



City of Alexandria
Community Development Department
Attn: Rehab Program Manager
625 Murray Street, 3rd Floor
Alexandria, LA 71301

CmDv CDBG HOUSING MINOR REHAB BID PACKET

**BIDS DUE BY:
SEPTEMBER 8, 2017
9:00 A.M.**

CmDv #1711 – CDBG CARPENTRY

Attachment #1	Submittal Conditions
Attachment #2	General Conditions
Attachment #3	Contractor's Bid Proposal Price Sheet - Itemize price for each structure - Complete, sign, return in sealed Bid Proposal packet
Attachment #4	Scopes of Work and Photos - Carpentry work descriptions for 7 addresses



Jacques M. Roy
Mayor



City of Alexandria
Community Development Department
Attn: Rehab Program Manager
625 Murray Street, 3rd Floor
Alexandria, LA 71301

CmDv CDBG Housing Rehab Bid Packet - Submittal Conditions

BID SUBMITTAL DEADLINE / BID OPENING: 9am Friday, September 8, 2017

ATTENTION: *Qualified Contractors*

Please find attached the discipline specific BID SCOPES OF WORK (Attachment #4) described in each package. All sealed bid proposals must be delivered to the address in the letterhead above by the deadline specified.

The SEALED bid package must bear your Community Development issued Qualified Contractor ID# on the OUTSIDE FRONT of the envelope. Packages without this information will immediately be rejected and unopened. No email, faxed or call-in bids will be accepted.

Inside the bid proposal package submitted, shall include the signed Bid Proposal Price sheet(s) (Attachment #3). All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212.A.1.c.i. This sheet must include a total price for each houses listed. The following information is required on EACH bid proposal sheet submitted: Company Name, Date, Street Address, Mailing Address, Telephone Number, DUNS Number and Contractor Authorized Signature. Any proposal without this information will immediately be rejected. You are not required to submit the individual work description or picture pages of each bid packet grouping. If you have questions about the submittal of documentation, contact the Rehab Program Manager at (318) 449-5074.

Bidders are responsible to read all Attachments 1-4. The terms applicable to the bid award and contract are defined and may affect bid proposal pricing.

The Contractor or their authorized representative may elect to contact the Property Owner directly to schedule a time to review the scope of work described in the bid packet. The City Inspector does not have to accompany you to visit the house. However, keep in mind that the scope of work is limited to the bid specification provided in the packet. The Property Owner has no authority to alter the scope. The scope of work includes pictures taken by the City Inspector to assist in the description of work. If you have questions concerning the scope of work description, contact the City Inspector at (318) 449-5069.

All bidders will be provided with a Bid Tabulation result sheet within 10 calendar days after the bid opening. Awarded contracts will be fully executed within thirty (30) calendar days of the bid tabulation. The date and time will be scheduled by the Rehab Program Manager and you will be notified.

We appreciate your interest in working with Community Development on this Federally funded program to improve the housing standards in our community!



Jacques M. Roy
Mayor



City of Alexandria
 Community Development Department
 Attn: Rehab Program Manager
 625 Murray Street, 3rd Floor
 Alexandria, LA 71301

CmDv Housing Minor Rehab Bid Packet - Contractor's Bid Proposal Price Sheet

The undersigned offers to complete the CDBG Housing Rehab of the following residences at the payment price stated for EACH housing unit listed on this sheet. The buildings herein offered for repair will be awarded to the lowest most responsive responsible bidder. The city reserves the right to reject any and all proposals.

#	MPN Project #	Address	Property Owner	Phone #	Itemized Price per structure	Owner's Initials for Acceptance of Bid Price
1	12909	618 APPLEWHITE	ALTONETTE HAWKINS	318.443.1611		
2	12937	4411 3 RD	DEBORAH DAVIS	318.787.5950		
3	12936	4915 EAST SANDY BAYOU	LILLIE HELAIRE	318.445.1937		
4	12941	3228 BELWOOD	SHIRLEY DEAL	318.487.4937		
5	12947	2903 ELLBEE DR	LISA NEAL	318.609.0101		
6	12951	3005 DOE RUN	KATHIE GRANVEL	318.787.1663		
7	12984	2404 MADELINE ST	THERESA HAMPTON	318.419.5989		
CARPENTRY - ITEMIZE PRICE FOR EACH PROPERTIES LISTED ABOVE						

