

**RIVER ROUGE HOUSING COMMISSION
INVITATION TO BIDDERS
COMPREHENSIVE MAINTENANCE & MAKE READY UNITS**

Date available for download: May 16, 2018

www.riverrougehousing.com

Pre-Bid meeting: June 7, 2018 @ 12:00

Hyacinth Court Location

460 ½ Lenoir ct.

River Rouge, MI. 48218

Proposal due date: June 15, 2018 @ 2:00pm

Issued by:

River Rouge Housing Commission

180 Visger Road

River Rouge, MI. 48218

RIVER ROUGE HOUSING COMMISSION

Comprehensive Maintenance / Repair Services

I. INTRODUCTION

The River Rouge Housing Commission, hereafter referred to as RRHC, is governed by a board of five Commissioners who are appointed by the Mayor of River Rouge. Our main purpose is to provide affordable housing to low income families, senior citizens and disabled individuals. We also provide self-sufficiency programs and non-discriminatory housing assistance services. Comprehensive Maintenance / Repair Services are an essential service and represent an important role in the overall mission and functions of the RRHC.

II. PURPOSE

The purpose of this Invitation to Bidders is to solicit responses from interested, qualified, companies/individuals to provide Comprehensive Maintenance / Repair Services for the RRHC's 300 public housing dwelling units, Hyacinth Court II Community Center and the RRHC's main office.

III. BOARD

The powers of the RRHC are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Lori D. Long is the Executive Director of the RRHC.

V. SCOPE OF SERVICES

Respondents will be expected to provide Comprehensive Maintenance / Repair Services as outlined in this Invitation to Bidders.

VI. PROPOSAL CONDITIONS/INSTRUCTIONS TO BIDDERS

1. Contact Information. This Invitation to Bidders is being issued, as will any addenda by the RRHC. The contact person for the RRHC is:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218
(313) 382-1414 –phone

2. This Invitation to Bidders sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request could result in rejection of the proposal.
3. Bid documents are available for examination at the office of the RRHC.
4. This Invitation to Bidders does not constitute an offer. Acceptance of proposals for review does not commit the RRHC to award a contract.
5. Bid Submission and Format. By this Invitation to Bidders, the RRHC solicits proposals to be received by **2:00 p.m. (EST) on June 15, 2018**, in the form outlined below.
6. Vendor must submit **one (1) signed original and four (4) copies** of proposal by mail to:

River Rouge Housing Commission
Attn: Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218

7. The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, **“Bid for Comprehensive Maintenance / Repair Services – River Rouge Housing Commission Enclosed.”** Please also include company/individual name on outside of envelope.
8. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document.
9. Alternate proposals must be placed on a separate document.
10. Costs incurred by any bidder in the preparation of his/her/its response to the Invitation to Bidders are the responsibility of the bidder and will not be reimbursed by the RRHC. Bidders shall not include any such expenses as part of their proposals.
11. All proposals and documents prepared in connection with the Invitation to Bidders will become property of the RRHC upon submission whether any contract is awarded or not.
12. Telegraphic/Electronic Proposal Submittal. Telegraphic and/or proposal offers sent by electronic devices (e.g. facsimile machines, E-mail, etc.) are **not** acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal by the Postal Service.

13. Proposal Changes. **No late proposals will be accepted.** Proposals, amendments thereto, or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.
14. Bidder/Offer Representation. Each bidder must sign the proposal with his/her usual signature and shall give his/her full business address, telephone number, fax number, and e-mail address on the form provided in this proposal. Proposals by partnership shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the president, secretary or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto. Each bidder must also provide the name, title, address, and telephone number of a contact person(s) during the period of the evaluation process.
15. The bidder should enclose with his or her proposal, an insurance certificate indicating the insurance coverage stated under "RRHC's Insurance Requirements" section of this proposal.
16. For bids to be acceptable, all bids must include the following:
 - a. Non-Collusive Affidavit Prime Offeror – completed by Bidder.
 - b. Representations, Certifications and Other Statements of Bidders (HUD Form 5369-A) – completed by Bidder.
 - c. Contractor's Qualification Statement (AIA Document A305) – completed by Bidder.
 - d. Valid State of Michigan Builder's License etc. (copy)
 - e. Certification of Non-Segregated Facilities – completed by Bidder.

Failure to submit mandatory forms could result in rejection of the proposal.

