

SECTION 1A – INSTRUCTIONS TO BIDDERS

RE: 3404 Randall Drive Suitland MD 20746

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 July 1st, 2015 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.

SECTION 1A – INSTRUCTIONS TO BIDDERS (Continued)

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 liquidated damages are \$300 to \$500 per day. **The work will commence on July 15th 2015 and be completed by November 9th 2015. The bids are due on Wednesday July 8th, 2015 by 5:00pm via email hard copies should be mailed to:** 9200 Basil Court, Suite 504, Largo, Maryland, 20774 attention: Patricia Omondi and post marked by July 8th 2015

10. The words bids, proposals and work write-up are used interchangeable. All bids will include a job **schedule with a start date of July 15th 2015 and walk through Date of November 2nd, 2015.** 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 contractor / subcontractors shall bid on all or part of the work. We reserve the right to award the bid in sub parts to individual subcontractors, lump sum to a general contractor and or self-perform on the work as we deem necessary. We also reserve the right not to award the contract. Electrical, Mechanical and Plumbing subcontractors must enroll in an extended warranty program if selected. The work includes the furnishing of all labor, materials, equipment and permits necessary for the satisfactory completion of the rehabilitation of the property below:

3404 Randall Road, Suitland MD 20746

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 June 22nd, 2015**
2. **The CBBG Substantial Rehabilitation Standards for Single Family Homes**
3. **Plans & Specifications by Ahmann Architectural Services dated 14th October 2014**
4. **A-1 Permit Revision Issue, 28th April 2015**
5. **S-1 Permit Revision Issue, 28th April 2015**
6. **Kitchen Cabinet plans and shop drawings (Mid-south Cabinets)**
7. **Bathrooms vanity tops and cabinet plans and drawings (Mid-south Cabinets)**
8. **Request for qualifications for on call contractors**
9. **Bid Form**
10. **Bidders Instructions Randall Drive**

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

SECTION 1A – INSTRUCTIONS TO BIDDERS (Continued)

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. Electricians, Plumbers and HVAC contractors if awarded work must be enrolled in RWC Extended Warranty Program. Please submit a pre-approval letter or approval letter from RWC Warranty Company with your bid.

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. **The Duration of this project is 4months, including punch list completion time**

If the construction schedule, cost break down sheets, extended warranty RWC approval or pre-approval, option prices for sheathing and insulation are not all attached to the bid, the bid will be considered non-responsive and will be rejected

Patricia Omondi

Redevelopment Authority, Community Developer IV

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