

**Affordable Homeownership Foundation
5264 Clayton Court, Suite 1
Fort Myers, FL 33907
239-689-4944**

**Affordable Housing for Low
Income Family Project
Request for Proposal (RFP)**

Address: 2119 Sunrise Blvd.

City, State Zip: Fort Myers, FL 33907

Phone # 239-689-4944

Legal Description: FT Myers Villas Unit 1 A Blk 6 PB

10 PG 92 Lot 15 Parcel ID:13-45-24-01-00006.0150

Date: 1/21/2020

180 Day Job

I. Summary

Affordable Homeownership Foundation is a not-for-profit corporation who builds and rehabs rental homes for very low, low income individuals that are Families, Seniors, disabled, Veterans and Youth that have aged out of Foster Care.

Affordable Homeownership Foundation constructed and now manages 6 existing group homes, located at 220 SE 27th Street, Cape Coral, FL 33904 and a Duplex located at 2456 & 2458 Jackson St, Fort Myers, FL 33901, 995 Hyacinth St, N. Ft. Myers, FL 33903, 202 Felix Ave. N. Lehigh Acres, FL 33971 and 1316 SE 34th ST, Cape Coral FL 33904. Affordable Homeownership Foundation has been awarded grant funding in order to rehab a Single family home located at 2119 Sunrise Blvd., FT Myers, FL 33907. This RFP is being issued for the purpose of obtaining proposals for the rehab of this house. The funding for this project is provided by the Lee County Human & Veteran Services (“Lee County Human & Veteran Services”) which is responsible for the execution and implementation of a United States Department of Housing and Urban Development (HUD) CDBG grant program pursuant to Title 1 of the Housing and Community Development Act of 1974 (amended). FUNDING requirements are applicable to this solicitation and entire process. This project will require rehab of the home in manner to comply with all local building codes. The Scope of the work is as follows:

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 City of Cape Coral 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 Affordable Homeownership Foundation.

Documentation and photos shall be provided for all Energy Star Qualified materials and products installed.

SCHEDULE OF WORK

DESCRIPTION OF EXTERIOR

1. **Fascia and Soffit:** Replace as needed to the existing material. All deteriorated or partly deteriorated lumber shall be replaced with lumber to meet size and code requirements prior to application of new material. All work will be completed in a workmanlike manner.

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2. **Gutters and Downspouts:** Remove existing material and replace with new pre-finished seamless 5" aluminum gutters. Replacement to existing material only. Gutters shall be attached to fascia with 1- aluminum hidden gutter hanger located every 24" O.C. Gutters will be complete with properly located 3" x 4" downspouts for water runoff, approximately 1 downspout per 20' of gutter. Downspout extensions of 16" shall terminate into splash blocks. Splash blocks are required at extensions to prevent erosion of soil. Gutters and downspouts shall be sealed at all joints where a connection is made. No seams shall be allowed over entryways into the structure. All work will be completed in a workmanlike manner.

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3. **Exterior Entry Doors:** Install 2 new exterior insulated fiberglass pre-hung doors in Front entry, door to patio and Master Bedroom to outside. Doors 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) Exterior doors shall be **Energy Star Qualified**. New doors size, swing and location shall be as per existing. Prior to installation of new exterior doors, 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 all sides and edges of exterior doors within 3 days of installation. Contractor shall repair any area affected by this door installation to match the surrounding finish. Dead bolt and knobs shall be provided and installed, hardware shall be replaced prior to the start of rehab and shall be reused. Exterior doors on completion will be weather-tight, in good working order and be installed in a workmanlike manner.