17. If there are any questions concerning the specifications contained in this Invitation to Bidders or regarding proposal procedures, you must submit them in writing to Executive Director. To avoid all appearances of impropriety a bidder should only contact the above referenced individual and should not attempt to contact any RRHC Commissioner or any other RRHC employee. No telephone, facsimile, or e-mail questions, requests for clarification or information will be accepted. Failure to comply with this request will result in disqualification.

If your organization/firm would like to receive a copy of all questions submitted to the RRHC from any firm contemplating submission of a proposal, along with the RRHC's responses to those questions, you must pre-register to receive that

the RRHC's responses to those questions, you must pre-register to receive that information. To pre-register, mail a letter which includes the name, address, telephone number, and e-mail of your company's designated contact person to Lori D. Long, Executive Director, River Rouge Housing Commission, 180 Visger Road, River Rouge, MI, 48218.

The RRHC will not be responsible for providing questions and answers from potential vendors to any firm that has not pre-registered in the manner described above.

All questions and clarifications shall be answered in one written addendum, to be issued to all bidders who have been duly recorded as having received a copy in the RRHC's Invitation to Bidders distribution log.

18. The RRHC and its Board of Commissioners reserve the right to cancel this Invitation to Bidders, or to reject, in whole or in part, any and all submissions received in response to this Invitation to Bidders, upon its determination that such cancellation or rejection is in the best interest of the RRHC. The RRHC further reserves the right to waive any irregularities at its own discretion.
19. The decision of the RRHC shall be final as to what constitutes acceptable deviations from specifications.
20. Subcontracting/Assignment. No portion of this proposal may be subcontracted or assigned without the prior written approval by the RRHC.
21. The RRHC operates on an equal opportunity/affirmative action basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
22. Exceptions. The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.
23. Vendor/Bidder Complaints or Protests. Any protest against the award of a contract pursuant to this solicitation shall be served on the RRHC by obtaining written and dated acknowledgement of receipt from the RRHC at the address shown on the cover of this solicitation. Any protest against the solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) days after the award of the contract, or the protest will not be considered. All bid protests shall be in writing, submitted to the contracting officer, who shall issue a written decision on the matter. The determination of the RRHC with regard to such protest or to proceed to award notwithstanding such protest shall be final and binding upon all parties.

24. Errors/Omissions/Discrepancies. Any errors, omissions or discrepancies in the specifications discovered by a bidder shall be brought to the attention of the RRHC as soon after discovery as possible. Further, a bidder will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.
25. Proposals will be opened and read publicly at the River Rouge Housing Commission, 180 Visger Road, River Rouge, MI 48218, at **2:00 p.m., on June 15, 2018.**
26. No award will be made at the time of the opening.
27. Subsequent to the opening of Bids, no bids shall be withdrawn for a period of thirty (30) days without the written consent of the RRHC.
28. The proposals will be evaluated based on the criteria established in this document.
29. Final approval of any Comprehensive Maintenance / Repair contractor must come from the Board of Commissioners. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this Invitation to Bidders shall be at the absolute discretion of RRHC.
30. RRHC reserves the right to request an oral interview with, and to obtain clarification of any point in a bidder's proposal or to obtain additional information necessary to properly evaluate a particular proposal. RRHC further reserves the right to consider information about a bidder in addition to the information submitted in the response or interview. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

If a bidder is asked to be available for interview, the bidder will be given not less than three (3) business days' notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the bidder/interviewee.

31. The RRHC also reserves the right to select more than one bidder (and will accept joint venture proposals), to select a bidder(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any bidder(s) to a time of the RRHC's choosing.
32. Proposal Evaluation and Award. The evaluation and award of this proposal shall be based on a combination of factors, including, but not limited to the following: experience and credentials, costs (price), references, meeting specifications, satisfactory record of integrity and business ethics, satisfactory record of compliance with public policy, etc.

33. If requested, bidders/offerors shall be required to submit satisfactory evidence that they have a particular knowledge of the particular supply/service proposal and that they have the necessary financial resources to provide the proposed supply/service as described in the Specifications.
34. The RRHC will reject the qualifications of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any bidder who has previously failed to perform any contract for the RRHC or who is in arrears to the RRHC.
35. The RRHC reserves the right to accept other than the lowest price offer and to reject all proposals that are not responsive to this request.
36. References. Must be completed and submitted with proposal. (See Reference Page)
37. The RRHC operates under a public information law, which permits access to most records and documents.
38. Freedom of Information Act. Proposals will be available for public inspection after the award announcement, except to the extent that a bidder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A bidder's designation of material as confidential will not necessarily be conclusive and the bidder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.

