

SECTION 1A – INSTRUCTIONS TO BIDDERS

Proposals to be considered must be made in accordance with the following instructions:

1. All bidders must be licensed under the Maryland Home Improvement Law and carry insurance specified under division 1, Section 1B, paragraph 16. All Bidders must provide proof of enrollment or acceptance into an extended warranty program with bid or proposal
2. Bids or proposals may be submitted on the form provided by the Redevelopment Authority (Estimating Sheet) attached or on a form of your own choosing, provided that the form used does not contain any conflicts with the General Requirements and Specifications of DHCD and or the Green Building Standards addendum. All bids or proposals shall be signed and dated by a person authorized to bid for the firm and be returned to the owner, or BCD, as specified by the deadline indicated on the invitation to bid.
3. Bids shall be based upon the completion of all work in the manner described in the contract documents. These include the Contract Agreement, Bid Form, General Requirements and Specifications. The contract documents are specified in clause #12 scope of work.
4. The owner shall not consider alternates proposed by a bidder that are not called for in the Work Write-Up or requested by the owner. The owner shall not consider a bid/proposal that is qualified by the contractor with unrequested alternates or other changes.
5. Bidders should carefully examine each job site and assess the work required. It shall be the responsibility of the contractor to foresee problems that may be encountered in the rehabilitation project. Bids shall be all inclusive to complete the work requested and the subsequent work that results from construction. Proposals will be submitted at no cost or obligation to the Owner. Bidders will be responsible for their own quantity take-offs. The Owner reserves the right to reject any or all bids
6. **All bidding questions should be emailed to Patricia A. Omondi at Paomondi@co.pg.md.us.** The questions sent in and responses will be shared with all the bidding contractors. Please note that **all questions must be received by Friday 7/26/2013 at 5:00pm no responses will be issued after that date and time. No phone calls regarding the bids, No exceptions.**
7. Bidders shall be prepared, at the time of executing a contract with the Owner, to give evidence that the insurance required by the "General Requirements" will be in effect for the duration of the contract
8. All proposals should be itemized as specified in the Bid Form as there is a maximum loan available in most cases. If funds available are exceeded by the total Bid Form Proposal, the Owner reserves the right to subtract items of work from the Job Write-up and deduct the quoted price from the bid Form Proposal.
9. Bids shall be prepared with the intention of commencing work within the specified time period and to continue work without delay to the satisfactory completion of the contract. Unwarranted delays can trigger the liquidated damages clause and affect future consideration for contracts. **The work will commence on August 9th 2013 and be completed by November 11th 2013**

SECTION 1A – INSTRUCTIONS TO BIDDERS (Continued)

10. The words bids, proposals and work write-up are used interchangeable. All bids will include a job schedule with a start date of August 9th 2013 and walk through Date of November, 11th 2013. After the walk through, the punch list items will be completed by contractor within 3 business days of receipt. The attached schedule must include length of time required for specific tasks especially material order and delivery dates, lead times, installation and demolition, number of men assigned to task, and man-hours required per task at a minimum. A work initiation conference will be held before the start of construction activities.

11. **GENERAL:** The work includes the furnishing of all labor, materials, equipment and permits necessary for the satisfactory completion of the rehabilitation of the property below:

3143 GLENN DRIVE, SUITLAND, MD 20774

12. **SCOPE OF THE WORK** is described in the documents below which form the contract documents for this project:

1. **The CBDG Green Standards Addendum dated July 15th 2013**
2. **The CBBG Substantial Rehabilitation Standards for Single Family Homes**
3. **Plans & Specifications by Ahmann Architectural Services dated 4th March 2013**
4. **Kitchen Cabinet plans and shop drawings**
5. **Bathrooms vanity tops and cabinet plans and drawings**
6. **Home Inspection by Potomac Homes dated 1/30/2013**
7. **Request for qualifications for On Call Contractors**
8. **Home Energy Profile by Home Services Group**
9. **Manual J by Elysian Energy**

13. CONSTRUCTION

The contractor is responsible for verifying sizes, dimensions and weights based on site conditions before ordering materials and supplies, delivery and installation. The contractor is solely responsible for the construction means, methods and techniques used during renovation/rehabilitation unless indicated otherwise. Contractor shall supply all the tools, equipment and machinery required for project completion

14. PRINCE GEORGE'S COUNTY BUILDING PERMITS

Contractor shall provide building permits as required for the rehabilitation project and shall have specialty contractors provide permits for plumbing, heating and air-conditioning and electrical work to be performed. Contractor shall schedule the required inspections and provide inspection approvals from county inspectors and the NSP Construction Manager before close-in. Contractor shall submit every inspection result to the NSP manager as soon as they receive them. Contractor will attach copy of inspections results to draw request as part of the progress report.

15. ADDENDUMS & WARRANTIES

Contractor is to provide a packet containing all manufacturer's manuals and warranties on all the installed equipment, fixtures and appliances, at the time of the Final Inspection. Any/All pre-existing items are exempt unless required in the work write-up. Final invoice will not be processed until packet is provided. Contractor shall enroll all properties in an extended warranty program before mobilization and provide proof of enrollment to the NSP manager. The contractor shall provide his warranty, sub-contractors warranties and the extended warranty upon completion of project.

SECTION 1A – INSTRUCTIONS TO BIDDERS (Continued)

15. SAFETY

Contractor shall adhere to OSHA safety standards and regulations and is responsible for identifying hazards and installing safety measures and a safety plan throughout the project. Contractor shall ensure that all his subcontractors, workmen adhere to OSHA throughout the duration of the project. Contractor shall post signs not only within the property as per OSHA regulations but also outside notifying the community and other workers on the job site of construction activities. The signs and other safety measures employed on and for the project will be in adherence to OSHA standards and regulations.

16. QUALITY CONTROL PLAN

The burden of proof is on the contractor to show that all materials, preparation, finishing and workmanship, are compliant with the projects specifications and industry standards Contractor shall establish a quality control plan for the project and monitor the quality of work throughout the duration of the project. Contractor will promptly correct any errors, omissions and mistakes on the job and will be responsible for time delays due to his forces and or subcontractors.

17. TIME MANAGEMENT

The contractor will create a schedule and adhere to it for the duration of the project. It shall be the contractors' responsibility to accelerate the project to avert any delays in the schedule. The need for extra labor, material or equipment to accelerate the time will be at contractors' expense.

The contractor shall keep a daily report which will document progression of the project. Information contained in the report should include but is not limited to inspections, material deliver, trades on site and tasks completed per day in accordance to the schedule submitted for job completed.

The reports will be submitted weekly to the project manager. The reports can be emailed, texted or faxed. If the reports are not submitted weekly, the project manager reserves the right to schedule independent construction inspectors to perform weekly reports at the contractors cost.

All bidding questions should be emailed to Patricia A. Omondi at Paomondi@co.pg.md.us. If the construction schedule, RWC warranty approval and cost break down sheets are not all attached, the bid will be considered non-responsive and will be rejected.

Patricia Omondi

Redevelopment Authority

Community Developer IV

9201 Basil Court, Suite 155

Largo, Maryland, 20774

Tel:(301)883-5304 Fax:(301)883-5291

Email: Paomondi@co.pg.md.us

INSTRUCTIONS TO BIDDERS LAST PAGE*****