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2. **Windows (Replace):** Remove and replace all windows. In all bedrooms, install one egress window to code. Egress window shall have a minimum clear height of 24" and have a minimum clear width of 20" with a minimum clear open area of 5.7 sq. ft. with a sill height 44" or less. Egress window shall be a single hung style hinged if necessary to accommodate existing opening. All replaced windows will be white aluminum style windows. All bath window replacement shall have obscure glass. If windowsill height in tub surround is less than 60" off finish standing surface, window shall receive template glass. Prior to installation of new windows in existing openings, all grooves, offsets and projections on the sides, heads, jambs and sills shall be finished flush and new window shall be sized to accommodate existing opening. New windows shall have weather-strips, nylon bushings, locking hardware, and fiberglass screen. All windows shall be **Energy Star Qualified**. New windows shall be installed in the prepared opening to manufacturer's specifications. Frames must be caulked and made weather tight, operate easily and glass cleaned. Contractor shall repair any area affected by the installation of window to match the surrounding finish. All work will be completed in a workmanlike manner.

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3. **Sliding Glass Doors:** Install new sliding glass door unit. Door shall be complete with both head, sill, jamb fiberglass screens and locking hardware as part of door system (Alcan, NU-Air, or equal). Frame shall be white aluminum free from defects. New doors shall be installed in the prepared opening to manufacturer's specifications. Frames must be caulked and made weather tight, operate easily and glass cleaned. New unit shall be **Energy Star Qualified**. All glass shall be Low-E tempered glass. Contractor shall repair any area affected by the installation of door to match the surrounding finish. All work will be completed in a workmanlike manner.

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4. **Porch Rescreening:** Furnish and install new screen panels on rear porch area. There shall be two (2) screen doors on either end of the porch. Provide for all hardware (including closer) to make doors close tightly and work properly as designed. Include bug sweep. All work will be completed in a workmanlike manner.

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5. **Pour in Place Concrete:** New concrete shall be floated and troweled to a broom finish. All work will be completed in a workmanlike manner. **Provide sloped entrance for wheelchair at front and back entrance.**

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6. **Concrete Footing:** Pour concrete footings for support of new 6" x 6" posts as replacements for the 4" x 4" aluminum posts. All engineering shall be the responsibility of the contractor and submitted with permit application to Lee County. Footings shall be installed in a workmanlike manner.

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7. **Exterior Stucco:** Make repairs to exterior walls as needed. Stucco will be a three- (3) coat system over diamond mesh lathe. Finished stucco will be no less than 5/8" in thickness. When installing stucco over any wood material, apply 15# felt prior to the application of wire lathe. Pressure wash entire structure prior to stucco application if stucco application will be over masonry walls. All work will be completed in a workmanlike manner.

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8. **Exterior Paint:** Prepare surface and apply paint as per manufacturer's specifications to all exterior surfaces of dwelling minimum, 2 finish coats. All ceilings of exterior porch, entry, or other drywall finishes shall be painted with exterior grade paint. The filling and patching of all holes and cracks and the caulking of all trim and window/doors shall be a part of surface preparation prior to finish paint. All caulking on the exterior of home shall be an elastomeric polymer based product, latex caulk is not allowed. Exterior doors and trim will be painted. All new or raw wood and siding will be primed prior to the application of paint. All sides and edges of exterior door(s) shall be primed within 3 days of installation. Entire exterior of building 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 clean water. On completion, entire exterior of structure shall be free and clear of all chipping, peeling, and checkered paint. Paint will be Flex Bon 14-1 series, Sherwin Williams Builder Select, ICI 2250 Speed Wall, Glidden 5300 series or equal quality. All work will be completed in a workmanlike manner. New 3" high address numbers shall be placed onto front of house. **Any obstruction shall be pulled away from house to allow painting of entire wall surface from a minimum of 6" below grade. All fill to be placed back after approval from LCDHS, all rocks and debris shall be removed from site. New address numbers shall be placed onto the front of house after completion of paint.**

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DESCRIPTION OF ELECTRICAL

All work will comply with the 2011 National Electrical Code and Florida State Statute 553.885.

