

**COMMUNITY ACTION
CHIP LEAD PROGRAM**
Bids due to Community Action
ATTN: BERNADETTE JOHNSON
175 Main St.
Battle Creek, MI 49014

DUE BY: 3:00 PM on Thursday, January 24, 2019

**All bids must be in a sealed envelope, received by deadline,
Signed and dated or they will not be acknowledged**

LEAD SPECIFICATION WORK WRITE-UP FOR

Owner: Ellis
Property Address:
Owner Telephone: 1-513-
Tenant:
Tenant Telephone: 1-517-
Date of Specification: Dec 6, 2018

Daniel Osborn
Community Action
Project Manager
Phone: (269) 441-1331

Total Cost: \$ _____

**Pre-Bid Meeting schedule Thursday, 01/17/19 at 11:00 am
Please contact Dan at 269-441-1331, to confirm attendance.**

Contractor: _____

Address: _____

Phone: _____

**Questions regarding Lead Specification should be directed to
Community Action**

PROGRAM GENERAL GUIDELINES

1. All construction work shall be performed in accordance with the State of Michigan Building, Plumbing, Mechanical and Electrical Codes and Local Zoning requirements as well as the Michigan Rehab Code.
2. **The contractor shall provide proof of insurance, including Pollution Occurrence Insurance of \$1,000.000 each occurrence. Pollution Occurrence will be reimbursed by grant funds per invoice line item.**
3. **The contractor shall be fully responsible for obtaining all necessary permits and licenses as required by the Local Inspections Division. Furnish copies of all permits with your final invoice to the Housing Rehabilitation Specialist, at Community Action Building, Plumbing, Mechanical, and Electrical. **FAILURE TO DO SO WILL RESULT IN NON-PAYMENT.****
4. All construction work shall be inspected and approved by the Current Governing Body Inspections Division, Property Owner(s), and the Community Action Project Manager.
5. The awarded contractor shall be responsible for completion of each item specified in this work write-up. Any changes shall be authorized only by the initiation and execution by the owner(s) and a contractor, on a **formal CHANGE ORDER, which must be approved by the Community Action Project Specialist.**
6. All work completed on job site to be per manufacturers' specifications and Standard Trade Practice.
7. **The contractor shall verify**, on the job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting this bid. There will be no Change Orders to prices based on any of the above precautions not taken prior to submitting bid.
8. The contractor shall take any and all precautions necessary to ensure that fixtures and materials, which are temporarily removed during any phase of construction, are protected from damage, vandalism and/or theft. ***Damage to property caused by the contractor shall be repaired or replaced by the contractor at his/her own expense.***
9. Color(s), type, model, style, finish and manufacturer of all fixtures, appliances, hardware, and all other products used in the rehabilitation work shall be approved and/or selected by the property owner(s), and shall be standard in nature unless the owner(s) request(s) custom items at the time the contractor prepares and submits his bid. The Community Action Project Specialist must approve custom items.
10. The contractor shall remove from the premises all construction and demolition debris, which can include but is not limited to, the discarded floor covering, old doors, lumber, plumbing fixtures, roofing, debris, and rubbish and accumulated material related to the work performed and shall clean all glass and remove labels, spots, stains and marks from all material, fixtures, windows or equipment furnished or installed. Clean-up requirements shall apply to other walls, floors, fixtures or areas that have suffered in any way from the performance of the contractor or subcontractors. **Debris shall be removed and placed in a dumpster daily.**
11. The contractor shall comply with all HUD regulatory requirements per ***Federal Regulation 24 CFR, Part 35***, regarding the treatment of Lead Based Paint and Lead Based Paint Hazards.
12. **Job coordination**: It shall be the full responsibility of the General Contractor to coordinate and expedite all phases of work regardless of whether the owner or administrator awards separate contracts for any trades. All separate contractors and subcontractors for all trades shall cooperate fully with the General Contractor.
13. **Safety of Persons and Property**: The General Contractor shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury or loss to all employees on the job; All materials and equipment; and other property at the site or adjacent thereto, roadways, structures, and utilities.
14. All work is warranted for 18 months following the completion date of the project. Community Action will perform pre-warranty inspections on all properties to ensure work standards are being upheld.
15. I have reviewed above requirements and agree to adhere to the specifications.

Contractor signature

Date

LINE ITEM BID: Please read each line item carefully and complete appropriately. Any items not priced will constitute an incomplete bid which will not be accepted.

Specification Summary:

Abatement Enclosures: Interior Stairs

Abatement Encapsulations: Front, Side & Rear Porches, Interior Trim Components

Abatement Remove/Replace: Exterior Doors, Interior Doors

Interim/Dust Control: Post Abatement Cleaning

Soil Interim Control/Abatement: N/A

Water Component Control: Replace pre 2014 Water Fixtures to Lead Free

All contractors performing abatement activities are required to be certified by the State of Michigan. The Contractor is responsible to establish all containment areas for activities performed with in this specification per Michigan Lead Hazard Control Rules.

