

***BID FORM***  
**REHABILITATION CONSTRUCTION PROJECT FOR**

PROPERTY OWNER: Velda Diaz

ADDRESS: 4627 Vinsetta Ave, North Fort Myers, FL 33903

BID DUE DATE: September 11, 2015 by 3:00 pm

The bid submitted is based on the structure being: ☒ Occupied ☐ Unoccupied by the Tenant/Owner during construction.

**BID LIFE FORTY-FIVE (45) CALENDAR DAYS**

**RETURN TO: Lee County Department of Human Services  
2440 Thompson Street  
Fort Myers, FL 33901  
(239) 533-7930**

Pursuant to and in compliance with the Invitation to Bidders and the proposed Contract Documents as Defined in the Instructions to Bidders relating to the Rehabilitation Construction Project referenced above, including any Addenda, the undersigned, having become thoroughly familiar with the terms and conditions affecting the performance and cost 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 within 90 calendar days** from the date the Notice to Proceed is issued, and in exact accordance with the proposed Contract Documents, including furnishing of any and all labor and materials and to do all the work required to construct and complete said work in accordance with the Contract Documents, for the following sum of money:

Total prices are to include all labor, materials, services and equipment necessary for completion of the work as shown on the Drawings, Schedule of Work and General Specification attached hereto:

BASE BID: \$ \_\_\_\_\_

BID ADDENDA, (IF APPLICABLE): \$ \_\_\_\_\_

TOTAL BASE BID INCLUDING ALL ADDENDA (IF APPLICABLE): \$ \_\_\_\_\_

TOTAL BID ALTERNATES, (IF APPLICABLE): \$ \_\_\_\_\_

**SCOPE OF WORK: general carpentry, electric, plumbing, HVAC, cabinetry, flooring, painting, and other general work**

This project requires the Contractor to have the following license(s) to perform the specified scope of work: **General Contractor's License**

**Ordering Instructions:** Official Bidding Documents may be examined at and **must** be obtained from the **Lee County Human Services Department 2440 Thompson Street, Fort Myers, FL 33901, phone 239-533-7900 or online at: <http://www.leegov.com/dhs/housing/contractors/openbids>**

**Please Note:** Bids will not be accepted by the County if the Official Bidding Documents are not obtained from Lee County Department of Human Services. Any substitutes for the Lee County Official Bidding Documents will not be accepted.

It is mandatory that the contractor or his representative attend all Pre-Bid Meetings (*if required*). Failure to attend will result in forfeiting the right to bid on this project.

SEALED BIDS TO BE SUBMITTED  
**BY 3:00 P.M on September 11, 2015.**

TO: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY HUMAN SERVICES  
2440 THOMPSON STREET, FORT MYERS, FLORIDA

**BID OPENING:**  
LEE COUNTY HUMAN SERVICES  
2440 Thompson Street, Fort Myers, FL 33901  
**DATE/TIME: September 11, 2015 BY 3:00 P.M.**

## INSTRUCTIONS TO BIDDERS

### 1. DEFINITIONS

1.1 "COUNTY" is defined as the Board of County Commissioners of Lee County, Florida, or its duly authorized representative(s).

1.2 "BIDDER" is defined as one who submits a bid directly to the COUNTY in response to this Solicitation.

1.3 "SUCCESSFUL BIDDER" is defined as the lowest, qualified, responsible, and responsive bidder to whom the Board of County Commissioners makes a written award, based upon evaluation criteria contained herein.

1.4 "BIDDING DOCUMENTS" or "CONTRACT DOCUMENTS" is defined as document to be submitted with the bid proposal:

- A. Signed **Bid Form** with ALL items completed.
- B. **Schedule of Work** with unit prices for all "**Bid Items**", "**Alternates**", and "**Addenda**" items, as applicable.
- C. **Acknowledge Receipt of Addenda**, if applicable.
- D. **Rehabilitation Contractor Application** - MUST BE currently on file or submitted within **ten (10) calendar days AFTER** Bid Opening. Applications are available at **Lee County Department of Human Services (Housing) or on the Human Services website:**  
<http://www.leegov.com/dhs/housing/contractors/openbids>

***NOTE:** Title, Subtitles, Headings, Running Headlines of Contents, and Indexes are used merely for convenience purposes.*

- 1.5 "SEALED BID" is defined as the form in which the bidding documents are to be submitted to the COUNTY.
- A. Bidding Documents must be submitted in a sealed envelope no later than 3:00 pm on the date specified
  - B. Sealed envelope must be labeled "**Sealed Bid**", and clearly state the CLIENT NAME, CLIENT ADDRESS, DATE AND TIME BID IS DUE, CONTRACTOR NAME, and CONTRACTOR ADDRESS.
  - C. All items in Section 1.4 of this package are to be included in the sealed envelope.