1. **Service and Distribution:** Remove & Replace existing amp electrical service. Service shall be complete with amp main disconnect and all necessary circuit breakers. If exteriorly located, panel box shall be weatherproof. Service shall have a separate 220 V circuit for water heater, electric range, clothes dryer, washer combination in wall heat-air unit, Central HVAC or heating unit with disconnect. All 220V receptacles will **amped per mfg. specifications**, circuits complete with proper ground. All additional newly wired receptacles will be a minimum 15 amp circuit with ground. New direct wire smoke detectors with battery back-up to be located (in all bedrooms) and central to all bedrooms are required to be replaced. GFI

will be required in bath/kitchen receptacles servicing the countertop surface and one centrally located exterior receptacle if existing. To be completed in a workmanlike manner.

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- 2. **Switches, Receptacles, Fixtures:** All interior and exterior switches and receptacles are to be replaced. **Furnish new GFCI outlets as needed.** All fixtures are to be checked out throughout the structure and repaired as needed to operate properly. Install all new and/or replace interior and exterior light fixtures to be provided by contractor, see list provided below for selection and the quantity. All work to be completed in a workmanlike manner. **All illegal wiring will be reported to Affordable Homeownership Foundation Inc.**

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Electrical Fixture List

Standard electrical fixtures to be supplied and installed. All light fixtures shall have Compact Fluorescent Lamps installed. Each fixture shall have correct type and style of Compact Fluorescent Lamps installed.

All existing recessed light fixtures and light fixtures not being replaced shall be cleaned and have Compact Fluorescent Lamps installed.

All new fixtures shall be Energy Star Compliant for energy efficiency.

All documentation of fixtures shall be provided to Affordable Homeownership Foundation Inc prior to installing any fixtures.

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Exterior Lighting

Wall mounted lights: _____ Number required 4 .
Unit shall be made of cast aluminum, clear glass, and must accept standard base lamps.
Unit must be **Energy Star compliant for energy efficiency.**

Ceiling mounted lights: _____ Number required 1 .
Unit shall be made of cast aluminum, clear glass, and must accept standard base lamps.
Unit must be **Energy Star compliant for energy efficiency.**

Interior Lighting

Living Room, Family room and Bedrooms: _____ Number required 4 .
Ceiling fan and light combo. 52" 5-blade, finish shall be in brushed nickel finish with 3 speed reversible control. Unit must be able to mount on flat and vaulted ceilings. Fans located on vaulted or high ceilings shall have extension rods installed. Light kit must accept standard base lamps. Ceiling fan and light unit must be **Energy Star compliant for energy efficiency.**

Kitchen/ Dining room: _____ Number required 2 .
18" x 48" fluorescent ceiling fixture. Unit shall use 3 or 4 T8 lamps. Unit shall be white with crown-molding frame trim with white finish.
Unit must be **Energy Star compliant for energy efficiency.**

Dining Room: _____ Number required 1 .
Ceiling fixture shall be height adjustable with chain or down rod. Color and style to match other fixtures to be provided and installed.
Unit must be **Energy Star compliant for energy efficiency.**

Hall/Closet: _____ Number required 2 .
Surface mounted ceiling and/or wall fixture. Color and style to match other fixtures to be

provided and installed.
Unit must be **Energy Star compliant for energy efficiency.**

Bathrooms; _____ Number required 2 .
Provide a 4-light semi-flush mounted light fixture for vanities 30” and less.
Provide a 6 light semi-flush mounted light fixture for vanities 30” and wider.
Color and style to match other fixtures to be provided and installed.
Unit must be **Energy Star compliant for energy efficiency.**

DESCRIPTION OF PLUMBING

All work will comply with the 2014 Florida Plumbing Code and applicable local codes.

1. **Water Closets Replacement:** In baths 1 & 2, remove existing water closets and replace with new free standing, elongated surface mount toilets (American Standard or equal). Unit will be complete with new water shut off, donut, wax ring, and hold down bolts and seat color white. Toilet shall have an ADA height toilet bowl and unit shall be a high efficiency and ultra-low consumption, certified in **EPA WaterSense™ program**. To be completed in a workmanlike manner with no leaks.