Neither a proposal in its entirety, nor a cost proposal will be considered confidential/proprietary. Any proposal marked as such will be deemed non-responsive and eliminated from further consideration

If the bidder fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

39. Termination for Convenience. The RRHC may terminate a contract, in whole or in part, whenever the RRHC determines that such termination is in the best interest of the RRHC, without showing cause, upon giving at least thirty (30) days written notice to the vendor.
40. Termination by Default. When the vendor has not performed or has unsatisfactorily performed the contract, the RRHC may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the RRHC. Failure on the part of a vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be

paid for work satisfactorily performed prior to termination less any excess costs incurred by the RRHC in procuring and completing the work.

41. Avoidance of Conflict of Interest and Confidentiality. The contractor may provide Comprehensive Maintenance / Repair Services to other organizations in Michigan and elsewhere. In order to preserve the trust and confidence of their client, the contractor adheres to a set of principles that enables them to perform their work in a manner that is free of real or perceived conflicts of interests. These principles are as follows:
 - a. Contractor will not discuss, distribute or use in any way the data or information acquired in the course of providing services without prior approval by the RRHC.
 - b. Contractor will not undertake a specific activity which may be viewed as adverse to the interests of another client without obtaining the agreement of both parties.
42. Proposal conditions/instructions to bidders, specifications/requirements may become part of a contract for this service.
43. Any bidder awarded a contract to perform work in the City of River Rouge will make every effort to employ its labor force from the project area and the surrounding community.
44. The purpose of Section 3 of the Housing and Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons particularly persons who are recipients of HUD assistance for housing.
45. Federal Labor Standards, including federal minimum wage requirements and all other required wage rates as set forth in any wage rate determination apply. HUD compliance requirements for the project include goals for local and minority business and employment opportunity.

VII. PROPOSAL PURPOSE AND SCOPE/GENERAL

In the following, River Rouge Housing Commission will be referred to as "RRHC" and the Comprehensive Maintenance / Repair contractor as "Contractor".

Responsibilities:

The Contractor shall be responsible to work under the direction of the RRHC and to the satisfaction of the RRHC Board of Commissioners. All rules, regulations, ordinances

and laws of the City of River Rouge, Wayne County, and the State of Michigan, concerning comprehensive maintenance / repair services shall be strictly adhered to.

Period of Contract:

RRHC intends to award a one (1) year contract.

Contract Cancellation:

This contract may be terminated at the option of either party by written notice given at least thirty (30) days prior to termination.

VIII. PROPOSAL SPECIFICATIONS

If there are any questions regarding the following specifications, please contact:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218

Accounts, Audit and Records:

The Contractor shall maintain books, records, documents and other evidence of all work done by Contractor under this contract. The Contractor shall make available to the RRHC all books, records, documents and other evidence of all work done by Contractor under this contract immediately upon request, during the period of this "contract."

Scope of Comprehensive Maintenance / Repair Services:

The following are to be considered minimum requirements:

1. The comprehensive maintenance / repair services to be performed by Contractor will in general consist of providing comprehensive maintenance / repair services to the RRHC's 300 public housing dwelling units, Hyacinth Court II Community Center and the RRHC's main office.
2. The Contractor shall provide all labor, supervision, materials, tools, products, parts, and equipment necessary to accomplish the comprehensive maintenance / repair services as directed by the RRHC. In the course of providing said comprehensive maintenance / repair services, the Contractor must provide the RRHC with an opinion as to whether any maintenance / repairs were necessitated due to tenant abuse, normal wear and tear or accidental damage. The Contractor must also provide the RRHC with a written description of the problem and what was needed to make the necessary repairs.

