



INVITATION TO BID
CDBG MULTIFAMILY REHABILITATION PROJECT
Deadline: May 21st, 2019

Sealed bids for the following Rehabilitation project will be accepted by Three Rivers Community Action (Agency) and its Housing Program until Tuesday May 21st, 2019 at 1:00 p.m., after that time they will be publicly opened and read in the Three Rivers Community Action meeting room at 1414 N Star Drive in Zumbrota, MN. This is a federally funded project that will be funded with CDBG funds and must comply with all HUD requirements such as Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations. Three Rivers is an equal opportunity employer, businesses owned by women or minorities are strongly encouraged to bid.

1. Preparation of Bid

- A. Bidders are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk.
- B. Each bidder shall furnish all the information required. Erasures or other changes must be initialed by the person signing the bid form. Partial bid packages will be rejected.
- C. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, it is advised to call and have that portion clarified. For clarification, contact Clara Krause, Asset Management at 507-316-0228.
- D. Access to units:
Contact Lori Blom at (507) 645-4271, leave your name, company name and number, she will get back to within 48 hours you during the work week to let you know when occupied units will be available for visit.

2. Submission of Bid

- A. All bids must be submitted in a sealed envelope and must include the following information on the face of the envelope: bidders' name along with contact person as well as address. Failure to do so may result in the premature opening of or failure to open such a proposal. Address bids as directed below:

CDBG-Rehabilitation Project

Three Rivers Community Action
Att: Clara Krause
1414 N Star Drive
Zumbrota, MN 55992

Administrative Office

1414 North Star Drive
Zumbrota, MN 55992
Phone: 507-316-0610
www.threeriverscap.org
TTY: MN Relay Service:
1-800-627-3529

Faribault Office

201 South Lyndale Avenue
Faribault, MN 55021

Plainview Office

55049 241st Avenue
Plainview, MN 55964

Rochester Office

300 11th Avenue NW
#110
Rochester, MN 55901

Wabasha Office

Suite 120
611 Broadway Avenue
Wabasha, MN 55981



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B. Bidders are responsible for submitting proposals before the stated closing time. Bid packages will be date stamped when they are received. Bid packages that arrive late due to delays in the delivery of the mail will not be considered. Any proposal received after the stated deadline will be rejected.

C. Facsimile bids will not be accepted.

D. Three Rivers Community Action shall not be responsible for any costs incurred in the preparation of the bid.

E. Any bid may be withdrawn by giving written notice to the Housing Program before the stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of 60 days after said closing time, except the successful bidder whose prices will remain for the entire contract period.

3. Award

A. The evaluation and award of this bid will be based on a combination of factors including, but not limited to, the following: bid price, past performance, ability to meet service requirements, manpower and equipment available to perform this service, completeness of bid, compliance with specifications, and any other factors considered to be in the Agency's best interest.

B. Three Rivers Community Action reserves the right to make an award in total or to split the award in whatever manner deemed to be in the best interest of the Agency.

4. General Conditions

A. Upon the awarding of the bid, a contract shall be signed between the Agency and the successful bidder stipulating the terms and conditions for the completion of the work as outlined in the bid.

B. In case of default of the contractor, the Agency may cancel the contract or and procure services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The Agency may remove a defaulting contractor from future bid lists.

C. The Agency reserves the right to cancel this contract without cause or reason upon 30 days written notice.

D. Agreements with the Agency may not be assigned by the contractor to another contractor or subcontractor without prior written consent of the Agency.

E. Three Rivers Community Action reserves the right to accept or reject any or all bids, to let bids again, and to waive any irregularities in the best interest of the Agency.

F. Any errors, omissions, or discrepancies in the specifications discovered by a prospective contractor will be brought to the attention of Clara Krause, Asset Management officer, as soon as possible after discovery. Further, the contractor will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

SPECIFICATIONS AND BID SHEET FOR RESIDENTIAL REHABILITATION WORK

OWNER(S): Three Rivers, Northern Oaks

GENERAL CONSTRUCTION CONTRACT

ALL WORK AND MATERIALS MUST MEET OR EXCEED ALL STATE AND LOCAL CODES. ONLY GOOD QUALITY MATERIALS AND WORKMANSHIP WILL BE ACCEPTABLE. EACH TRADE IS RESPONSIBLE FOR DISPOSING OF THEIR RELATED DEBRIS. AS A GENERAL, ALL OTHER TRADES AND SUBS WILL BE HIRED AND PAID BY THE GENERAL CONTRACTOR. EACH TRADE MUST COOPERATE AND COORDINATE WITH OTHER TRADES ON THIS PROJECT. LEAD SAFE WORK PRACTICES MUST BE PERFORMED IN ACCORDANCE TO 29CFR1926.62 OSHA LEAD SAFTY STANDARDS. CONTRACTORS MUST ADDITIONALLY BE A CERTIFIED RENOVATOR, REPAIR & PAINTING CONTRACTOR WITH ENVIROMENTAL PROTECTION AGENCY TO WORK ON HOMES 1978 AND OLDER. NO CHANGES OR ADDITIONAL WORK MAY BE COMPLETED WITHOUT **PRIOR** WRITTEN APPROVAL OF Three Rivers Community Action, Inc.