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2. **Roll in shower:** In bath 1 and 2, remove existing bathtub units and provide for roll in shower (no curb) system. Reinforcement as needed to install grab bars. All work will be completed in a workmanlike manner. Location per existing.

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3. **Plumbing Hardware Replacement:** Replace all plumbing hardware in bath 1, 2 and kitchen with new good quality (Moen Chateau, Delta, Briggs or equal single handle) and certified in **EPA WaterSense™ program. Material shall be approved by Affordable Homeownership Foundation Inc prior to installation.** Lavatory will have new pop-up drain stops and shower will have new diverter valve, trim, spout and shower head. All hardware will have new supply lines, aerator and tailpiece. New shut-offs will be supplied on all supply lines to sinks, lavatories, water closets, and ice maker lines. Hot water shut off shall be supplied under the kitchen sink for future dishwasher. All work will be completed in a workmanlike manner.

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4. **Water and Drain Lines, Interior:** Replace all plumbing. Replace all water lines both hot and cold. Installation shall be CPVC where all size, type, grade and connections will comply with all standard plumbing codes on completion. Drain attachment shall be provided for future dishwasher. All plumbing will operate properly with no leaks and be completed in a workmanlike manner.

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5. **Kitchen Sink:** Replace kitchen sink with a new 4-hole double basin 22 gauge stainless steel top mount sink, min size is 33" length x 22" width x 8" deep. Undercoated for sound and condensation control is required. Sink shall be complete with stainless steel basket strainer and trim. Moen, Elkay, or Franke is acceptable. **Selection shall be approved by Affordable Homeownership Foundation prior to installation.** All work will be completed in a workmanlike manner.

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6. **Bath Vanity Sinks:** Replace vanity sinks in bathroom 1 and 2 with a new (Porcelain-on-steel or China) white oval self rimming drop in sink. Sink shall be pre drilled at 4” center faucet holes. Sink shall have front overflow. **Selection shall be approved by Affordable Homeownership Foundation prior to installation.** All work will be completed in a workmanlike manner.

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7. **Water Heater Replacement:** 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 per code requirements. Heater shall be 220 volts, double element, 4500 watts with minimum of five- (5) year guarantee with a minimum 0.90 energy factor. Size shall be a 50 gallon capacity regular (A.O. Smith, State, Rudd, Rheem, Whirlpool) or equal style. All work to be completed in a workmanlike manner. All electrical wiring and plumbing shall comply with the 2014 Florida Building Code Standards for plumbing and 2005 NEC. **Reliance brand shall not be acceptable.**

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8. **Exterior Fence Replacement:** Provide and Install a new exterior fence for the back yard, suggestions on types of materials and pricing. All work to be completed in a workmanlike manner.

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9. **Laundry Room Rehab or Replacement:** Examine existing exterior washer dryer area and determine what needs to be replaced or repaired. New water lines and electrical lines, plumbing and shelving and new flooring also ramp door into the laundry room area and make sure the doorway is 36" inches wide for accessibility.

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DESCRIPTION OF MECHANICALS

ACCA manual J, ACCA manual N, ASHRAE Handbook Guidelines, DOE Energy Plus, or other approved equivalents shall be submitted to Affordable Homeownership Foundation Inc. prior to installation of new units. New units shall be designed for the house.