3. It is the policy of the RRHC that any maintenance request that may cause unsafe sanitary conditions, severe property damage, or pose a threat to human safety is considered an emergency and must be addressed by the Contractor within twenty-four (24) hours. The Executive Director has the authority to determine what constitutes an emergency. All other maintenance requests must be addressed by the Contractor within seventy-two (72) hours.
4. Contractor shall pay one-quarter (1/4) of the RRHC's cost of maintaining an after business hours telephone answering service to field calls concerning maintenance or repair issues.
5. Contractor shall maintain all licenses required by federal, state and local laws to carry out said comprehensive maintenance / repair services.
6. Contractor warrants compliance with all HUD regulations and all federal, state, and local laws, statutes, ordinances, building codes, rules, and the orders and decrees of any courts and administrative bodies or offices which may be applicable to performance of services under these specifications. Fees and/or costs associated with such compliance are the responsibility of the contractor and not payable by the RRHC.
7. The Contractor must treat all information it obtains by performance under the contract as private/confidential information as provided under state and federal law.
8. The Contractor agrees to perform all comprehensive maintenance / repair services according to the directives of the RRHC. The Contractor further agrees that should any question of policy or law be encountered, it will contact the RRHC immediately for guidance.
9. The Contractor shall employ experienced, neat and courteous help.
10. The Contractor shall conduct its comprehensive maintenance / repair services with the utmost professionalism and at no time use any threats, intimidation or harassment or violate any other applicable governmental law, regulation or guideline.
11. Contractor shall, where possible, leave the RRHC work premises in a sanitary and operable condition at the conclusion of each day's work.
12. Contractor shall have proof of ownership or legal control of proper equipment to perform to the satisfaction of the RRHC.
13. All disputes or complaints concerning the comprehensive maintenance / repair services shall be reported to the Executive Director, or his/her agent. The

Executive Director or his agent shall make a thorough investigation and decision, which will be binding on all parties.

14. The Contractor shall state in writing, their entire fee proposal prior to the signing of this agreement. No change in the fee proposal will be acceptable without prior written authorization of the RRHC. The total price for the goods provided by the Contractor and/or for the services provided shall be the bid price as awarded.
15. The Contractor will bill the RRHC monthly for its comprehensive maintenance / repair services. The RRHC will pay Contractor for all authorized work performed at the prices contained in the Contractor's bid documents within thirty (30) days of receipt of the invoices. The RRHC shall be obligated to pay only those invoices for which the Contractor has submitted justifiable verification of the charges in a form acceptable to the RRHC.
16. The Contractor will return all damaged parts to the RRHC.
17. The Contractor shall consult with the Building Department of the City of River Rouge prior to the commencement of major repair or renovation work.
18. Time and coordination is the essence of any comprehensive maintenance / repair services contract. If the Contractor does not proceed with the comprehensive maintenance / repair services with such diligence as will ensure their completion within the specified time periods (including approved extensions) the RRHC may terminate any contract and take over and complete the comprehensive maintenance / repair services.
19. The Agreement may be terminated at the option of either party by written notice given at least thirty (30) days prior to termination.
20. In the event that Contractor or Contractor's employees and/or agent, by act or omission, cause damage to any RRHC facility or property or any RRHC resident's property, the RRHC, having notified Contractor in writing, shall have the right to charge Contractor for the reasonable cost of repairs or restoration, at the RRHC's option.
21. The RRHC has the authority to halt any work in process, if in its opinion, problems exist that must be corrected.
22. The Contractor agrees to comply with, abide by, and be bound to the terms and conditions of its contract with the RRHC.
23. The resulting contract will be entered into within the State of Michigan and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that are applicable to public

contracts within the County of Wayne and the State of Michigan shall be followed with respect to the contract.

IX. PROPOSAL SPECIAL REQUIREMENTS

Indemnification:

To the full extent permitted by law, the selected company shall defend, indemnify, and hold harmless the RRHC, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by the RRHC, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever in relation to, as a consequence or arising out of, or in any way attributable, in whole or in part, to the performance of this agreement.

References:

In order to demonstrate to the RRHC Board of Commissioners that the Contractor is responsible, the Contractor must have satisfactorily performed services of a similar nature to those required by these specifications. The names, addresses and phone numbers of each reference must be submitted with the proposal.

Ability to Handle Work:

The Contractor must demonstrate his/her/its ability and techniques used to perform the comprehensive maintenance / repair services work.

X. PROPOSAL EVALUATION/ADDITIONAL INFORMATION/SUBMITTALS

The following criteria will prevail:

1. Contractor can meet specifications outlined above.
2. Cost.
3. Experience and credentials of the firm.
4. Reference responses.

Additional Information

1. A Pre-Bid Conference will not be held this time around at the Hyacinth Court II Community Center located at 460 ½ Lenoir Ct., River Rouge, Michigan 48218.

