

TIOGA COUNTY PHARE 90/10 HOUSING REHABILITATION PROGRAM

INVITATION TO BID

DATE: April 25th, 2024

OWNER: Wiles 2021-015

ADDRESS OF PROPERTY: 43 Liberty Rd. Nelson, PA 16940

PHONE OF OWNER: 570.418.0092

TYPE OF WORK: Minor electrical work, insulated skirting, sidewalk, porch stairs

You have been selected by the Housing Authority to submit an itemized bid for work to be done at the property listed above.

Enclosed you will find a copy of the work write-up pertaining to this job, If you are interested in submitting a bid on this project contact Nelson Wise Capital Improvements Manager to schedule an appointment to inspect the property for your bidding purposes. All work will be completed according to the "General Conditions" supplied by the Housing Authority and included in the bid package. If you have any questions about this work write-up or bidding process you can contact Nelson Wise, Capital Improvements Manager at (570)638-1803 or cell (570)404-1493.

The bid must be returned to the Housing Authority at 112 Dorsett Heights in Mansfield, PA in a sealed envelope for bid opening to be held at 11:00am. Monday May 13th, 2024,

NO BIDS WILL BE ACCEPTED AFTER THIS TIME

TIOGA COUNTY PHARE 90/10 HOUSING REHABILITATION PROGRAM

BID PROPOSAL

Proposal of _____ (General Contractor), hereinafter called "Bidder"

OWNER (S) of Property located at: Wiles 2021-015
43 Liberty Rd.
Nelson, PA 16940

GENERAL CONDITIONS

1. This Bid, Proposal and work write-up is to be received by the Tioga County Housing Authority, in a sealed envelope clearly marked in the lower left hand corner with; SEALED REHAB BID and Owners Name. Bids must be properly signed and dated no later than:

11:00am	May	13th 2024
Time	Month	Day

2. The Housing Authority shall present a signed agreement to the Contractor within thirty (30) days from the date of receipt of homeowner portion of project cost.

3. Bidding is by line item bid with a total sum as award amount.

In compliance with the "Standard Agreement and Specifications" the BIDDER hereby proposes to perform all work as described on the attached "Work Write-Up" in strict accordance with the General Condition and Technical Specifications, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER, certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

For the consideration named therein, the BIDDER proposes to furnish all the material to do the work described in the attached "Work Write-Up" and in accordance with "Standard Agreement and Specifications", for the lump sum price of: _____ Dollars (\$_____)

Respectfully Submitted: _____, Date _____

_____ Phone Number

IF AWARDED THIS BID, I OR MY FIRM WILL BE ABLE TO START ON OR ABOUT: _____
Date

Tioga Bradford Housing and Redevelopment.

112 Dorsett Heights

Mansfield, PA 16933

Phone: 570-638-2151



Tioga Bradford
Housing and Redevelopment

RehabSpec Work Write-up

Case#: **2021-015**

Job Total: \$ _____

Property Information

**43 Liberty Rd.
Nelson
Pennsylvania**

Bid Closing Date: MAY 13th 2024 11:00 AM

Owner Information

Vicky Wiles

16940

Contractor Information

Name: _____

Address: _____

Voice: _____

Fax: _____

Email: _____

570-418-0092



01 Main Structure - | Single Family - | Exterior - | Walls -

S.No	WorkItem Code	Units	Unit Type	Cost Factor	Priority	Item Cost
1	0060010010					\$ _____

Task: Install Insulated Skirting

Remove existing skirting, mounting hardware and dispose of properly. Provide and install new insulated skirting (such as Rapid Wall or approved equal) and all mounting hardware associated with a complete job. Provide and install automatic vent in each wall section. Vents should be fully open at 70F and fully closed at 40F. Provide an unfettered access door near water service located under home. Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.

2	0110020101					\$ _____
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Task: Install Exterior Outlet

Install UL Approved Exterior GFI outlets. 2 outlets at back porch and 1 outlet at front porch. To include wire and box w/cover connected to panel. All work to NEC and Local Code. Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.

3	0110040080					\$ _____
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Task: Install Exterior Light Fixture

Provide and install new UL approved exterior light fixture. Light fixture to be mounted on ceiling in back porch. Include wire, box and switch. Fixture must be labeled for exterior use. Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.