1. **Central Heat and Air with New Duct work:** Provide and install a new electric central heating and cooling system with a minimum 16.0 seer rating. New system will be **Energy Star Listed Product**. System will be complete with new duct work (min R-6 value) vented to all living areas and all equipment necessary to complete new system. Existing ceiling or wall boxes shall be completely enclosed in mastic inside and out. Use of mastic and/or UL-181 tape is required. On completion, newly installed system will be adequate for all living areas to be cooled and heated. Main return grill shall be a filtered user replaceable type. Every sleeping room shall have a filtered return. All existing supply and return grills shall be replaced with new grills. All penetrations in ceilings and/or walls shall be properly sealed. Replace existing thermostat with a 7 day programmable type. Thermostat shall be hard wired and battery backup powered. Condenser pad shall be furnished if none is existing. New system will be installed to all manufacturers' specifications with warranty submitted to DHS at prior to final payments. All work shall be completed in a workmanlike manner with no exposed interior duct work.

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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 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 Dura rock or Hardi board on walls of tub and or shower surrounds behind all tile areas. Green board is acceptable on wet wall areas 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.

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2. **Handicapped Grab Bars:** In bathroom 1 and 2, provide stainless steel grab bars with non slip grip texture located at side wall in shower surround and side wall near water closet. The grab bars shall be located, sized, and installed as per ADA requirements. All work to be completed in a workmanlike manner and shall be in compliance with the 2014 Florida Building Code Standards.

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3. **Ceramic Wall Tile:** In bath 1 and 2, remove all wall and floor covering in bathtub/shower stall surround. Install new roll in shower in each bathroom. Supply shower pan liner and system to accommodate the roll in shower design. **No curb.** New backer board shall be Durarock or Conc board material, drywall or green board shall not be allowed. Installation shall be as per manufacturer, to include fastening and joint finish. New ceramic wall tile will be installed to the ceiling in the surround and be finished with matching trim tile. **Color and style selection to be made by Affordable Homeownership Foundation Inc.** If window exists in the surround, window will be completely trimmed in ceramic tile to match new tile work. Tile will be installed in a workmanlike manner with grout lines plumb and level. Adhesive will be in accordance with manufacturer's specifications. All bathrooms will require a matching ceramic fixture set including a soap dish and towel bar in tub surround, paper holder and one additional towel bar. All work will be completed in a workmanlike manner.

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4. **Interior Entry Door(s):** Install new pre-hung entry doors in existing openings. New doors will be a colonial style with wood stiles and rails, pre-hung, hollow core doors respectively. Doors will open as existing or as per drawing, be hung plumb and be in good working order. Provide and install all new brass plated hardware and passage latches (privacy lock sets for all bath(s) and bedroom(s). Provide and install brass plated, base mounted spring doorstops for all entry doors. All work will be completed in a workmanlike manner. **Note: Make all bedroom doors 36" wide**

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5. **Interior Closet Doors:** Install all new closet doors. New doors will be colonial style and match existing openings. Doors will be hung plumb and be in good working order. Provide all new hardware. All work will be completed in a workmanlike manner.

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6. **Lavatory Base Cabinet:** In bath 1 and 2, remove existing lavatory base cabinet and replace with a new good quality lavatory base cabinet to the same size as the existing unit in width. No ready to assemble or out of the box type allowed. New cabinet shall be clad with mica on all sides, shelves, base and doors. Unit will be installed in a workmanlike manner and be level and plumb. **Colors and selections shall be provided to Affordable Homeownership Foundation for selection and approval prior to installation.**

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7. **Cabinet Lavatory Top:** Remove existing lavatory in bath 1 and 2. Replace lavatory with new cabinet lavatory on new cabinet. To be completed in a workmanlike manner. **Colors and selections shall be provided to Affordable Homeownership Foundation for selection and approval prior to installation.**

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8. **Kitchen Cabinets:** Replace existing kitchen wall mount cabinets and existing kitchen base 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. No ready to assemble type allowed. Color, finish and style of new kitchen cabinets to be **(solid color or wood grain)**. All door and drawer pulls selected 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. **Colors and selections shall be provided to Affordable Homeownership Foundation for selection and approval prior to installation.**

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9. **Kitchen Countertops:** Install mica laminated countertops over new base cabinets. Top should be 25" in width with a 4" back splash. Countertops shall be fastened down per manufacturer's specifications. Mica countertop color shall be selected from samples provided by general contractor (**Wilsonart Series 60 or similar**). All work will be completed in a workmanlike manner and be to manufacturer's specifications. **Colors and selections shall be provided to Affordable Homeownership Foundation for selection and approval prior to installation.**

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10. **Bath Medicine Cabinet(s):** Install new medicine cabinet in bath 1 and 2 with a recessed mounted glass mirrored door with same size. Size will be a minimum of 18". Installation will be completed in a workmanlike manner.

