

LETTER TO REQUEST BIDS

June 27, 2019

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 307 Merino Row, Eden, TX 76837. There will be a mandatory Pre-Bid meeting on July 12, 2019 at 12:00 P.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 mandatory Pre-Bid meeting. **Completed Bids must be submitted in a sealed envelope at the Galilee CDC office before 12:00 P.M. on July 22, 2019 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 August 1, 2019 and be in force through September 16, 2019 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 July 22, 2019 at 12:00 p.m., local time, at the Galilee CDC office at 1404 South Oakes Street, San Angelo, Texas 76903. 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
1404 South Oakes Street
San Angelo, Texas 76903
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 **\$17,500.00**. **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
- Completed Scope of Work/Bid Sheet with **cost** of 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. The completed Scope of Work

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 later to ensure all state requirements have been met.**

Homeowner Contact Information

Alfredo Torres
307 Merino Row
Eden, TX - 76837
325-456-0965

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 August 1, 2019

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,

Terry Shaner
Executive Director
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:	Matthew Kuhn	Activity #:	1002729012
Head of HH Name:	Alfredo Torres		
Street Address:	307 Merino Row	County:	Concho County
City, State:	Eden, Texas	Zip:	76837

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
Debris Removal	Remove all debris from jobsite	1		
Building Permits				
Site Toilet Rental				
BUILDING EXTERIOR & ATTIC	Spec Description	Units	Cost Estimate	Total
Foundation				
Grading & Drainage				
Roof Covering				
Roof Structure				
Exterior Walls				
Exterior Doors	Install Tustin Satin Nickel Exterior Entry Lever and Single Cylinder Deadbolt Combo Pack Featuring SmartKey. Keyed to one key.	3		
Chimney				
Exterior Lighting				
Decks/Porches/Ramps	Install 14 ft handrail next to existing ramp at the front door, metal or other material approved by Galilee CDC, painted, easy grab, with curb rails and rounded ends to prevent sharp edges. Must meet ADA requirements.	1		
Attic insulation				
MAIN LIVING ROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Door Hardware				
Windows				
Lighting				
Ceiling Fan				
HALLWAYS	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Lighting				
MASTER BEDROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				

Ceiling Fan				
BEDROOM 2	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
BEDROOM 3	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
MASTER BATHROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Toilet				
Tub/Shower				
Vanity/Sink/Faucet				
Mirror/Medicine Cab.				
GFCI protection				
Exhaust Fan				
Linen Closet				
Accessory Hardware				
Grab bars				
Lighting				
BATHROOM 2	Spec Description	Units	Cost Estimate	Total
Ceiling	Remove all sheetrock from ceiling insulate as needed. Check for mold and remove material as needed. Install new sheetrock on ceiling. Tape, float, texture, and paint all surfaces using white paint with no VOC.	1		

Walls	Remove all sheetrock from walls and insulate as needed. Remove half wall between shower and toilet. Check for mold and remove material as needed. Install new sheetrock on walls. Use Gypsum greenboard on all wet areas Tape, float, texture, and paint all surfaces using white paint with no VOC.	1		
Flooring	Pull up flooring/level as needed to extend shower base.	1		
Shower Wall	Install shower wall at the rear of new shower with proper blocking to support ADA bench.	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. New shower base will be extended 5 feet along the left wall. Relocate shower lines as needed. Install shower lever along the left wall to be within reach of home owner. Install foldable ADA bench chair with blocking on back wall of shower at a height suitable for homeowner. Install concrete backer board. Install blocking against studs where grab bars will be attached. Two 16" vertical on either side of the shower and one 16" horizontal at the back wall. Replace with custom tile 60 x 30 walk-in shower, relocating drain if needed for proper drainage. Install grab bars per manufacturers instructions. 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. Install secondary holder for shower wand. Relocate drain as needed.	1		
Vanity/Sink/Faucet	Remove and install new 48" vanity with similar storage and one sink with water sense and lever style faucet. Contractor will give client choice of color from available styles.	1		
Mirror/Medicine Cab.	Remove and install new mirror above vanity	1		

GFCI Protection	Install one new GFCI outlet on the right side of the sink, as required by code. Must have dedicated 20 amp breaker in panel.	1		
Exhaust Fan	Determine the best location for exhaust fan with heater to be mounted to ceiling. Must be comparable and pre-approved by Galilee CDC to Utilitech Heater 1.5-5one 80-CFM White Bathroom Fan with Heater. Install vent through roof or wall. Install new switch to operate. Insulate new duct with duct sleeve in attic (minimum R-6)	1		
Linen Closet	Install new linen closet with 3 shelves behind newly created shower wall	1		
Grab bars	Install backing for foldable grab bar. Install foldable grab bar on right side of toilet at height suitable for homeowner	1		
Accessory Hardware	Remove current accessory hardware and replace with Franklin Brass Futura Bath Accessory Kit in Polished Chrome (4-Piece).	1		
Lighting	Install Energy Star rated Home Decorators Collection Brushed Nickel Indoor LED Linear Vanity Light or equivalent approved by Galilee CDC above sink. Install Energy Star shower can light above shower. Lights should have separate switches by door.	2		
KITCHEN	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Kitchen Sink	Repair existing faucet to stop leak	1		
Upper Cabinets				
GFCI Protection	Install one new GFCI outlet on the right side of the sink, as required by code. Must have dedicated 20 amp breaker in panel.	1		
Refrigerator				
Range/Oven				
Exhaust Vent				
Kitchen				
Lighting				
UTILITY ROOM	Spec Description	Units	Cost Estimate	Total

Ceiling				
Walls				
Flooring				
Doors				
Windows				
Washer				
Dryer/Dryer Vent				
Exhaust Vent				
Plumbing Connection				
ELECTRICAL SYSTEM	Spec Description	Units	Cost Estimate	Total
Complete Rewire				
Service Weatherhead				
Main Panel/Load Center				
AFCI/GFCI				
Branch Circuits				
Light switches				
Receptacles				
Smoke Alarms	Install Hardwired/Wireless, photo electric 120 Volt InterConnectable Smoke Alarms throughout home according to code.	3		
Carbon Monoxide Alarms	Install hardwired/wireless carbon monoxide alarm and one combo smoke and carbon according to code.	2		
PLUMBING SYSTEM	Spec Description	Units	Cost Estimate	Total
Water Service Lines				
Main Shutoff Valve				
Pipe Insulation				
Drains, Waste & Vents				
Hose Bibs/Anti-siphon				
Domestic Water Heater				
Septic System				
HVAC SYSTEM	Spec Description	Units	Cost Estimate	Total
Replace/Install New System				
Replace Air Handler				
Replace Condensing Coil				
Replace/Repair Ductwork				
Install Window Units				
Install Space Heaters				
Minisplits				
GRAND TOTAL:				

Name of person who prepared this document

Signature of Preparer

Date

Signature of Administrator Representative

Date

Signature of Head of HH

Date