### 2. BIDDER EXAMINATION/INVESTIGATION OF SITE

#### 2.1 EXAMINATION OF DRAWINGS, SPECIFICATIONS AND ATTENDANCE AT PRE-BID MEETING

Before submitting a bid, each bidder shall carefully examine the drawings (if applicable), read the specifications, general conditions, and all other contract documents and **ATTEND THE PRE-BID MEETING (if required)**. Each bidder shall fully inform himself prior to bidding as to all existing conditions and limitations under which the work is to be performed and he shall include in his bid a sum to cover the cost of all items necessary to perform the work as set forth in the contract documents. No plea of ignorance of conditions or difficulties that may be encountered in the execution of the work pursuant to this bid package may be made. Failure to make the necessary examinations and investigations will not be accepted as an excuse for any failure or omission on the part of the successful BIDDER. Successful BIDDER must fulfill all of the requirements of the Contract Documents. Failure or omission on the part of the successful BIDDER will not be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time. The submission of a bid shall be construed as conclusive evidence that the bidder has made all necessary examinations and investigations.

2.2 Reference is made to the Supplementary Conditions for the identification of those reports of investigation and test of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the work which have been relied upon by the County and/or its Consultant in preparing the Drawings and Specifications. COUNTY will make copies of such reports available to any BIDDER requesting them. These reports are not guaranteed as to their accuracy or completeness, nor are they part of the Contract Documents. Before submitting its Bid, each BIDDER will, at its own expense, make such additional investigations and tests as the BIDDER may deem necessary.

2.3 BIDDER shall not be entitled to compensation beyond its bid price when required to incur expenses because of tolls, weight limits of trucks, access to the site, permanent or temporary power at the job site, delivery of materials, temporary utilities, or compliance with OSHA requirements when examination and/or investigation of the site conditions and access routes would have revealed the extra expense involved. The above list is intended to be illustrative and not all-inclusive.

### 3. PREPARATION OF BID

3.1 Each BIDDER shall submit the completed Bid Specifications and indicate the total lump-sum, total unit price base bid, and any total price(s) of any alternative(s) requested as part of the bid solicitation. BIDDER must furnish all requested information in the space provided in the Bid Specifications. The BIDDER is solely responsible for reading and completely understanding the requirements and the specifications of the items bid.

3.2 Signatures shall be required as follows:

- A. Bids by a corporation must be manually executed in the corporate name, by the President or Vice President (or other corporate officer, accompanied by written evidence of authority to so sign). The corporate seal must be affixed and attested by the secretary or assistant secretary. The corporate address and State of incorporation must be shown below the signature. Non-resident corporations shall furnish to the COUNTY a duly certified copy of all required authorizations to transact business in the State of Florida along with the bid proposal.
- B. Bids by a partnership must be manually executed in the partnership name and signed by a partner whose title must appear under the signature. The official address of the partnership must be shown below the signature.
- C. Attorneys-in-Fact who sign bonds or other surety instruments must attach with each bond or surety instrument a certified and effectively dated copy of their power of attorney.
- D. All names must be typed or printed below the signature.

3.3 The COUNTY will only consider bids meeting the exact specifications and requirements of the Bidding Documents.

3.4 Bid errors shall be handled as follows:

- A. Where bids have erasures or corrections, each erasure or correction must be in ink and initialed in ink by the BIDDER.
- B. In the case of unit price bids, if an error occurs in the extension of an item, the unit price in words (as shown in the bid) will govern.

3.5 Any blank spaces on the Bid Specifications, qualifying notes, exceptions, counter offers, lack of required submittals, signatures, or failure to submit a bid on the County's form may cause BIDDER to be declared non-responsive.

3.6 Where required by the bid package, BIDDERS must submit (with their bid specifications) cuts, sketches, descriptive literature and/or complete specifications relative to the items proposed and offered.

3.7 The BIDDER shall comply with the Florida Sales and Use Tax Law as it may apply to this Contract. The Bid amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful BIDDER and/or its subcontractors or material suppliers.