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11. **Shelving:** Remove all existing shelving material and install new shelving with wire type. Size shall be 12" for cloth closets, 16" or 18" for pantry/laundry areas as manufactured by Lee/Rowan or equal. Bedrooms shall receive 1 -12" shelf and pantry/linen closets shall have 5 shelves installed. Laundry areas shall receive 1 shelf above the washer and dryer space. Wire shelving shall be complete with all components to ensure a complete system. Installation shall be as per manufacturer's recommendation. All work shall be done in a workmanlike manner.

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12. **Blown Attic Insulation:** Install blown insulation throughout the entire attic space of structure to include garage attic space. Insulation to be same as the existing, fiberglass or approved cellulose. New insulation is to be blown over existing if any, to a minimum insulation factor of R-30. Insulation shall not cover soffit venting or hamper air circulation in any manner, if needed additional vent chutes are to be added. Existing knee walls in attic shall have batt insulation added to equal R-30 and secured with mesh. All existing attic access openings shall have a minimum of ½" plywood attached around opening to create an insulation damn of at least the same depth of insulation. Access cover shall have a minimum of R-30 insulation installed on cover. 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 **Affordable Homeownership Foundation.**

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13. **Base Molding and Door Trim:** Replace all molding. Install base molding prior to ceramic tile or carpet installation. Base shall be held approx. ¼" off existing concrete floors. New trim material shall be "colonial" style. Base molding shall be a minimum of 3 ½". All work will be completed in a workmanlike manner.

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14. **Interior Paint:** Prepare surface and apply paint as per manufacturer's specifications to all painted interior surfaces of home to include interior walls and ceiling of garage. The filling and patching of all holes and cracks and the caulking of all trim shall be a part of surface preparation. Wall paint will be an interior satin high hiding interior wall paint. Interior trim and doors will be painted with semi-gloss. All interior paint colors shall be selected by LCDHS staff. All ceilings shall be painted in standard flat ceiling white. Paint will be (**Flex Bon 14-1, ICI Ultra 1250, Sherwin Williams Promar 700** or equal quality). Painted raw wood will be primed prior to application of paint. Walls will be clean and free of any damaged, peeling, chipping or checkered paint. All work will be completed in a workmanlike manner. **Colors and selections shall be provided to Affordable Homeownership Foundation for selection and approval prior to installation.**

Walls:
Trim and doors:
Ceilings:

\$ _____

DESCRIPTION OF FLOORING

1. **Ceramic Floor Tile:** Provide and install ceramic floor tile in:
 - a. Living room.
 - b. Dining area.
 - c. Family room
 - d. Hallway.
 - e. Kitchen.
 - f. Bedroom #1 with closet.
 - g. Bedroom #2 with closet.
 - h. Bath #1.
 - i. Bath #2.
 - j. Utility room.

2. Remove existing floor covering throughout above designated rooms. Installed tile shall be nominal 18" x 18", or 24" x 24" 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. Prior to installation of any floor tile, the bare concrete floors shall be evaluated for use of a crack isolation membrane such as Mapeguard 2 by Affordable Homeownership Foundation representative. All work will be completed in a workmanlike manner. **Colors and selections shall be provided to Affordable Homeownership Foundation for selection and approval prior to installation.**

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DESCRIPTION OF PERMITS AND MISCELLANEOUS

1. **Misc.:** Provide all temporary services required to complete project, including temporary electric pole, porta-a-let, and/or temporary water if necessary.