2. No pleas of ignorance of conditions that might exist, or of difficulties that may be encountered in the execution of work under this contract, as a result of the bidder's failure to make prudent examinations and investigations, will be accepted as an excuse for any failure and/or omissions on the part of the Contractor to fulfill all requirements of the bid documents, and will not be accepted as a basis for a claim of extra compensation, damages, or for an extension of time for completion.
3. The contents of the proposal may become Contractor obligations.
4. The bidder may add additional statements believed to be of interest of the evaluators.
5. The bidder may be contacted for possible discussion of your proposal.

Submittals

Contractor must submit the following information:

1. Answers to the following:
 - a. Provide an overview of your company, emphasizing its qualifications and major organizational strengths;
 - b. Describe your firm's experience and credentials to perform the above-stated comprehensive maintenance / repair services for the RRHC;
 - c. Identify the specific individuals who would be assigned to work with the RRHC and specify which person would be the primary contact person with the RRHC;
 - d. Provide specific cost(s) for the rendering of the comprehensive maintenance / repair services and clearly specify if any additional expenses will be charged to the RRHC in connection with this proposal.
2. A minimum of three (3) references. Contractor will provide company name, contact person and telephone number.
3. Copy of certificate of insurance for the firm.
4. Completed Forms. (See pg. 5 ¶ 16).

XI. REFERENCES

The vendor must furnish at least three (3) references where similar services were performed from persons/organizations who can attest to the quality of prior work performed:

- 1. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Phone No.: _____

- 2. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Phone No.: _____

- 3. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Phone No.: _____

XII. RRHC's PROFESSIONAL SERVICE VENDOR'S INSURANCE REQUIREMENTS

The Contractor assumes all responsibility for damages and losses to life and property in the execution of this work and shall furnish certificates of insurance that both the Contractor and the RRHC are adequately insured against all damages within the limits of liability as stated herein. Contractor shall protect and hold harmless the RRHC against all claims resulting from the execution of the work, including such claims relating to labor, material, equipment, invention and patented articles used in the work.

A. Proof of Insurance

The Contractor shall furnish the RRHC with satisfactory proof of insurance (e.g. certificate of insurance, binder, copy of policy declaration page) prior to being awarded a contract.

B. Required Coverages

Liability policies, except for professional liability policies, shall include the RRHC as an Additional Insured.

Workers' Compensation

Coverage for its employees sufficient to meet State of Michigan requirements.

Commercial General Liability

Coverage which includes contractual liability, personal injury, broad form property damage, extended liability and, where applicable, products liability coverage, with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000.00) per occurrence.

Comprehensive Automobile Liability

Coverage which includes contractual liability coverage and coverage for all owned, hired, and non-owned vehicles with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000.00) per occurrence.

Professional Liability

Includes contractual liability for each (12) month period:

Each Wrongful Act/Omission \$1,000,000;
Aggregate \$1,000,000.

1. The foregoing policies shall be evidenced by a certificate of insurance acceptable to the RRHC. Such certificate shall be issued by an insurance carrier with an A.M. Best rating of "A-" or better and delivered to the RRHC prior to the performance of any services hereunder. Such insurance certificate shall provide that the coverage evidenced thereby shall not be substantially modified or canceled without thirty (30) days' prior written notice to the RRHC. Additional certificates, evidencing renewal of such policies during the time period they are required to be kept in effect, shall be delivered to the RRHC no less than thirty (30) days prior to the expiration of the term of any required coverage.

2. Upon the request of the RRHC, the Contractor shall deliver to the RRHC copies of all policies listed in the foregoing paragraphs once a year, upon renewal, or upon procurement in the case of new or additional coverage, whichever occurs first. Claims-made policies shall not be acceptable to the RRHC for any of the insurance coverage required herein, except for Professional Liability. If the Professional Liability policy is canceled or not renewed, the substitute policy shall have a commencement date retroactive to the date upon which the Contractor commenced performing its services under this Agreement.
3. The Contractor agrees that the RRHC shall have no responsibility to verify the Contractor's compliance with any insurance requirements contained in this Agreement or otherwise.
4. All notices, certificates, and policies referred to in this (Article, Section, Division, etc.) shall be sent to: River Rouge Housing Commission office, 180 Visger Road, River Rouge, MI 48218.
5. In the event of a lapse or reduction in the required insurance coverage, the contractor shall cease operations and shall not resume operations until new insurance is in force.