3.8 Bid envelope MUST be marked as outlined in Section 1.5 (above).

4. COUNTY INTERPRETATION/ADDENDA

4.1 No interpretation or clarification of the meaning of the plans, specifications, or other contract documents will be binding if made to any BIDDER orally. Every such request must be in writing, addressed to the LEE COUNTY DEPARTMENT OF HUMAN SERVICES, **and received no later than three (3) calendar days prior to bid opening date.**

4.2 All such interpretations or clarifications MUST be issued in writing by Housing Services. Information obtained directly from the homeowner of the property being rehabilitated will not control.

4.3 All interpretations, supplemental instructions, or modifications to the Bidding Documents will be issued as a written Addendum and made available to all known BIDDERS, not later than **three (3) calendar days** (excluding Saturdays, Sundays, and Holidays), prior to the bid opening date. Questions will not be accepted during the last **three (3) days prior** to bid opening date, unless otherwise specified by the Department of Human Services. All Bidders should check with Human Services at least **three (3) calendar days** before the bid due date to verify information regarding Addenda. Failure to do so may result in rejection of the bid as non-responsive. Bidder shall acknowledge receipt of all Addenda by number and date on the Bid Specifications. Addenda information will be emailed to all contractors that attended the mandatory pre-bid meeting (*if required*) or posted on the Human Services website. **IT IS THE SOLE RESPONSIBILITY OF THE BIDDER TO ENSURE HE/SHE OBTAINS INFORMATION RELATED TO ADDENDA.** All Addenda shall become part of the Contract Documents.

5. INSURANCE REQUIREMENTS

5.1 CONTRACTOR'S LIABILITY, WORKER'S COMPENSATION AND AUTO INSURANCE POLICIES - The successful bidder shall deliver to the *Lee County Department of Human Services (Housing)* along with the executed agreement, within **ten (10) calendar days** of the *Notice of Award*, certificates of insurance, which the successful bidder is required to purchase and maintain in accordance with Florida Law. If the successful bidder fails to furnish the required **certificates of insurance** with the ten (10) calendar days of the *Notice of Award*, *Lee County Department of Human Services (Housing)* may annul the *Notice of Award*, and award the bid to the next lowest, responsible, and responsive bidder.

6. SUBMISSION OF BIDS

6.1 SUBMIT THE BID according to section 1.5 of this package IN A SEALED ENVELOPE, EITHER MAILED OR HAND CARRIED, TO Lee County Department of Human Services, 2440 Thompson St, Fort Myers, FL 33901, PRIOR TO THE BID CLOSING TIME. The Bid Package must be stamped in received by Human Services prior to the bid submittal deadline.

6.2 The proper delivery of the bid to Lee County is solely and strictly BIDDER'S responsibility. Lee County shall not be responsible for delays caused by the United States Postal Service or any other occurrence. Bids submitted by certified or registered mail, not received by Lee County Human Services by the bid submittal deadline, will not be honored.

6.3 The bid submittal time will be **scrupulously** observed. Under **no** circumstances will bid proposals delivered after the specified submittal time be considered. It is the bidder's responsibility to ensure the bid is received by the Department of Human Services prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the bidder unopened.

6.4 Bidder must submit his/her Lump Sum Bid on this Bid Form and Unit Prices on the Schedule of Work. Any blank spaces on the Bid Form and Schedule of Work required in Instructions to Bidders or signatures may result in the Bid being declared as **NON-RESPONSIVE**.

## 7. WITHDRAWAL, TRANSFER OR MODIFICATION OF BIDS

7.1 Bids may be withdrawn at written, faxed, or e-mailed request of the BIDDER in time for delivery, in the normal course of business, prior to the time fixed for the opening of bid proposals provided, however, that written confirmation of any telegraphic-withdrawal over the signature of the BIDDER is placed in the mail and postmarked prior to the time set for bid opening.

7.2 If, within twenty-four (24) hours after Bids are opened (excluding Saturdays, Sundays and Holidays), any BIDDER providing a signed, written notice to the COUNTY and demonstrating to the reasonable satisfaction of the COUNTY that there was a material and substantial mistake in the preparation of its Bid, may withdraw its Bid without penalty. The BIDDER shall be disqualified from further consideration on the Work to be provided under that Project. Except as specified in this subparagraph, BIDDER may not withdraw its bid after the appointed bid opening time.