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2. **Clean Up:** Leave entire interior and exterior premises clean and free of debris on a daily basis. All materials shall be stacked safely and neatly. No debris shall be burned and or buried 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. A final cleaning of the interior and exterior shall be required, cleaning to include all items on the work specs. **Note: Include pressure washing of the driveway and patio area.**

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3. **Permits:** 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 **Affordable Homeownership Foundation Inc** prior to commencement of any work. Permits will cover all work completed under schedule of work for general, electrical, plumbing, and HVAC,. All fees shall be paid by contractor for permits required by application. All inspection scheduling shall be the responsibility of the general contractor.

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4. **Appliances:** Remove all existing appliances from kitchen and deliver them to Affordable Homeownership Foundation, and replace with an appliance package approved by Affordable Homeownership Foundation.

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TOTAL BASE BID

\$ _____

Authorized Contractor's Signature: _____

ALTERNATE BIDS

- 4. **Storm Panels:** Provide and install storm panels to all exterior openings. Panels shall be installed as per manufactures recommendations. Panels shall be 24 gauge galvanized steel panels equal to those as manufactured by Bertha Storm Panels, an Eastern Metal Supply, Inc. Panels shall be sized and secured by manufactures hardware. All work shall be completed in a workmanlike manor.

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TOTAL ALTERNATE BID

\$ _____

TOTAL BASE BID

\$ _____

TOTAL BID (TO INCLUDE ALTERNATE AND BASE)

\$ _____

Authorized Contractor's Signature: _____

Contractors name: _____.

Company name: _____.

Contractors Address: _____.

_____.

II. Contractor Statement-of-Work (SOW)

- 1. Rehab a Transition Home to bring the home into safe, habitable condition
- 2. Assure complete removal and clean-up of all materials and scraps during the installation process and upon completion of the work.
- 3. Provide and post all required permits and licenses, and obtain all required building inspection approvals.
- 4. Bid guarantee (5% of bid price), 100% payment bond and 100% performance

bond are required for this project.

5. Provide Certificates of Insurance naming Affordable Homeownership Foundation and Lee County Human & Veteran Services Board of County Commissioners as additional insureds.
6. Other contractual requirements:
 - a. Provide details of the warranty.
 - b. Provide a major milestone schedule for the project and maintain a current version of the milestone progress and projection; completion milestones must include inspection and acceptance by General Contractor and government entities as required.
 - c. Invoices must be accompanied by proof of successful completion of inspections.
 - d. Comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] including for new employment, training, or contracting opportunities resulting from the proposed project.
 - e. The Disadvantaged Business Enterprise (DBE) goal for this project is 10%. Proposals must provide information on how this goal will be met; or in the alternative, why this goal is not possible.
 - f. Prime Contractor must take the affirmative steps listed in paragraphs (1) through paragraphs (1) through (5) of 2 CFR 200.321 and solicit to appropriate Section 3 and DBE/MBE/WBE vendors on list (to be provided).
 - g. Any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
 - h. There will be a Direct Materials Purchases Agreement between owner, General Contractor and all subs for material purchases over \$2,500.
 - i. Comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Act (EPA) at 40 CFR part 247, including construction material in §247.12, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000.
7. This is a “Turn-Key” procurement – it is intended for the General Contractor to be responsible for provision of all aspects of the project and to assure compliance with all Lee County Human & Veteran Services and U.S. Government regulations and reporting procedures. Oversight, coordination and inspection of the work will be conducted by the General Contractor, with final inspection and acceptance of the work by the Project Manager and Lee County Human & Veteran Services.