01 Main Structure - | Single Family - | Exterior - | Site -

S.No	WorkItem Code	Units	Unit Type	Cost Factor	Priority	Item Cost
4	0040050010					\$ _____

Task: Replace Walk

Scope of work shall consist of the removal of existing sidewalk and any other obstructions for the excavating, grading and compaction of sub grade necessary to complete the work, including the proper disposal of surface material and cleaning of the job site. All work and materials shall conform to Accessibility Guidelines under the Americans with Disabilities Act (ADA).

Prepare area for new walk; sub grade shall be moistened thoroughly immediately prior to placing concrete. Sidewalks shall be constructed with entrained air and a 3 inch (3") maximum slump. Provide and install 6"x6" welded wire mesh worked into concrete.

The surface of walks shall be divided into equally spaced blocks with transverse joints at intervals equal to the walk width to form rectangular blocks no greater than 7 foot (7') in any dimension. Saw or form transverse joints to a depth not less than one-fourth the slab thickness and be one-eighth inch (1/8") wide.

Expansion joints shall be placed where new concrete touches existing construction. Expansion joint filler shall be 3/4" thick bituminous, non-extruding, extending the full depth of the walk. Sidewalks shall match existing grade.

Broom finish to produce a non-slip surface. All outside edges and joints shall be edged with 1/4" radius edging tool. Areas around new slab to raked, seeded and straw.

Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or

inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.
 New walk to be approximately 15' x 4' x 4".

5 0040050006 - \$ _____

Task: Replace Concrete Slab

Remove existing porch stairs and concrete slab at front porch and properly dispose of. Prepare area for new slab. Provide and install concrete and wire mesh worked into poured concrete. New slab to be approximately 3' x 4' x 4" . Broom finish and edge slab. Areas around new slab to raked, seeded and covered with straw. Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.

6 0010070140 - \$ _____

Task: Replace Porch Steps - Wood

Remove and dispose of existing step system as specified. Install pressure treated porch step system; three 2" x 12" stringers to be set on concrete slab. Tread length to be a minimum of 36", rise of 7", and width of either 10" or 12". Include wood railing on system with more than 3 treads. Railing to be set on treated 4" x 4" posts, 2" x 4" top and bottom rails, 2" x 2" ballisters, and 2" x 4" top plate (cap). Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.

01 Main Structure - | Single Family - | Bedroom - | Wall A -

S.No	WorkItem Code	Units	Unit Type	Cost Factor	Priority	Item Cost
7	0010011013				-	\$ _____

Task: Construct Cover/Door Water Heater

Construct a cover/door for water heater in bedroom closet. Provide hinged access to water heater. Contractor responsible for removal and proper disposal of any and all waste/debris. Contractor responsible for any and all applicable permits, fees and or inspections including any One-call requirements. Contractor responsible for compliance with any and all applicable national, state and or local code requirements. Contractor is responsible for being properly and currently registered, certified or licensed as required by any federal, state or local entity/jurisdiction to perform the scope of work. Provide any and all registrations, certifications or licenses required to perform scope of work. Contractor encouraged to become familiar with conditions onsite which may affect bidding/costs associated with project.

Job Total Cost: \$ _____

GENERAL CONDITIONS

1. **GENERAL:** The work shall include the furnishing of all labor, materials, equipment, and permits necessary for the satisfactory completion of the improvements of the property identified in the attached work write-up.
2. **EXTENT OF WORK:** Described in work write-up and shown on the plans, if any, which are attached. This specification and the "Standard Agreement and Specifications" describe the material and workmanship, which will be required and are to be included in every Contract and Subcontract awarded for the execution of the work. The requirements of the work write-up shall govern if on conflict with this specification.
3. **CHANGES IN THE WORK:** Including substitution of materials; workmanship required by these specifications; changes in the scope of work as described in the work write-up, which may be CONTRACTOR, or found to be necessary or desirable as the work progresses; shall be in the form of a written "change order" giving the scope of the change and the price difference and shall be signed by the OWNER, CONTRACTOR and the REHAB SPECIALIST.
4. **WORKMANSHIP:** Shall be in accordance with the standards of the trades known as "workmanlike manner".
5. **MATERIALS:** shall be new, in good condition and of standard grade unless otherwise agreed to in writing before their delivery to the job.
6. **REPAIRS:** shall be made to all surfaces damaged by the CONTRACTOR resulting from his work at no additional cost to the OWNER. Where "repair of existing work" is called for by the Work Write-up, the feature (floor, ceiling, wall, etc.) is to be placed in "like new condition" taking into account the fact that old building cannot be made "as new" and that some lines and surfaces must remain irregular, slightly out of level or plumb either by patching or replacement; all damaged loose or rotten parts of wood, metal, or plaster shall be removed and replaced and the finished work shall match adjacent work in design and dimension. Such patching and painting shall be made to blend with existing work so that the patch or replacement will be inconspicuous.
7. **INSPECTION OF THE WORK:** during normal working hours by authorized personnel from The Tioga County Housing Authority shall be facilitated by the CONTRACTOR and HOMEOWNER and the work shall be subject to the inspector's approval and acceptance.
8. **CONTRACTS FOR WORK:** to be executed under this program will stipulate specific work items, sots and time frame.
9. **SUBCONTRACTORS:** shall be bound to the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the general CONTRACTOR, if one is awarded the Contract from the full responsibility to the OWNER for the proper completion of all work to be executed under this Agreement, and he shall not be released from this responsibility by any sub contractual agreement he may make with others.