7.3 As consideration for the undersigned bid to be acknowledged by *Lee County Department of Human Services* in their Award of the Contract, the undersigned bidder hereby agrees that his/her bid shall be only on such forms as provided and shall be submitted prior to the scheduled time on which the bids are to be opened. Any revocation of the original bid shall be accompanied by submission of the same form as the original bid with the work **REVOCATION** placed thereon. All revocations and modifications shall be sealed.

7.4 BIDDER may not modify its bid proposal after the appointed bid opening time for any reason whatsoever.

7.5 BIDDER may not assign or otherwise transfer its bid prior to or after the bid opening time.

## 8. BID OPENING

8.1 At the time and place fixed for the opening of bids every bid properly delivered within the time fixed for receiving bids will be opened and publicly read aloud, irrespective of any irregularities found therein. BIDDERS and other persons interested may be present, in person or by representative. An abstract of the amounts of the base bids and major alternates (if any) will be made available to BIDDERS after the opening of bids.

## 9. AWARD OF CONTRACT/REJECTION OF BIDS

9.1 Bids are being obtained pursuant to FS 255.20. The statutory criterion for award of a bid is to the "lowest qualified responsive and responsible bidder in accordance with the contract/bid documents". A bid meeting these statutory criteria is considered in the best interest of the COUNTY. The COUNTY reserves the right to exercise its discretion to reject any and all Bids, with or without cause, to waive informalities (e.g., not involving price, time or changes in the work), and to accept the bid that in its judgment will be in the best interest of Lee County. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Minor mathematical errors will be corrected by the Department of Human Services based upon stated criteria.

9.2 The COUNTY may conduct such investigations as the COUNTY deems necessary and appropriate to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations proposed by Bidder hereunder.

9.3 By submitting a bid, the BIDDER recognizes and accepts that the COUNTY may reject the bid based upon the exercise of its sole discretion. BIDDER waives any claim(s) it may have for damages or other relief resulting directly or indirectly from the rejection of its bid based on any grounds, including the disclosure of any pertinent information relating to the reasons for rejection of said bid.

9.4 All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.

9.5 The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.

## 10. EXECUTION OF WRITTEN CONTRACT

10.1 The COUNTY will issue a "Notice to Proceed" on the Project within **forty-five (45) calendar days** of the date of the Notice of Award.

10.2 In the event the Notice to Proceed has not been issued by the COUNTY within the **forty-five (45) calendar day** period above, the CONTRACTOR shall have the option, upon written notice, to rescind the Contract or continue with the Contract as originally bid, unless stated otherwise in Supplemental Conditions.

## 11. ACCEPTANCE

11.1 The materials and/or services delivered under the bid shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

## 12. PUBLIC ENTITY CRIME AFFIDAVIT

12.1 Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the County, may not transact business with the County in excess of \$25,000 for a period of 36 months from the date of being placed on the convicted vendor list.

## 13. DRUG FREE WORKPLACE

13.1 Whenever two or more proposals, which are equal with respect to price, quality, and service, are received for the procurement of contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the evaluation/award process. In order to have a drug-free workplace, a business shall comply with the requirements of Florida Statutes 287.087.

## 14. PERMITS AND LICENSES

14.1 The contractor must apply for all applicable permits within fourteen (14) calendar days after the notice to proceed is issued by the Lee County Department of Human Services. All permits, governmental fees and licenses necessary for the proper execution and completion of the work must be obtained prior to the commencement of any work required by job specifications, copies of such licenses and permits shall be provided to the rehab specialist upon receipt. Each contractor will submit, to the rehab specialist, a copy of job specifications that have been signed off by the building department certifying that all permits applicable to the work required have been applied for.

A notice of commencement will be filed on each job in conjunction with the issuance of notices to proceed and any other requirements of the Florida Mechanic's Lien Law shall be completed.

## 15. LABOR AND MATERIALS

15.1 The contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, etc., necessary for the proper execution and completion of the work.

## 16. IMMIGRATION LAWS

16.1 Lee County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 a(e), Section 274A(e) of the Immigration and Nationality Act ("INA").

16.2 Lee County shall consider the employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of the contract by Lee County.

