b>ELECTRICAL SYSTEM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Complete Rewire				\$0.00
Service Weatherhead				\$0.00
Main Panel/Load Center				\$0.00
AFCI/GFCI				\$0.00
Branch Circuits				\$0.00
Light switches				\$0.00
Receptacles				\$0.00
Smoke Alarms				\$0.00
Carbon Monoxide Alarms				\$0.00
<b>PLUMBING SYSTEM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Water Service Lines				\$0.00
Main Shutoff Valve				\$0.00
Pipe Insulation				\$0.00
Drains, Waste & Vents				\$0.00
Hose Bibs/Anti-siphon				\$0.00
Domestic Water Heater				\$0.00
Septic System				\$0.00
<b>HVAC SYSTEM</b>	<b>Spec Description</b>	<b>Units</b>	<b>Cost Estimate</b>	<b>Total</b>
Replace/Install New System				\$0.00
Replace Air Handler				\$0.00
Replace Condensing Coil				\$0.00
Replace/Repair Ductwork				\$0.00
Install Window Units				\$0.00
Install Space Heaters				\$0.00
Minisplits	Install a mini split in the master bedroom to give heating & cooling in bedroom & kitchen area. Mini split must be energy star rated & sit on pad. All hoses must be covered up	1		
<b>GRAND TOTAL:</b>				

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Name of person who prepared this document

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Signature of Preparer

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Signature of Administrator Representative

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Signature of Head of HH

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Date

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Date

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Date