PROPOSAL CERTIFICATION

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same service that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder:

Vendor: _____

Street Address: _____

City/State/Zip Code: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Web site: _____

Signature: _____

Signer's Name Printed: _____

Title: _____

Date Certified: _____

PROPOSAL SUMMARY

Bidder states the following constitutes Bidder's Total cost for the following services per the conditions and specifications/requirements in this proposal (Note – bid should include labor costs as well. Please also clearly specify bidder's hourly rate). All Service prices will be determined by the quantities in the Scope of Work.

SCOPE OF WORK

SECTION I. DEMOLITION

SERVICE/LABOR

- | | | |
|-----|--|--|
| 1. | Remove kitchen base cabinet
Replace kitchen base cabinet | Cost per Lin. Ft. \$ _____
Cost per Lin. Ft. \$ _____ |
| 2. | Remove kitchen wall hung cabinet
Replace kitchen base cabinet | Cost per Lin. Ft. \$ _____
Cost per Lin. Ft. \$ _____ |
| 3. | Remove kitchen countertop
Replace kitchen countertop | Cost per Lin. Ft. \$ _____
Cost per Lin. Ft. \$ _____ |
| 4. | Remove wall covering and borders | Cost per Sq. Ft. \$ _____ |
| 5. | Remove wood paneling | Cost per Sq. Ft. \$ _____ |
| 6. | Remove paint | Cost per Sq. Ft. \$ _____ |
| 7. | Remove floor tile / commercial
Replace floor tile/commercial | Cost per Sq. Ft. \$ _____
Cost per Sq. Ft. \$ _____ |
| 8. | Remove sheet vinyl on floor | Cost per Sq. Ft. \$ _____ |
| 9. | Remove carpeting | Cost per Sq. Ft. \$ _____ |
| 10. | Remove carpet tack-less strips | Cost per Sq. Ft. \$ _____ |
| 11. | Remove sub-flooring
Replace sub flooring | Cost per Sq. Ft. \$ _____
Cost per Sq. Ft. \$ _____ |
| 12. | Remove all debris | Cost per load \$ _____ |

- | | | |
|---------------------------|---|-----------------------------------|
| 13. | Remove misc. furniture | Cost per load \$ _____ |
| 14. | Clean gutters
Remove/replace gutters | Cost per Ft. \$ _____
\$ _____ |
| 15. | Install threshold | Cost per \$ _____ |
| CATEGORY SUB TOTAL | | \$ _____ |

SECTION II – DOORS AND WINDOWS

SERVICE / LABOR

- | | | |
|-----|--|----------------------------|
| 1. | Repair wood exterior door jamb | Cost per Lin. Ft. \$ _____ |
| 2. | Replace metal exterior door jamb | Cost per Lin. Ft. \$ _____ |
| 3. | Replace wood interior door jamb | Cost per Lin. Ft. \$ _____ |
| 4. | Replace/install entry door peep hole | Cost per Each \$ _____ |
| 5. | Replace metal exterior door threshold | Cost per Lin. Ft. \$ _____ |
| 6. | Replace interior door wood stops | Cost per Each \$ _____ |
| 7. | Restore exterior steel door | Cost per Each \$ _____ |
| 8. | Restore screen door | Cost per Each \$ _____ |
| 9. | Replace entry steel door | Cost per Each \$ _____ |
| 10. | Replace common hallway steel door | Cost per Each \$ _____ |
| 11. | Replace interior door with hollow core | Cost per Each \$ _____ |
| 12. | Replace solid core interior door | Cost per Each \$ _____ |
| 13. | Replace interior door passage set | Cost per Each \$ _____ |
| 14. | Replace privacy type passage set | Cost per Each \$ _____ |
| 15. | Re-hang interior door | Cost per Each \$ _____ |
| 16. | Replace interior door | Cost per Each \$ _____ |
| 17. | Replace bi-fold wooden door | Cost per Each \$ _____ |
| 18. | Replace bi-fold wooden door hardware | Cost per Each \$ _____ |