## 17. SECTION 3

17.1 It is the policy of the Lee County Department of Human Services (DHS) to comply with the requirements of Section 3 of the Housing and Urban Development Act (HUD) of 1968 pursuant to [24 CFR 570.607 \(b\)](#). This legislative directive provides preference to low-income residents, and businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects. As such it is the intent of DHS to give, to the greatest extent feasible, (consistent with existing Federal, State, and local laws and regulations), employment, contracting and other economic opportunities arising in connection with a proposed project to low-income persons, Section 3 residents and business concerns in the local community, and that contracts be awarded to eligible business concerns which employ and/or are owned in substantial part by such low-income persons residing in Lee County.

17.2 In order for DHS to be considered in compliance with the regulation, DHS will make, to the greatest extent feasible, efforts to achieve the three annual minimum numerical goals as set forth at [24 CFR Part 135.30](#), for employment and contracting by: 1) awarding 10 percent of the total dollar amount of all covered construction contracts to Section 3 businesses; 2) offering 30 percent of new employment opportunities to Section 3 businesses; and 3) hiring 30 percent of new hires as Section 3 residents annually—i.e., one out of three new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

17.3 Efforts to ensure that these levels are achieved include: 1) requiring that all contractors post information at job sites in affected areas regarding employment opportunities and preference in hiring Section 3 employees and 2) advertising projects identifying contracting opportunities and the preference to utilize Section 3 businesses.



**CERTIFICATION**

I understand that Lee County Department of Human Services reserves the right to reject this bid, but that this bid shall remain open and shall not be withdrawn for a period of **forty-five (45) calendar days** from the date prescribed for its opening. If written *Notice of Award* of this bid is delivered to the undersigned within **forty-five (45) calendar days** after the date set for the opening of this bid, **or at any other time thereafter before it is withdrawn**, the undersigned will execute and deliver the Contract Documents to the Department of Human Services in accordance with this bid as accepted and will also furnish and deliver to the Lee County Department of Human Services proof of insurance coverage within **ten (10) calendar days** after delivery of the *Notice of Award* of this bid.

Bidder warrants by virtue of bidding that any orders placed or contracts awarded within **forty-five (45) calendar days** from the date of bid opening shall be honored at the prices, term and conditions in this proposal unless otherwise stated. All bids shall be subject to acceptance and issuance of a *Notice to Proceed* by the property owner within **forty-five (45) calendar days** after the contract has been awarded.

Bidder must submit his/her Lump Sum Bid on this Bid Form and Unit Prices on the Schedule of Work. Any blank spaces on the Bid Form and Schedule of Work required in Instructions to Bidders or signatures may result in the Bid being declared as ***NON-RESPONSIVE***.

**SEALED FORM, MODICATION, AND REVOCATION OF THE BID**

As consideration for the undersigned bid to be acknowledged by the Property Owner in their Award of the Contract, the undersigned bidder hereby agrees that his/her bid shall be only on such forms as provided and shall be submitted prior to the scheduled time on which the bids are to be opened. Any revocation of the original bid shall be accompanied by submission of the same form as the original bid with the work ***REVOCATION*** placed thereon. All revocations and modifications shall be sealed.

**ANTI-COLLUSION STATEMENT**

The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to the bid whatsoever.

*Notice of Award* or request for additional information may be addressed to the undersigned at the address set forth below.

By signing below I acknowledge that I have read and understood the information in this bid form.

**FIRM:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
(Printed)

**BY:** \_\_\_\_\_  
(Signature)

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_

**LICENSE TYPE:** \_\_\_\_\_

Bid Posted 08/31/2015  
Bid due back 09/11/2015  
By 3:00 PM

Lee County BoCC  
Human Services

Name; Velda Diaz  
Address; 4627 Vinsetta Ave. North Fort Myers, Fl. 33903  
Client Phone # 239-247-1069  
Strap # 16-44-24-08-00010.0200  
Date; 8/25/2015  
Rehab Specialist; George Effing 239-533-7959  
This is a 90 Day rehab job.

All construction shall be in compliance with the 2014 Florida Building Code, Building, Residential, Existing Building, Plumbing, and Mechanical with 2009 Supplements. The 2011 National Electrical Code. All Lee County Ordinances. And all current Florida State Statues, to include # 553.844 and #553.885.

Contractors shall be responsible for all dimensions, locations, and quantities.  
All color samples shall be submitted and approved by this office prior to work commencing.

**Note:** No deviation from this specification will be permitted without written and signed authorization by Lee County Department of Human Services.