Measure	Work Needed	Dollar Amount Per Area
New countertop and backsplash	<ul style="list-style-type: none">— Furnish and install new countertops (<u>8 units</u>).— Installation shall include removal and disposal of old countertops and removing and re-installing sink/faucets.— Countertop to be Formica or equal with rolled edge and integral backsplash (countertop high pressure 1/16" laminated plastic).— Installer shall cut countertop for sink placement. Countertop shall have mitered joints with seams being plumb and level and shall be scribed to existing walls. Countertop shall be secured front and back to cabinets. Installer shall use silicone sealant between adjacent walls and countertop or backsplash.	\$ _____
Install New Sinks and Faucets (8)	<ul style="list-style-type: none">— In kitchens furnish and install new Sterling (or equal) stainless steel sinks and Moen (or equal) faucets, with new supplies, shutoffs and trap to code.— Remove and dispose old sinks and faucets.— Seal the sink/counter transition with clear silicone	\$ _____
Furnish and Install new Refrigerators (5)	<ul style="list-style-type: none">— Furnish and install <u>5</u> new white refrigerators - Midrange Frigidaire (or equal) and no water option.— Remove and dispose of old units	

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Furnish and Install new Stoves (7)	<ul style="list-style-type: none"> — Furnish and install <u>7</u> white coil electric stoves - Midrange Whirlpool (or equal) — Furnish and install <u>1</u> handicap style white coil top electric stove. — Remove and dispose of old units. 	
A/C (8)	<ul style="list-style-type: none"> — Supply and install <u>8</u> A/C, 13 SEER, and 24,000 BTU. — Remove and dispose of old A/C units. — ALTERNATE: Same as above, but with 14 SEER A/C Units. 	<p>\$ _____</p> <p>ALTERNATE:\$ _____</p>
Remove and Replace Exterior Handrails	<ul style="list-style-type: none"> — Remove and replace handrails at front of <u>8</u> units with maintenance free materials. — Remove and dispose of old handrails 	\$ _____
Remove and Replace Concrete around garages and front entries, concrete pads (8)	<ul style="list-style-type: none"> — Remove and replace cracked concrete slabs around garages and front entries. — Install concrete pads for garbage bins — Remove and dispose of old concrete. 	\$ _____
Replace Flooring (unit 210)	<ul style="list-style-type: none"> — Install glued down LVP laminate flooring in designated units and areas. — Include all extra trim and transitions. Install pad and laminate flooring as per manufactures specifications. — Remove and dispose of old flooring 	\$ _____
Replace Carpet (units 210, 214, 216, 220)	<ul style="list-style-type: none"> — Furnish and install new carpeting, to be selected by owner and not to exceed \$26.00 per yard for carpet and pad. Metal threshold strips shall be used at edges. Carpet properly stretched and secured for a finished job. — Remove and dispose of old carpet 	\$ _____
Replace Front Doors (8)	<ul style="list-style-type: none"> — Furnish and install new insulated, pre-hung, pre-finished steel door at front entrance. Doors to be manufactured by Taylor, Mastercraft, Stanley or 	

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	<p>equal. Door shall be 1-3/4" thick in a wood frame complete with all hardware, dead bolt lock. Interior casings to be used unless damaged and in that case are to be replaced with new that match existing. Door shall be weather-stripped on both sides, top and at threshold. New frame will be securely fastened into opening and sealed. Door is to set on a continuous treated wood sill support. Support is to be as wide as the outside edges of the brick-mold/casings and supporting the front edge of the aluminum threshold. A trim piece is to be installed on the interior of the threshold where it meets the floor to create a finished look if needed. Wooden sill support, ext. jamb, and brick-mold to be wrapped in white metal.</p> <ul style="list-style-type: none">— Installation shall include removal and disposal of old door and frame.— Furnish and install new solid core aluminum combination storm door at the front entry. Door shall be self-storing Larson Cole-Sewell or equal with glass and screen inserts. Extruded door frame to be cold-rolled minimum 1" thick of rigid construction. All hardware, including hydraulic door closer and chain to be provided by manufacturer and included in this installation. Extension door sweep to be adjusted to form bottom seal and screwed securely into door. Door closer to be installed as closely as possible to center of door and installed with 3" zinc plated screws.	\$ _____
Replace Garage Doors (8)	<ul style="list-style-type: none">— Furnish and install new insulated overhead garage doors. Doors should include weather seals between sections and on bottom. Doors should be white with short raised panels.— Remove and dispose of old doors.	\$ _____

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Replace Interior Garage doors (8)	<ul style="list-style-type: none">— Furnish and install new In-unit doors, identical to front door as currently is. Doors should include weather seals on bottom.— Doors will include all new matching mastered key locks to match front door.— Remove and dispose of old doors.	\$ _____
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