- | | | |
|-----|--|-------------------------------|
| 19. | Replace broken clear insulated window glass | Cost per united inch \$ _____ |
| 20. | Replace vinyl siding window assembly | Cost per Each \$ _____ |
| 21. | Replace sliding vinyl window sash | Cost per united inch \$ _____ |
| 22. | Replace locking hardware vinyl window | Cost per Each \$ _____ |
| 23. | Caulk interior and exterior perimeter of prime window main frame | Cost per Lin. Ft. \$ _____ |
| 24. | Install weather stripping, entry door(around door) | Cost per Lin. Ft. \$ _____ |
| 25. | Weather stripping Labor only | Cost per set _____ |
| 26. | Install weather stripping, common hall way door (around doors) | Cost per Lin. Ft. \$ _____ |
| 27. | Install door sweep, entry door | Cost per Each \$ _____ |
| 28. | Replace basement door fresh air louvered grill | Cost per Each \$ _____ |

CATEGORY SUB TOTAL \$ _____

SECTION III – STORMS AND SCREENS

SERVICE / LABOR

- | | | |
|----|---|------------------------|
| 1. | Repair aluminum storm door | Cost per Each \$ _____ |
| 2. | Re-hang aluminum storm door | Cost per Each \$ _____ |
| 3. | Replace storm door with commercial storm door | Cost per Each \$ _____ |
| 4. | Replace storm door closer | Cost per Each \$ _____ |
| 5. | Replace window storm insert | Cost per Each \$ _____ |
| 6. | Replace storm door push button handle and latch | Cost per Each \$ _____ |
| 7. | Replace storm door safety chain | Cost per Each \$ _____ |

CATEGORY SUB-TOTAL \$ _____

SECTION IV – DRYWALL (Includes Plastering)

SERVICE / LABOR

- | | | |
|----|------------------------|---------------------------|
| 1. | Repair drywall on wall | Cost per Sq. Ft. \$ _____ |
|----|------------------------|---------------------------|

- | | | |
|---------------------------|--|---------------------------|
| 2. | Repair drywall on ceiling | Cost per Sq. Ft. \$ _____ |
| 3. | Remove and replace drywall on walls | Cost per Sq. Ft. \$ _____ |
| 4. | Remove and replace drywall on ceilings | Cost per Sq. Ft. \$ _____ |
| CATEGORY SUB TOTAL | | \$ _____ |

SECTION V – TILE/CERAMIC

SERVICE / LABOR

- | | | |
|---------------------------|--|--|
| 1. | Repair or replace ceramic tile
Replace ceramic floor tile | Cost per Sq. Ft. \$ _____
Cost per Sq. Ft. \$ _____ |
| 2. | Replace ceramic soap dish | Cost per Each \$ _____ |
| CATEGORY SUB TOTAL | | \$ _____ |

SECTION VI – FLOORS

SERVICE / LABOR

- | | | |
|---------------------------|--|--|
| 1. | Replace a section of tile | Cost per Each \$ _____ |
| 2. | Replace stair tread | Cost per Each \$ _____ |
| 3. | Repair or replace 12 x 12 commercial tile | Cost per Sq. Ft. \$ _____ |
| 4. | Replace flooring underlayment | Cost per Sq. Ft. \$ _____ |
| 5. | Replace sub-flooring with ¾ plywood | Cost per Sq. Ft. \$ _____ |
| 6. | Sand and re-finish wood floor | Cost per Sq. Ft. \$ _____ |
| 7. | Replace marble threshold (bathroom)
Replace kitchen threshold | Cost per Each \$ _____
Cost per Each \$ _____ |
| 8. | Install or replace cove base | Cost per Lin. Ft. \$ _____ |
| 9. | Replace baseboard ¼ round stock | Cost per Lin. Ft. \$ _____ |
| 10. | Clean and wax floor (tile) | Cost per Sq. Ft. \$ _____ |
| CATEGORY SUB TOTAL | | \$ _____ |