Contractors *must* obtain ALL NECESSARY PERMITS and all necessary documents from Federal, State and Local governmental agencies prior to commencement of any work, and furnish copies of permits to Lee County Department of Human Services prior to commencement of any work. Permits will cover all work to be completed under this schedule of work.

SCHEDULE OF WORK

DESCRIPTION OF EXTERIOR

1. **Fascia and Soffit:** Remove the existing wood soffit and replace with aluminum fascia and aluminum V-groove continuous vented soffit on entire overhang. Soffit shall be installed as a direct replacement of the existing. All deteriorated or partly deteriorated lumber shall be replaced with lumber to meet size and code requirements prior to application of aluminum. All fascia replacement shall be a length sufficient to reach a minimum of 3 rafter ends. All work will be completed in a workmanlike manner.

\$ \_\_\_\_\_

2. **Exterior Entry Door:** Install new exterior insulated steel pre-hung door in the front entry of the structure. Door will be a six panel style without window panels having a threshold as an integral part of the frame (Jeld-Wen, Therma Tru or equal). New door size, swing and location shall be as per existing. Prior to installation of new exterior door, all deteriorated lumber pertaining to the sills, heads, jambs, casings, brick molding and frames shall be removed and new lumber shall be provided to meet local codes. Caulk and paint wood frames of new doors within 5 working days. Contractor shall repair any area affected by this door installation to match the surrounding finish. Allow for all new hardware, locking hinges and safety chain if outswing style, viewer if non-windowed style, matching keyed alike lock set and dead bolt lock (Weiser quality or equal). Exterior door on completion will be weather-tight, in good working order and be installed in a workmanlike manner.

\$ \_\_\_\_\_

3. **Exterior Paint:** Prepare surface and apply paint as per manufacturer's specifications to all exterior surfaces of dwelling. The filling and patching of all holes and cracks and the caulking of all trim shall be a part of surface preparation. All new or raw wood, siding, and stucco/masonry will be primed prior to the application of paint. All sides and edges of any newly installed wood exterior door(s) shall be primed within 3 days of installation. Exterior (doors, trim, fascia and soffit) will be painted. Paint will be Flex Bon, Sherwin Williams, Glidden, or equal. Surfaces to be painted will be pressure washed prior to application of paint. If mold or mildew remains after washing, clean with a mixture of 2 oz. T. S. P. and 8 oz. Clorox to one gallon of warm water. Rinse with clear water. **Color will be of owner's choice.** On completion, entire exterior of structure shall be free and clear of all chipping, peeling, and checkered paint. All work will be completed in a workmanlike manner.

\$ \_\_\_\_\_

### **DESCRIPTION OF ELECTRICAL**

1. **Service and Distribution:** Install a new 200 amp 120/240 V single phase electric service. Service shall include: weatherproof panel box if exteriorly located 200 amp main disconnect and all necessary circuit breakers. New service shall have a separate 220 V circuit for water heater, electric range, clothes dryer, combination in wall heat-air unit Central HVAC with disconnect for air handler and condensing unit. All 220 V. receptacles will be **amped per mfg. specifications** circuits complete with proper ground. All additional newly wired receptacles will be a minimum 15 amp circuit with ground. GFI will be required in bath/kitchen receptacles servicing countertop surface and one centrally located exterior receptacle if existing. ARC-Fault Receptacle Outlets shall be required in all bedrooms in new construction. All work will be completed in a workmanlike manner. **Direct wire smoke and carbon monoxide detectors located centrally to all bedrooms will be required.**

\$ \_\_\_\_\_

2. **Switches, Receptacles, Fixtures:** All interior and exterior switches and receptacles are to be replaced. All fixtures are to be checked out throughout the structure and repaired as needed to operate properly. All exposed wires are to be encased in wire mold. All illegal wiring will be removed within the scope of this schedule of work. All wiring will meet electrical code for existing buildings and all work will be completed in a workmanlike manner.

\$ \_\_\_\_\_

### **DESCRIPTION OF PLUMBING**

1. **Water Closet Replacement:** In master bath, remove existing water closet and replace with new free standing, surface mount ADA compliant toilet(American Standard or equal). Unit will be complete with new water shut off, donut, wax ring, hold down bolts and seat color white. All work will be completed in a workmanlike manner with no leaks. Location per existing.

