

NOTICE TO HOME IMPROVEMENT CONTRACTORS
INVITATION TO BID
Project # 2018-008
Housing Rehabilitation
Shelby County, Tennessee

The Memphis Area Association of Governments (MAAG) will accept bids for rehabilitation work to be performed on a single family home in Shelby County, TN. The home is located at 3794 Jerusalem, Memphis, TN. 38109. Potential contractors will be able to visit the property on Friday, March 1, 2019 at 2:00pm.

Bid forms are available to licensed Tennessee Contractors and may be picked up from the Memphis Area Association of Governments, 8289 Cordova Road, Suite 103, Cordova, TN 38016, or by calling our office at 901-729-2871 to request a package by mail.

This project will be funded by the TN Housing Development Agency using Emergency Repair Program funds. This project is thus subject to all federal and state Equal Opportunity and Civil Rights guidelines. MAAG will accept sealed bids until 5:00pm on Friday, March 8, 2019 at the Memphis Area Association of Governments, 8289 Cordova Road, Suite 103, Cordova, TN 38016. Envelopes should be marked "Housing Rehabilitation Bid – 3794 Jerusalem" in the lower left hand corner. Bids will be opened and publicly announced at MAAG offices on Monday, March 11, 2019 at 4:30pm.

All inquiries regarding this project shall be directed to Paul Morris, Program Developer, at 901-729-2871

MEMPHIS AREA ASSOCIATION OF GOVERNMENT HOUSING REHABILITATION PROGRAM

GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. The home is located at 3794 Jerusalem, Memphis, TN 38109 and can be viewed by potential contractors on Friday, March 1, 2019 at 2:00pm. Bids will be accepted until 5:00pm on Friday, March 8, 2019 at the Memphis Area Association of Governments Office, 8289 Cordova Road, Cordova, TN 38016. General inquiries and questions of a technical nature may be directed to Paul Morris, Program Developer, at 901-729-2871. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bid must be clearly marked "Housing Rehabilitation Bid – 3794 Jerusalem". Each bid must be signed and dated.

Bids will be opened and announced at MAAG offices on Monday, March 11, 2019 at 4:30pm

Contractor qualifications: Contractors for this project must be licensed Tennessee Contractors as well as possess active liability insurance.

Completion of job: Contractors are expected to commence work within five days (5) days of the issuance of the Notice to Proceed. Work must be completed within thirty (30) days of commencement of job. If anticipated start date completion schedule is different, please write estimated completion dates on enclosed Bid Form.

Contracting Policy: Attached to this bid is a copy of a contract and guidelines prepared by the Tennessee Housing Development Agency. Contractors are urged to read this document carefully. Per Shelby County Code Enforcement guidelines, a permit must be pulled for this project. Also because of the age of the house, the contractor must be an RRP-certified contractor and implement RRP/lead safe work practices during this project.

**MEMPHIS AREA ASSOCIATION OF GOVERNMENTS HOUSING REHAB
PROGRAM
CONTRACTOR QUALIFICATION FORM**

Contractor _____

Address _____

Phone Number _____

Federal ID OR SS# _____

Insurance Company, Agent & Coverages _____

LIST OF COMPANY OFFICERS _____

Trade References (2)

Name Phone

Name Phone

Client References (2)

Name Phone

Name Phone

Is the contractor in a State of Bankruptcy? _____ Yes _____ No

Is the contractor on HUD's debarred list? _____ Yes _____ No

Is contractor any of the following? (not required to qualify)

- _____ Minority Business Enterprise
- _____ Women's Business Enterprise
- _____ Disadvantage Bus. Enterprise

List of Licenses Currently Held:

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|---------|-----------|-----------|
| License | License # | Exp. Date |
|---------|-----------|-----------|

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| License | License # | Exp. Date |
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**MEMPHIS AREA ASSOCIATION OF GOVERNMENTS IS REQUESTING
QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:**

**PROPERTY OF: 3794 Jerusalem
Memphis, TN 38109**

TOTAL QUOTE: _____

CONTRACTOR: _____ DATE: _____

NO QUOTATIONS AFTER: 3/8/2019

PART ONE: GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 5) The Contractor shall contact the Program Developer for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment. Owners’ manuals and warranty booklets are to be provided to the homeowner as needed.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the contractor, Program Developer, and homeowner.

- 8) The Contractor shall obtain for all building, plumbing, electrical, well, septic and other permits required for the specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to received reimbursements and any special inspections required by the Program Inspector. All work shall conform to code. Per Shelby County Code Enforcement guidelines, a permit must be pulled for this project.
- 10) Also because of the age of the house, the contractor must be an RRP-certified contractor and implement RRP/lead safe work practices during this project.
- 11) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

PART TWO: SURETY BOND REQUIREMENTS

1) The Contractor shall furnish and keep in force throughout the performance of the Work a separate performance bond and a separate labor and material payment bond, each in the amount of the cost of the repairs for the project (as the same may be modified from time to time) conditioned upon the faithful performance of the Work by the Contractor and payment of all obligations arising in connection with the Work by the Contractor. Said bonds shall also guarantee to MAAG that the Work shall be free of all liens upon the property of the Owner. The bonds shall name the Memphis Area Association of Governments (MAAG) as obligee and shall be in such form and with such sureties as MAAG may approve prior to commencement of the Work.

The contractor shall provide MAAG a copy of the bonds prior to the performance of the Work. The contractor shall pay all premiums to ensure the bonds are in effect. If for any reason the bond or bonds are terminated, cancelled or not renewed, contractor will immediately contact MAAG by telephone and provided written notice of such.

ATTENTION: THIS BID FORM **MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD** AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL QUOTATIONS WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING DATA OR WORDING MAY DISQUALIFY YOUR BID
BID FORM

*must be signed to be valid

Property located at
3794 Jerusalem
Memphis, TN 38109

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote: \$_____

Date:_____

Signature

Typed Name

Title

Company Name

Address

Phone Number

License #

Expiration Date

Detailed List of Activities for:

**3794 Jerusalem
Memphis, TN 38109**

DOORS

Frames/ Thresholds/ Hardware/ Surface/ Weather Stripping/ Caulking/ Storm Door/ Missing

Description: Both storm doors leak and have makeshift weather-stripping installed.

Recommend replacing both storm doors.

ROOFS

Damaged/ Soffit/ Fascia/ Vents/ Drains/ Membrane/ Shingles/ Gutters/ Downspouts/ Ponding/
Rafters/ Decking

Description: *The roof shingles are brittle, broken and missing in several locations.

Recommend removing shingles and underlayment, replace any deteriorated sheathing. Replace underlayment, shingles and flashing as needed.

WINDOWS

Description: *All windows leak and have makeshift weather-stripping installed. The front window has been repaired with plexi-glass. The windows have trim repaired along the top.

Recommend replacing all windows.