- Proposals must be submitted on this Bid Proposal Price Sheet (Attachment #3). Submitted in any other form will be considered non-responsive and will be rejected.
- No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for the receipt of bids. Any awarded proposals shall remain in effect for a period of ninety (90) calendar days beginning on the date of award notice.
- All bid prices shall include any and all material, labor, equipment, tax and freight charges.
- Bid Proposal Price Sheets without completed signature /company information will automatically be rejected. All information must be completed in ink. Signature must be hand-written. Electronic or stamped signatures will be rejected. All information requested below must be in print, with the exception of the Authorized Signature.
- The Contractor is responsible for contacting each Homeowner to schedule an appointment to estimate their bid proposal. The Contractor is also responsible to review the scope of work and pictures, the submittal conditions and general conditions disclosures. By signing this form, the Contractor accepts responsibility for the extent and character of work to be performed.

COMPANY NAME _____ DATE _____

STREET ADDRESS _____ P O BOX _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ DUNS NUMBER _____

AUTHORIZED SIGNATURE: _____



Jacques M. Roy
 Mayor

Case Number: CD-12909
Address: 618 APPLEWHITE

Question	Comment	Amount
Install new / remove and replace siding . Use only treated lumber.	rotten siding on front porch	
Insulate attic according to "blown in attic insulation specifications". Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6" clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile dislodged by weight of insulation.		
Weather-strip attic hatch / drop-down stairway panel with 3#M2743 type weather stripping or agency approved equal. Insulate attic hatch / drop-down stairway panel with Kraft backed R-19 insulation (or equal), securely stapled.	replace/repair attic staircase,weatherstrip and insulate	
Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.		
	TOTAL	\$

Project Number: **CD-12909**
Address: **618 APPLEWHITE**
Inspection Date: **6/7/2017**



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6/7/2017 2:17:39 PM

Case Number: CD-12937

Address: 4411 3rd

Question	Comment	Amount
Install new 24" chrome plated grab bar in bathroom, located near tub. Firmly secure by minimum 1 1/4" screws to studs or 2" x 6" blocking. Mount bar at a 45° angle.		
Rehang existing exterior door(s) in such a manner as to insure proper, plumb and secure fit. Make any and all necessary adjustments to frame and walls to insure proper fit. Replace door casing(s) and jamb. Lead test required.	front, replace ext trim on sliding glass door on back	
Caulk all exterior sides of windows and doors.		
Weather-strip attic hatch / drop-down stairway panel with 3#M2743 type weather stripping or agency approved equal. Insulate attic hatch / drop-down stairway panel with Kraft backed R-19 insulation (or equal), securely stapled.	Replace attic staircase	
Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.		
	TOTAL	\$

Project Number: **CD-12937**
Address: **4411 3rd**
Inspection Date: **6/8/2017**



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6/8/2017 4:56:44 PM

Case Number: CD-12936
Address: 4915 E. Sandy Bayou

Question	Comment	Amount
Remove existing deteriorated window frame unit. Remove existing rotten lumber around window unit and replace with new #2 or better grade lumber. Replace with single paned aluminum window, factory weather-stripped with full locking capabilities. Caulk around frame with acrylic latex caulking to prevent any air infiltration. Include new 1/2" screen on window. Lead test required.	bedroom 1	
Remove existing exterior door hardware and replace with new entry knob hardware and deadbolt lock. Deadbolt lock(s) to be keyed on one side. All lock(s) to be keyed alike. Bore hole for deadbolt, if one does not currently exist.	front door	
Rehang existing exterior door(s) in such a manner as to insure proper, plumb and secure fit. Make any and all necessary adjustments to frame and walls to insure proper fit. Replace door casing(s) and jamb. Lead test required.	front	
Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.		
	TOTAL	\$

Project Number: **CD-12936**
Address: **4915 E. Sandy Bayou**
Inspection Date: **6/20/2017**