10. **BIDS OR PROPOSALS:** will be submitted at the bidder's risk and the OWNER and/or The Tioga County Housing Authority reserves the right to reject any and all bids and proposals.
11. **BUILDING CODES:** all work to be done shall be subject to the regulations of all applicable codes and ordinances.
12. **CLEAN UP:** and removal from the site of all debris and waste materials resulting from his work shall be the responsibility of the CONTRACTOR who will, upon completion of his work, leave the premises in broom- clean condition.
13. **OCCUPANTS:** of houses, during the execution of the work, will cooperate with the CONTRACTOR by timely removal of furniture and personal effects as much as practical from the work areas. The CONTRACTOR shall make every reasonable effort to protect the occupant's possessions, which must remain in the work area, from loss or damage.
14. **CONFLICTS IN SPECIFICATIONS:** Shall be discussed with the Rehab Specialist and in all cases his decision shall be final.
15. **GENERAL SPECIFICATIONS:** for all materials and for all construction details shall be in conformance with the following documents as currently revised:
 - a) U.S. Department of Housing and Urban Development (HUD) Minimum Property Standards for One and Two Family Dwellings", 4900.1.
 - b) U.S. Department of Housing and Urban Development (HUD) Manual of Acceptance Practices", 4930.1.
 - c) Building Officials and Code Administrators (B.O.C.A.) Basic Building Code", most recent edition.
 - d) "B.O.C.A. - One and Two Family Dwelling Code".
16. **ACCESS TO RECORDS:** all records, data, and information generated as a result of this Contract in the administration of the Tioga County Rehab Program shall be available for review and inspection by authorized officials of the Department of Community and Economic Development so delegated by the Department, and officials of the United States Government involved with the administration of the Department under this clause shall be the property of the Department and it shall have the full right to use such data for any official purpose in whatever manner deemed desirable and appropriate, including making it available to the general public. This includes returns or other financial statements pertaining to individual housing rehabilitation clients participating in this program. Personal income records are to remain strictly confidential and will not be released to the general public.
17. **MWBE/Section 3:** "The prime bidders/offerors must submit documentary evidence of minority and women business enterprises and Section 3 businesses who have been contacted and to whom commitments have been made. In addition, prime bidders/offerors must submit documentary evidence of project-related employment and training opportunities available to Section 3 residents. Documentation of

employment opportunities as well as contract solicitations and commitments shall be submitted concurrently with the bid.”

Tioga County PHARE 90/10 Rehabilitation Program

CONSTRUCTION AGREEMENT

Between

"OWNER"

And

"CONTRACTOR"

And

"AUTHORITY"

SAMPLE

I. GENERAL CONDITIONS

1. The Rehab Specialist shall act as inspector for all work relative to this contract. The Rehab Specialist will be responsible for interpretations for contract technical specifications and approving final work by contractors.
2. No work shall commence by the CONTRACTOR until he has received a written Proceed Order from the AUTHORITY.
3. The Authority shall issue a written Proceed Order within fifteen (15) days from the date of the Contract. If the order is not received by the CONTRACTOR within this fifteen (15) day period, the CONTRACTOR has the option of withdrawing from the Agreement.
4. The CONTRACTOR must commence work within fifteen (15) days after issuance of the Proceed Order unless stated differently in bid sheet.
5. The CONTRACTOR must satisfactorily complete the work within sixty (60) days after issuance of the Proceed Order in accordance with this Agreement in good workmanlike and substantial manner. Time is hereby declared to be of the essence in this Agreement.
 - (a) In the event work should be interrupted for a period exceeding seventy-two (72) consecutive hours, (excluding Saturdays, Sundays, and Holidays) without written agreement and/or approval of the Housing Authority, this Contract shall become null and void. The CONTRACTOR may be liable for any cost above the contract amount to complete the work indicated in this Contract and the Authority shall have no further liability under this Agreement or under any provision of law.