\$ \_\_\_\_\_

2. **Plumbing Hardware Replacement:** Replace faucet in kitchen with new good quality (Moen Chateau, Delta, Briggs or equal). Installation shall comply with all standard plumbing codes. All work will be completed in a workmanlike manner.

\$ \_\_\_\_\_

3. **Water Supply Lines:** Provide and install new hot and cold water supply lines with CPVC pipe. All new shut off valves and supply lines shall be installed. All connections will comply with all standard plumbing codes upon completion. All work will be completed in a workmanlike manner.

\$ \_\_\_\_\_



4. **Kitchen Sink:** Replace kitchen sink with a new, standard size (32" X 21"), 2 compartment stainless steel sink, (Dayton, Kingford) or equal. Sink shall be complete with stainless steel basket strainer. All work will be completed in a workmanlike manner. Sink location as per existing.

\$ \_\_\_\_\_

5. **Electric Water Heater:** Provide and install a new glass lined, quick recovery, electric water heater. Heater shall be equipped with a high limit safety cut off, pan, and pressure relief valve piped to the outside. Heater shall be 220 volts, double element, 4500 watts with minimum of five- (5) year guarantee. Size shall be a 40 gallon capacity (regular or low boy) (A.O. Smith, State, Rudd, Rheem) or equal style. All work will be completed in a workmanlike manner. Location as per existing. **Reliance brand shall not be acceptable.**

\$ \_\_\_\_\_

### **DESCRIPTION OF INTERIOR**

1. **Gypsum Wallboard:** Install new, repair or replace any missing, damaged or deteriorated sheet rock and joints throughout entire dwelling. Sheet rock all newly (framed walls and all furred walls) throughout dwelling. All new, repaired, or replaced sheetrock and green board will be finished with a (skip trowel application, smooth finish or to match existing). All joints and internal angles will be finished using tape joint system. Galvanized or plastic corner beads shall be applied to all external corners. Use water resistant sheet rock, green board, on all work in tub surround and wet wall in bath and wet wall in kitchen. All damaged sheetrock will be removed until solid, undamaged sheetrock is reached, missing sheet rock or green board will then be entirely replaced, including wall areas behind all replaced cabinets All work will be completed in a workmanlike manner.

\$ \_\_\_\_\_

2. **Kitchen Cabinets:** Replace existing kitchen wall and base mount cabinets with new good quality pre-finished cabinets, clad with mica on all interior and exterior areas of all doors, sides, base and shelves. New cabinets will be mid-range quality and price (American Woodmart, Brandum, Merillat or equal). Color, finish and style of new kitchen cabinets to be chosen by owner from appropriate selection supplied by contractor (**solid color or woodgrain**). All door and drawer pulls selected by owner from readily available stock will be included in the cabinet installation costs. All base cabinets shall be installed plumb, level and scribed to fit floors and walls. Seal all joints in an approved manner. Wall cabinets will be hung with proper clearance between base cabinets and ceiling and be plumb and level. (Contractor shall repair any area affected by removal or replacement of any existing cabinets). All work will be completed in a workmanlike manner and meet manufacturer's specifications.

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3. **Kitchen Countertops:** Install mica laminated countertops over new base cabinets. Top should be 25" in width with a 4" back splash or mica "curve-a-top" style. Countertops shall be fastened down per manufacturer's specifications. Owner will be consulted as to color of countertops from appropriate selection supplied by contractor (**Wilsonart Series 60 or similar**). All work will be completed in a workmanlike manner and be to manufacturer's specifications.

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4. **Blown Attic Insulation:** Install blown insulation throughout the entire attic space of structure. Insulation may be fiberglass or approved cellulose. New insulation is to be blown over existing if any, to a minimum additional insulation factor of R-30. Insulation shall not cover soffit venting or hamper air circulation in any manner. All work will be completed in a workmanlike manner and meet all local codes. Attach manufacturer installation as per Insulation Contractors of America Association (ICCAA) standards to ceiling truss or rafter and send a copy to Lee County Department of Human Services.

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5. **Interior Paint:** Prepare surface and apply paint as per manufacturer's specifications to all painted interior surfaces of unit. The filling and patching of all holes and cracks and the caulking of all trim shall be a part of surface preparation. Raw wood and new drywall will be primed prior to application of paint. Wall paint will be interior latex satin high hiding interior wall paint to include bathrooms and kitchen. Interior doors and trim will be painted with interior latex semi-gloss. **Owner's choice of color.** All walls and base shall be painted the same colors from room to room. Paint will be Flex Bon, Sherwin Williams, Glidden or equal quality. Walls will be clean and free of any damaged, peeling, chipping or checkered paint. All work will be completed in a workmanlike manner.