III. Government Contract Requirements

1. Procurement Standards 2 CFR 200 – Attachment A.
2. Sub-contractor flow-down (all requirements applicable to the Prime Contractor).
3. Required HUD documentation packet – Attachment B.
 - i. Contract Provisions
 - ii. Equal Employment Opportunity, Civil Rights and Section 3 Certification
 - iii. Section 3 Business Certificate of Eligibility and Preference
 - iv. Section 3 Plan Statement of Commitment
 - v. Section 3 Employment Plan and Business Utilization Plan
 - vi. New Hire Compliance Report
 - vii. Certification for a Business Seeking Section 3 Preference in Contracting and Demonstration of Capability (if applicable)
 - viii. Schedule D – Disadvantage Business Enterprise Participation
 - ix. Disadvantaged Business Enterprise Participation Certification
 - x. Anti-Lobbying Certification

- xi. Disclosure of Lobbying Activities
- xii. Conflict of Interest Disclosure.

IV. Contract Type, Progress Payments and Other Provisions

1. **Type: Firm-Fixed Price (FFP)**
2. **Payment to Contractor:**
 - a. Payment shall be made upon completion, inspection and acceptance of work; proposals shall include completion milestones.
 - b. Retainage of 10% of all payments to be released to contractor upon satisfactory completion of the project (certificate of occupancy).
3. **Indemnification**

The company selected to perform this contract (Contractor) shall protect, defend, reimburse, indemnify and hold Lee County Human & Veteran Services and Affordable Homeownership Foundation Inc. harmless from and against any and all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs. Whether at trial or appellate levels or otherwise, arising during the performance of the terms of the contract, or due to the acts or omissions of Lee County Human & Veteran Services or Affordable Homeownership Foundation Inc.

V. Proposal Content and Submission

1. **Mandatory Pre-bid conference to be held on Tuesday Feb 11 at 9:30 am 2020 (EST) at 2119 Sunrise Blvd., Fort Myers, FL 33907**
2. All inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be made in writing, submitted and received at least eight calendar days prior to the date proposals/bids are due. Responses will be in the form of an Addendum posted on AHF's website the address is as follows: www.ahf.today.
3. Submit product specifications and financial proposal in conformance with the SOW. The submission will a one-time "Best and Final" offer.
4. In the event that there is a discrepancy between unit prices and total quoted amount, the unit price will prevail and the corrected sum will be considered the quoted price.
5. 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.
6. Submit manufacturers and/or contractor literature describing components and warranties. If brand names are specified, the proposal must state "brand name or equal". Alternate brands must be submitted 10 days prior to the bid due date. If rejected, the bidder will have an opportunity to adjust their quote.
7. Submit a statement certifying an understanding of the government requirements and agreement to comply and a certification that debarment by any government agency has not occurred.
8. Description of relevant experience with projects of this type and scope.
9. Three references from current or prior customers for whom you completed projects of a similar nature (rehab of a Transitional Home, projects funded by HUD, Lee County Human & Veteran Services, etc.)
10. Submit the required HUD documentation, attached as Attachment B and listed in section 3 of this RFP (see above).
11. Proposals are due by 4:00pm (EST) March 10th 2020. Submit four hard copies and one electronic copy on a flash drive or CD. All proposal content must be submitted in a sealed envelope by the deadline to Affordable Homeownership Foundation Healy AHF 5264 Clayton Ct., Suite 1, Fort Myers, FL 33907

VI. Late proposals will not be accepted or opened. Incomplete proposals will be considered nonresponsive.

1. Sealed bids will be opened at 5:00pm (EST) March 10th 2020 at Affordable

Homeownership Foundation 5264 Clayton Court, Suite 1, Fort Myers, FL 33907.

2. Proposals shall be valid for 120 days from the date of submission.

VII. Selection Criteria

1. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
2. Affordable Homeownership Foundation Inc., reserves the right to reject any and all bids at any time, unconditionally, and without cause and reserves the right not to proceed with the procurement.

VIII. Contract Award and Execution Plan

1. Announcement of the contract award – March 11th 2020

IX. Contract signing – March 12, 2020

1. Release of RFP Approved by: Affordable Homeownership Foundation/Healy