6. The CONTRACTOR shall:

- (a) Furnish evidence of comprehensive public liability insurance coverage protecting the OWNER for not less than \$250,000 in the event of bodily injury including death and \$100,000 in the event of property damage arising out of the work performed by the CONTRACTOR, and evidence of workman's compensation insurance where applicable. All subcontractors must also provide above insurance.
- (b) Obtain and pay for all permits and licenses necessary for the completion and execution of the work to be performed.
- (c) Carry, during the life of the Contract, Contractual Liability Insurance, to protect and hold harmless the OWNER in accordance with Section 6(a) of this Agreement.
- (d) Perform all work in conformance with applicable local codes and requirements whether or not covered by the Work Write-Up and drawings for the work. The contractor shall contact utility companies for proper identification of underground services.
- (e) Keep the property in safe condition during the course of the work and remove all debris at the completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the CONTRACTOR unless otherwise specified.
- (f) Not assign the Agreement without written consent and approval of the AUTHORITY.
- (g) Guarantee the work performed for a period of one year from the date of final acceptance of all the work required by the Agreement.
- (h) Permit the U.S. Government, the Commonwealth of Pennsylvania or their designee, and any representative to examine and inspect the work.
- (i) Prepare, execute, and file or record with the County Prothonotary's Office prior to the commencement of any work hereunder Stipulations against Liens, if applicable.
- (j) In the performance of this Contract, comply with all applicable equal opportunity requirements of Pennsylvania Department of Community and Economic Development and or Department of Housing and Urban Development.

7. The AUTHORITY shall:
 - (a) Not permit any changes or additions to the Agreement, Work Write-Up, or Plans without the approval of the CONTRACTOR, and AUTHORITY. If any extras are approved, a Change Order must be signed by the CONTRACTOR, and reviewed and approved by the AUTHORITY.
 - (b) Cooperate with the CONTRACTOR to facilitate the performance of the work.
 - (c) Permit the CONTRACTOR to use, at no cost, existing utilities such as light, heat, power, and water necessary to the carrying out and completion of the work.
 - (d) Provide access to the premises during the course of the construction work.
 - (e) Agrees not to sell or dispose of property for a minimum period of one (1) year following the date of final inspection of the property.
8. No member of or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Agreement, proceeds of this, or to any benefit to arise from the same. No officer, employee, or member of the governing body or the public body who exercises any functions or responsibilities in connections with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in the Agreement.
9. The CONTRACTOR will be paid the contract price in one lump sum amount after the work is satisfactorily completed. Payment will be made after final inspection and acceptance of all work performed and approved by the inspector.
10. If the work has been substantially completed, but full completion is delayed through no fault of the CONTRACTOR, the CONTRACTOR shall receive payment for no more than 80 percent (80%) of the value of the completed, inspected and accepted work as determined by the INSPECTOR. The remaining money shall remain in escrow with the Authority for release upon full completion, inspection and acceptance of all work.
11. If the CONTRACTOR is unable to complete any portion of work due to inclement weather, an extension to the completion date may be given providing the OWNER and CONTRACTOR agree it to in writing, and is approved by the AUTHORITY.

12. The OWNER accepts the bid and proposal dated _____ and through the AUTHORITY will pay the CONTRACTOR for performance of this agreement the sum of \$ _____ (Dollars and 00/100.) Payment shall be made to the CONTRACTOR directly from the Tioga County Housing Authority, Rehab Project Account with grant funds awarded to the owner as approved by the Tioga County Housing Authority. This agreement embodies all of the representation, rights, duties, and obligations of the parties and any prior oral or written agreement not embodied herein shall not be binding upon or ensure the benefit of any of the parties.
13. The OWNER and the CONTRACTOR agree to hold and save harmless the Tioga County Housing Authority and the Inspector from any and all loss, cost, or damage of every kind, nature, or description arising under this Contract or from any source whatsoever.
14. The Agreement shall include the General Conditions, Bid and Proposal.

This Agreement becomes effective and binding upon the CONTRACTOR & OWNER when executed by all 3 parties below.

CONTRACTOR

Date

OWNER

Date

HOUSING AUTHORITY

Date