

## BID INSTRUCTIONS

To be considered, proposals must be in accordance with these instructions to bidders.

### 1. Documents:

1.1 Copies of all documents are on file at the City of Tampa office, and may be obtained by contacting the HQS at that office.

### 2. Submitting Bids:

2.1 . Each bid shall be addressed to the **City of Tampa – HCD** and shall be delivered to the **City of Tampa Purchasing office located at 306 E. Jackson St., 2nd floor, Tampa FL 33602** on or before the day and hour set for opening of the bids in the Invitation to Bid. The bid shall be enclosed in a sealed envelope bearing the address of the work. It is the sole responsibility of the Bidder to see that the bid is received in proper time.

2.2 The City of Tampa will open all sealed bids received from bidders at **1:00 PM EST on 5/25/18**, at the **City of Tampa - HCD** office located 306 E. Jackson St., 3N, Tampa FL 33602. Bids received after that time will not be accepted. The City of Tampa reserves the right to waive irregularities in bids and in the bidding and to reject any or all proposals.

2.3 Bids shall be made upon the "Scope of Work Write-Up" form and the "Bid Form" provided therefore, properly executed and with all amounts and blanks filled in. DO NOT change or add to the wording of the "Scope of Work Write-Up" or the "Bid Form". Each blank where a price is to be filled in on the "Scope of Work Write-Up" shall include all costs, overhead and profit and shall be rounded off to the nearest dollar. The "Bid Form" shall include the total amount of the bid. Unauthorized conditions, limitations, or provisions attached to the proposal shall be cause for rejection of the entire bid.

### 3. Insurance:

3.1 The Contractor shall purchase and maintain such insurance to protect the Contractor against claims as set forth in the General Conditions.

3.2 Certificates of Insurance acceptable to **City of Tampa - HCD** shall be filed with **City of Tampa - HCD** prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least ten days prior written notice has been given to **City of Tampa – HCD**.

### 4. Examination of Drawings, Specifications and Site of Work:

Before submitting a bid, each Bidder shall carefully examine and read the Specifications and all other Contract Documents and visit the site of work on the specified walk through date. Each Bidder shall be fully informed prior to bidding as to all existing conditions and limitations under which the work is to be performed and the bidder shall include in the bid a sum to cover the cost of all items necessary to perform the work as set forth in the Contract Documents. No allowances shall be made to any Bidder because of lack of such examination or knowledge. The submission of a bid shall be construed as conclusive evidence that the Bidder has made such examination.

### 5. Proof of Competence of Bidder:

Any Bidder may be required to furnish evidence satisfactory to **City of Tampa - HCD** that shows the contractor and proposed sub-contractors have sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner.

6. Withdrawal of Bids:

Any Bidder may withdraw his/her bid, either personally, or by written notice at any time prior to the scheduled time for opening of bids.

7. Award or Rejection of Bids:

The awarded contract will be to the lowest responsible Bidder, subject to Owner's right to reject any and all bids or to waive any informality in the bids or in the bidding.

8. Alternate Bids:

Alternate bids will not be considered except where specifically called for.

9. Execution of Agreement:

Where Bidder is a corporation, proposals must be signed under the legal names of the corporation followed by the name of the state of incorporation and legal signature of an agent authorized to bind the corporation to a contract.

10. Contractor's License Law:

Contractor shall comply with, and require all sub-contractors to comply with state and city contractor's license laws and be duly registered and licensed thereunder.



# CITY OF TAMPA

Bob Buckhorn, Mayor

Planning & Development Department

Thomas R.P. Snelling AICP, Director

## GENERAL REQUIREMENTS

### OWNER ACCEPTS SCOPE OF WORK

The undersigned applicant(s) certifies that he/she has participated in the development of this Scope of Work Write Up (SWWU) with the "Date inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this SWWU.

x \_\_\_\_\_  
Applicant Date

x \_\_\_\_\_  
Applicant Date

### CONTRACTOR ACCEPTS SCOPE OF WORK

The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Scope of Work Write Up (SWWU) with the "Date Inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. The contractor shall initial & date each page of the Scope of Work.

x \_\_\_\_\_  
Contractor Date

### CONTRACTOR PRE-BID SITE VISIT

The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.

### CONSTRUCTION DEFINITIONS

"Install" means to purchase, set up, test and warrant a new component.

"Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component.

**STANDARD SPEC/GENERAL CONDITIONS** The contractor by submission of a proposal, agrees to comply with all applicable conditions listed in the Standard Specification.

Contractor also agrees that any building modification/repairs/ replacements that result in damage to the walls, ceiling, flooring, etc. shall be repaired to match the existing finish in the area.

All fixtures and appliances to Energy Star certified.

## **COMMUNICATION STANDARDS**

Contractor will update the homeowner regularly with times and days that contractor or sub-contractors will be on the job site. It is the Contractor's responsibility to introduce any subs to the homeowner and insure that all subs are aware of the communication requirements.

## **VERIFY QUANTITIES/MEASUREMENTS**

All Quantities stated in the attached specifications for this address using Units of Measure other than Each (EA), Room (RM) or Dwelling Unit (DU) (e.g. SF of Drywall) are for the contractor's convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. All quantities stated in the Units of Measure Each (EA), Room (RM) or Dwelling Unit (DU) are as stated. Discrepancies in Quantities found by the contractor must be communicated to the Housing Rehabilitation Specialist prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.

## **ALL PERMITS REQUIRED**

Contractor shall apply for and get all permits necessary for all Scope of Work Write Up and provided to the City prior to the start of any permitted work. All permit cost should be included in the corresponding line item.

## **ENVIRONMENTAL REHAB--RRP REQUIREMENTS**

Any contractor performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes must comply with EPA 40 CFR Part 745(Lead; Renovation, Repair, and Painting Program), be certified by the EPA as a Renovation Firm and must use Certified Renovators who are trained by EPA-approved training providers to follow lead-safe work practices.

## **WORK TIMES**

Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday.

Requests to work on weekends and before or after these hours must be approved by the homeowner.

## **SUBSTITUTION APPROVAL PROCESS**

Any requests for substitutions of specified proprietary items must accompany the initial proposal and shall include: the manufacturer's specifications; full installation instructions and warranties. The agency and owner will notify the contractor of decision at contract award.

## **FINAL CLEAN**

Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.

\*\*If a Roof is to be installed contractor is required to lay down a tarp around the house to catch any nails and or roof debris. The tarp is to be cleaned up daily to avoid any blowing debris.

## **1 YEAR GENERAL WARRANTY**

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Contractor shall remedy any roof defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within 5 year for roofs from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment. All original warranties to be turned in to homeowner in a bound package. Copy of all warranties to be turned in to the City of Tampa at the completion of the job.