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6/20/2017 7:50:45 AM

Case Number: CD-12941
Address: 3228 BELWOOD

Question	Comment	Amount
<p>Install vinyl tub surround kit around bathtub area. Vinyl shall be securely glued to minimum 3/8" plywood and cased with cap moulding. Do not use nails in tileboard.</p>	<p>1st bath</p>	
<p>Install mill finish storm windows on all exterior windows. Storm windows to be factory weather-stripped, capable of being securely locked and equipped with aluminum or vinyl screen. Frames shall be well caulked to insure minimum air infiltration. Irregular sizes shall be custom made to insure adequate and secure fit. *Excluding windows with A/C units.</p>	<p>back door</p>	
<p>Remove existing exterior door units, replace with new metal factory hung exterior door unit(s) with 1"x 4" o/s trim. Door unit(s) are to have built-in weather-stripping and threshold(s). All hinges, screws, locks and trim to be new. Doors are to be flush and plumb with existing walls. Make all necessary adjustments to frame and walls or rebuild walls and replace frames to insure adequate, proper and secure fit. Door(s) shall remain in manufacturer's primed finish. Install peep-hole in new door (s). Level of peephole to be determined by applicants height and installed accordingly. Install new entry knob hardware with deadbolt lock(s) on door(s). Deadbolt lock(s) to be keyed on one side. All lock(s) to be keyed alike. *Contractor is to call and arrange for a Header Inspection when the old entry door unit(s) are removed. After inspection is made and photo documentation obtained, if it is shown that no header is present, it is the contractor's responsibility to install a new header. Once the new header is installed a second inspection is required so that additional photo documentation can be obtained for files. Only after photo documentation has been obtained can the new entry door unit be installed.</p>	<p>back door</p>	
<p>Weather-strip and install new aluminum threshold(s) on exterior door (s). New weather-stripping shall be approximately 3/4" width rigid aluminum with vinyl bead on the end, nailed to the inside and bead pressing firmly against the door. Jamb shall be tightened or caulked in such a manner as to prevent outside air from entering residence.</p>	<p>storage rm ext door</p>	
<p>Caulk all exterior sides of windows and doors.</p>		
<p>Insulate attic according to "blown in attic insulation specifications". Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6" clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile dislodged by weight of insulation.</p>		

Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.

TOTAL \$

Project Number: **CD-12941**
Address: **3228 BELWOOD**
Inspection Date: **6/20/2017**



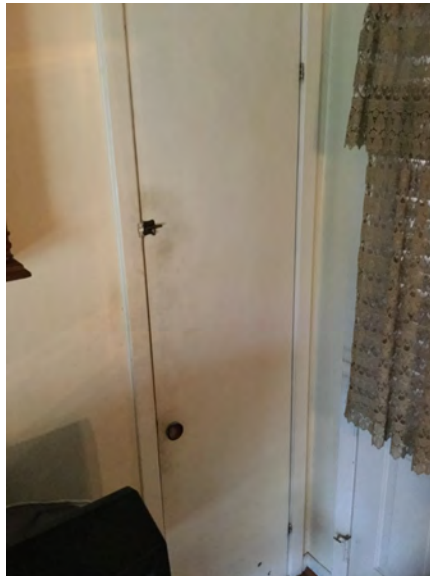
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Case Number: CD-12947

Address: 2903 ELLBEE

Question	Comment	Amount
Remove existing window frame unit. Remove existing rotten lumber around window unit and replace with new #2 or better grade lumber. Replace with single paned aluminum window, factory weather stripped with full locking capabilities. Include ne 1/2 screen on window. Lead test required.	Master bedroom	
Install mill finish storm windows on all exterior windows. Storm windows to be factory weather-stripped, capable of being securely locked and equipped with aluminum or vinyl screen. Frames shall be well caulked to insure minimum air infiltration. Irregular sizes shall be custom made to insure adequate and secure fit. *Excluding windows with A/C units.		
Replace all broken window panes with new plexiglass of accurate size.	back bathroom	
Weather-strip attic hatch / drop-down stairway panel with 3#M2743 type weather stripping or agency approved equal. Insulate attic hatch / drop-down stairway panel with Kraft backed R-19 insulation (or equal), securely stapled.		
Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.		
	TOTAL	\$

Project Number: **CD-12947**
Address: **2903 ELLBEE**
Inspection Date: **6/23/2017**



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Case Number: CD-12951

Address: 3005 DOE RUN

Question	Comment	Amount
Install vinyl tub surround kit around bathtub area. Vinyl shall be securely glued to minimum 3/8" plywood and cased with cap moulding. Do not use nails in tileboard.	bathroom #2	
Install new 24" chrome plated grab bar in bathroom, located near tub. Firmly secure by minimum 1 1/4" screws to studs or 2" x 6" blocking. Mount bar at a 45° angle.	master tub	
Install mill finish storm windows on all exterior windows. Storm windows to be factory weather-stripped, capable of being securely locked and equipped with aluminum or vinyl screen. Frames shall be well caulked to insure minimum air infiltration. Irregular sizes shall be custom made to insure adequate and secure fit. *Excluding windows with A/C units.	garage entrance	
Weather-strip and install new aluminum threshold(s) on exterior door (s). New weather-stripping shall be approximately 3/4" width rigid aluminum with vinyl bead on the end, nailed to the inside and bead pressing firmly against the door. Jamb shall be tightened or caulked in such a manner as to prevent outside air from entering residence.	front door	
Rehang existing exterior door(s) in such a manner as to insure proper, plumb and secure fit. Make any and all necessary adjustments to frame and walls to insure proper fit. Replace door casing(s) and jamb. Lead test required.	just replace exterior casing on front door	
Caulk all exterior sides of windows and doors.		
Insulate attic according to "blown in attic insulation specifications". Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6" clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile dislodged by weight of insulation.		
Weather-strip attic hatch / drop-down stairway panel with 3#M2743 type weather stripping or agency approved equal. Insulate attic hatch / drop-down stairway panel with Kraft backed R-19 insulation (or equal), securely stapled.	install new attic access stairway	

Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.

TOTAL \$

Project Number: **CD-12951**
Address: **3005 DOE RUN**
Inspection Date: **6/26/2017**



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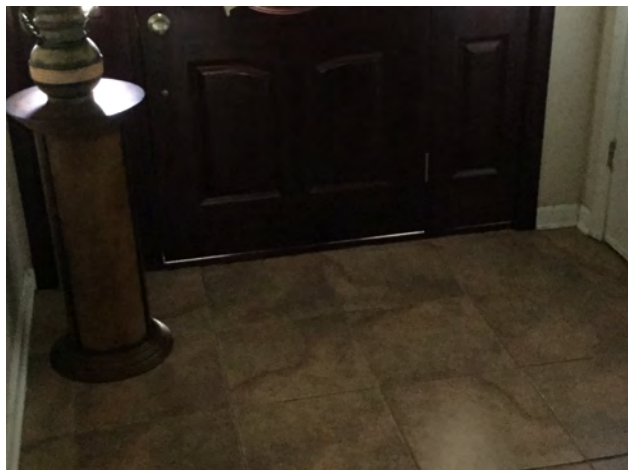


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Project Number: **CD-12951**
Address: **3005 DOE RUN**
Inspection Date: **6/26/2017**



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Case Number: CD-12984

Address: 2404 Madeline

Question	Comment	Amount
Install vinyl tub surround kit around bathtub area. Vinyl shall be securely glued to minimum 3/8" plywood and cased with cap moulding. Do not use nails in tileboard.	Master bathroom	
Install new / remove and replace handrails. Use only treated lumber.	replace floor decking on front porch	
Replace all broken window panes with new plexiglass of accurate size.	3'x3' back of the house	
Insulate attic according to "blown in attic insulation specifications". Contractor to be responsible for attic access for sub-contractor, including the installation of new scuttle hole where applicable. Care shall be exercised to provide 6" clearance on all sides of all gas flues. Contractor to be responsible for any loose ceiling tile dislodged by weight of insulation.	Back addition	
Weather-strip attic hatch / drop-down stairway panel with 3#M2743 type weather stripping or agency approved equal. Insulate attic hatch / drop-down stairway panel with Kraft backed R-19 insulation (or equal), securely stapled.		
Remove all standard light bulbs in ceiling fixtures throughout interior of house and replace with #15 watt compact fluorescent bulbs. This will be in compliance with the energy star conservation guidelines. (Comparable to 60-watt incandescent bulbs). Do not leave uninstalled light bulbs onsite.		
Lead safe work practices and interim controls are required to address potentially positive areas. For this project, interim controls shall be removal and replacement of items listed above. The Contractor is responsible to contact the Community Development Lead Testing Sub-contractor to coordinate a sampling at least one week in advance. A Lead Base Paint wipe sampling must be conducted within 60 minutes after ALL renovations are complete and the clean-up procedure is finished by the Contractor. The issuance of the Certificate of Completion and Contractor payment will be held until a passed sample test is achieved. Community Development will pay for one clearance test. In the event that the one clearance test fails, the Contractor final payment amount shall be deducted by the cost of any additional clearance wipe tests required until a clean wipe test is achieved. All Lead Testing Inspectors and Labs shall be ordered / selected through Community Development. All clearance wipe samplings must be completed by a certified lead based paint inspector and the results for the sampling must to be received by a certified laboratory with National Lead Laboratory Accreditation Program (NLLAP). Awarded Contractor must hold a current EPA Lead Safe Practices Certification at a minimum, however, Certified Renovators Certification (800-424-5323 x.3) is preferred to be eligible for project award.		
	TOTAL \$	

Project Number: **CD-12984**
Address: **2404 Madeline**
Inspection Date: **7/26/2017**



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