SECTION VII – CARPENTRY

SERVICE / LABOR

- | | | |
|-----|--|----------------------------|
| 1. | Rebuild wooden stairway | Cost per Lin. Ft. \$ _____ |
| 2. | Replace wood sub-flooring | Cost per Sq. Ft. \$ _____ |
| 3. | Replace interior wood trim | Cost per Lin. Ft. \$ _____ |
| 4. | Caulk door opening | Cost per opening \$ _____ |
| 5. | Caulk window opening | Cost per opening \$ _____ |
| 6. | Replace closet shelf | Cost per Lin. Ft. \$ _____ |
| 7. | Replace kitchen cabinet hinges | Cost per Each \$ _____ |
| 8. | Replace kitchen cabinet door | Cost per Each \$ _____ |
| 9. | Replace kitchen cabinet drawer | Cost per Each \$ _____ |
| 10. | Replace kitchen cabinet stile | Cost per Each \$ _____ |
| 11. | Replace kitchen cabinet ends | Cost per Each \$ _____ |
| 12. | Replace kitchen cabinet bottom deck | Cost per Each \$ _____ |
| 13. | Replace kitchen cabinet shelf | Cost per Each \$ _____ |
| 14. | Replace kitchen cabinet shelf brace | Cost per Each \$ _____ |
| 15. | Replace kitchen base cabinet | Cost per Lin. Ft. \$ _____ |
| 16. | Replace kitchen wall hung cabinet | Cost per Lin. Ft. \$ _____ |
| 17. | Repair kitchen countertop | Cost per Sq. Ft. \$ _____ |
| 18. | Install kitchen stainless backsplash | Cost per Lin. Ft. \$ _____ |
| 19. | Re-cement kitchen countertop covering | Cost per Sq. Ft. \$ _____ |
| 20. | Replace kitchen countertop (includes cutting opening for sink) | Cost per Lin. Ft. \$ _____ |
| 21. | Re-anchor stairway handrail with backer board ½ x 4 | Cost per Each \$ _____ |
| 22. | Replace stairway handrail | Cost per Lin. Ft. \$ _____ |

- | | | |
|----|---------------------------------|------------------------|
| 5. | Paint (3) bedroom dwelling unit | Cost per unit \$ _____ |
| 6. | Paint (4) bedroom dwelling unit | Cost per unit \$ _____ |
| 7. | Paint (5) bedroom dwelling unit | Cost per unit \$ _____ |

CATEGORY SUB TOTAL \$ _____

SECTION IX – CLEAN UP

SERVICE / LABOR

- | | | |
|----|--|--------------------------------|
| 1. | Perform clean-up in 1, 2, 3, 4, & 5 bedrooms | \$ _____ 1 bedroom |
| | | \$ _____ 2 bedroom |
| | | \$ _____ 3 bedroom |
| | | \$ _____ 4 bedroom |
| | | \$ _____ 5 bedroom |
| 2. | Clean range | Cost per range \$ _____ |
| 3. | Clean range exhaust hood | Cost per hood \$ _____ |
| 4. | Clean refrigerator | Cost per refrigerator \$ _____ |

CATEGORY SUB TOTAL \$ _____

SECTION X – ELECTRICAL

SERVICE / LABOR

- | | | |
|----|---|------------------------|
| 1. | Replace 13w fluorescent bulb/interior light | Cost per Each \$ _____ |
| 2. | Replace carbon monoxide detector 110v with 9v battery back-up | Cost per Each \$ _____ |
| 3. | Secure convenience receptacle | Cost per Each \$ _____ |
| 4. | Replace convenience receptacle | Cost per Each \$ _____ |
| 5. | Secure single pole switch | Cost per Each \$ _____ |
| 6. | Secure double pole switch | Cost per Each \$ _____ |
| 7. | Install / replace single pole switch | Cost per Each \$ _____ |
| 8. | Secure two way switch | Cost per Each \$ _____ |
| 9. | Replace exterior entrance light fixture | Cost per Each \$ _____ |

- 10. Replace ceiling mounted light fixture (bedroom) Cost per Each \$ _____
- 11. Replace ceiling mounted light fixture (hallway) Cost per Each \$ _____
- 12. Replace ceiling mounted light fixture (dining room) Cost per Each \$ _____
- 13. Replace pull chain light fixture Cost per Each \$ _____
- 14. Replace exhaust fan tub/shower area Cost per Each \$ _____
- 15. Replace wall mounted light fixture (bathroom) Cost per Each \$ _____
- 16. Replace convenience receptacle cover plate Cost per Each \$ _____
- 17. Receptacle switch cover plate Cost per Each \$ _____
- 18. Replace GFI plug Cost per Each \$ _____
- 19. Install light fixture globe Cost per Each \$ _____
- 20. Install hardwire Smoke Detector Cost per Each \$ _____
- Install non-hardwire smoke Detector Cost per Each \$ _____
- Install Carbon Monoxide detector (Hardwire) Cost per Each \$ _____
- 21. Trip charge Cost per Each \$ _____

CATEGORY SUB TOTAL \$ _____

Please list any other bid prices for any common heating and cooling services not listed that you can perform