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### **DESCRIPTION OF MECHANICALS**

1. **Central Heat and Air:** Provide and install a new electric central heating and cooling system with a minimum 14 seer rating and heat strip. New system will be (Ruud, Rheem, or equal quality). New system will be complete with new duct work vented to all living areas and all equipment necessary to complete the new system install. On completion, newly installed system will be adequate for all living areas to be cooled and heated. New heat and air unit will be a split system. Condenser pad shall be furnished if required. New system will be installed to all manufacturer's specifications with warranty submitted to owner. All work shall be completed in a workmanlike manner with no exposed interior duct work.

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### **DESCRIPTION OF PERMITS AND MISCELLANEOUS**

1. **Misc.:** If utilities are not currently in use by the property owner the contractor shall provide all temporary services required to complete project, including temporary electric pole, porta-a-let, and/or temporary water if necessary. If utilities are currently in use by the property owner, the property owner shall permit the contractor to use at no additional cost, existing utilities such as light, heat-A/C, power and water necessary to carry out the completion of the work specified herein and any work related to the completion of the specifications/contract.

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2. **Clean Up:** Leave entire interior and exterior premises clean and free of debris. No debris shall be burned on site. All surplus materials to be removed shall become the property of the contractor unless otherwise stipulated. Clean up will be completed in a timely and workmanlike manner, including the removal of all equipment.

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3. **Permits:** Contractor must submit the entire work schedule to building department to ensure all proper permits are obtained. Obtain all necessary permits and all necessary documents (Con-currency requirements, etc.) from Federal, State and Local governmental agencies prior to commencement of any work. Furnish copies of permits and all necessary documents to Lee County Department of Human Services prior to commencement of any work. Permits will cover all work completed under schedule of work for general, electrical, plumbing, HVAC, and roofing. All fees shall be paid by contractor for permits required by application. All inspection scheduling shall be the responsibility of the general contractor. **Submit Lee County permit package to Tracey Berry or Karen Myers. The plan reviewer if necessary shall be Linda Ramsey.**

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### **TOTAL BASE BID**

\$ \_\_\_\_\_

**ALTERNATE BID**

33. **Licensed Termite Inspection:** A licensed termite inspector shall inspect property for termite infestation and damage. Dwelling shall receive fumigation (tenting and or sub-terranean) treatment as per termite inspection form and specs, which will be attached and made a part of this schedule of work. Copies of inspection reports for work will be submitted to the Lee County Department of Human Services prior to work beginning. Upon completion, owner shall receive standard warranty for all work completed with copies submitted to the Lee County Department of Human Services. **Note:** Contractors bid shall include cost of termite treatment (tenting and sub-terranean). If inspection report indicates termite treatment is **not** necessary, contractors contract will be reduced by the line item bid less the charge for the inspection via a change order. A copy of the inspection report will be required. Contractor shall receive a \$100.00 allowance for termite inspection.

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36. **Ceramic Floor Tile:** Provide and install ceramic floor tile in:

- a. Living room.
- b. Dining area.
- c. Hallway.
- d. Kitchen.
- e. Bedroom #1 with closet.
- f. Bedroom #2 with closet.
- g. Bedroom #3 with closet.
- h. Florida room.
- I. Bath #1.
- j. Bath #2.
- k. Utility room.

Remove existing floor covering throughout above designated rooms. Installed tile shall be nominal 12" x 12" or larger with a minimum thickness of 1/4". Tile shall be (Color Tile quality or equal). Size, color and pattern selection shall be owner's choice within manufacturer's availability. Installation adhesive and other application material shall be those as recommended specifically by the manufacturer. New ceramic floor tile will not be installed over a board or plank subfloor unless a 3/8" underlayment is installed prior to ceramic tile installation. All work will be completed in a workmanlike manner.

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**TOTAL ALTERNATE BID**

\$ \_\_\_\_\_

**TOTAL BASE BID**

\$ \_\_\_\_\_

**TOTAL BID**

\$ \_\_\_\_\_

Authorized Contractor's Signature: \_\_\_\_\_

Contractors name:\_\_\_\_\_.

Company name:\_\_\_\_\_.

Contractors Address: \_\_\_\_\_.