Permits:

Obtain all necessary permits and licenses as required by the County, City or local municipality governing body Building Inspections Division. Furnish copies of all final permits with final invoice, (applicable Building, Plumbing, Mechanical, and Electrical), to Community Action. **FAILURE TO DO SO WILL RESULT IN NON-PAYMENT.**

Cost: \$ _____

EXTERIOR:

Exterior Component Encapsulation: See Schedule Below: Prepare surfaces including impact & friction; Remove loose, flaking and deteriorated paint by wet scraping, wet sanding or wet plane. HEPA Vacuum and/or wet wipe to remove all paint chips, debris and dust generated during the work. Do not allow dust or debris to accumulate. Install Michigan State approved encapsulate per manufactures instructions. Install finish paint over encapsulation. Verify finish color with home owner.

Exterior Component Encapsulation Schedule:

Front Porch A Side: Ceiling, Floor, Threshold, Railing Systems, Columns, Frieze Boards, Lattices, Rafter Tails
B/C Sides: Foundation Skirt board, Column Supports, Door Casings, Outer Jambs
Rm 3 Side Porch: Ceiling, Floor, Window Trim Components, Frieze Boards, Corner Boards
Rm 5 Rear Porch: Ceiling, Floor, Window Trim Components, Frieze Boards, Corner Boards, Inside Cabinets

Exterior Encapsulation Cost: \$ _____

Exterior Doors Replacement: Rm 3 Side Porch, Rm 5 Rear Porch: Remove and dispose of existing entry doors. Install pre-hung, pre-finished, insulated steel, entry doors. Verify color and style with owner. Insulate around new door and install required jamb extension on the interior side of door with interior casing trims and exterior aluminum wraps. Lockset and dead bolt are to be Schlage, Kwikset or equal approved product.

Cost: \$ _____

Exterior Screen Doors Replacement: Rm 3 Side Porch: Remove and dispose of existing entry doors. Install new screen door.

Cost: \$ _____

INTERIOR:

Interior Door Slab Replacement: Remove and dispose of door slabs & stops. Install Michigan State approved encapsulate per manufactures instructions to door jambs. Replace door slabs, stops, hinges & latch hardware.

Interior Door Locations: Rm 2 Living Room Side D, Rm 6 Kitchen Side A, Rm 7 Bathroom Side A & B, Rm 10 Bedroom Side B, Rm 12 Bedroom Side A & C, Rm 15 Bedroom Side C,

Cost: _____

Stairwell Treads & Risers Enclosure Rm 11 & Rm 17: Install sheet vinyl and metal nosings on stair treads & risers. Caulk and seal all edges.

Cost: \$ _____

Paint Stabilization Interior Components: See Schedule Below: Perform substrate stabilization. Repair or replace all damaged or rotted wood. Wet scrape, prime any bare areas and repaint these surfaces with two coats of enamel paint. Apply all products to manufacturer's specifications for application and proper surface temperature at time of application.

Paint Stabilization Interior Components Schedule:

Rm 1 Entry: Baseboards (apply polyurethane)
Rm 2 Living room: Door Jamb C side, Closet Shelf Supports & Walls, Window Sills,
Rm 4 Dining room: Door Casing Side A, Baseboards
Rm 6 Kitchen: Window & Door Trim Components, Chair rail, Wainscoting,
Rm 7 Bathroom: Window & Door Trim Components
Rm 8 Bedroom: Window & Door Trim Components, Baseboards
Rm 9 Mudroom: Window & Door Trim Components, Baseboards
Rm 10 Bedroom: Window & Door Trim Components, Baseboards
Rm 11 Stairs: Window Trim Components, Baseboards, Stringers
Rm 12 Bedroom: Window & Door Trim Components, Baseboards
Rm 13 Bathroom: Door Trim Components, Baseboards
Rm 15 Bedroom: Window & Door Trim Components, Baseboards
Rm 16 Hallway: Baseboards & Door Trim components
Rm 17 Basement Stairs: Door Trim Components, A/C/D Walls

Interior Paint Stabilization Cost: \$ _____

Wood Floor Interim Dust Control Rms 4, 12, & 15: Prepare, clean & seal floors with polyurethane.

Cost: \$ _____

Plumbing:

Pre 2014 Drinking Water Faucets Replacements: Rm 6 Kitchen, Rm7 Bathroom, Rm 13 Bathroom, Rm 14 Kitchen, Upgrade all existing drinking water supply system components to comply with current standards implemented in 2014. Current standards for drinking water supply plumbing components are NSF/ANSI 61 or equivalent. .

Cost: \$ _____

Storage & Cleaning:

Storage: Provide storage container for the duration of project to store homeowner's belongings during abatement.

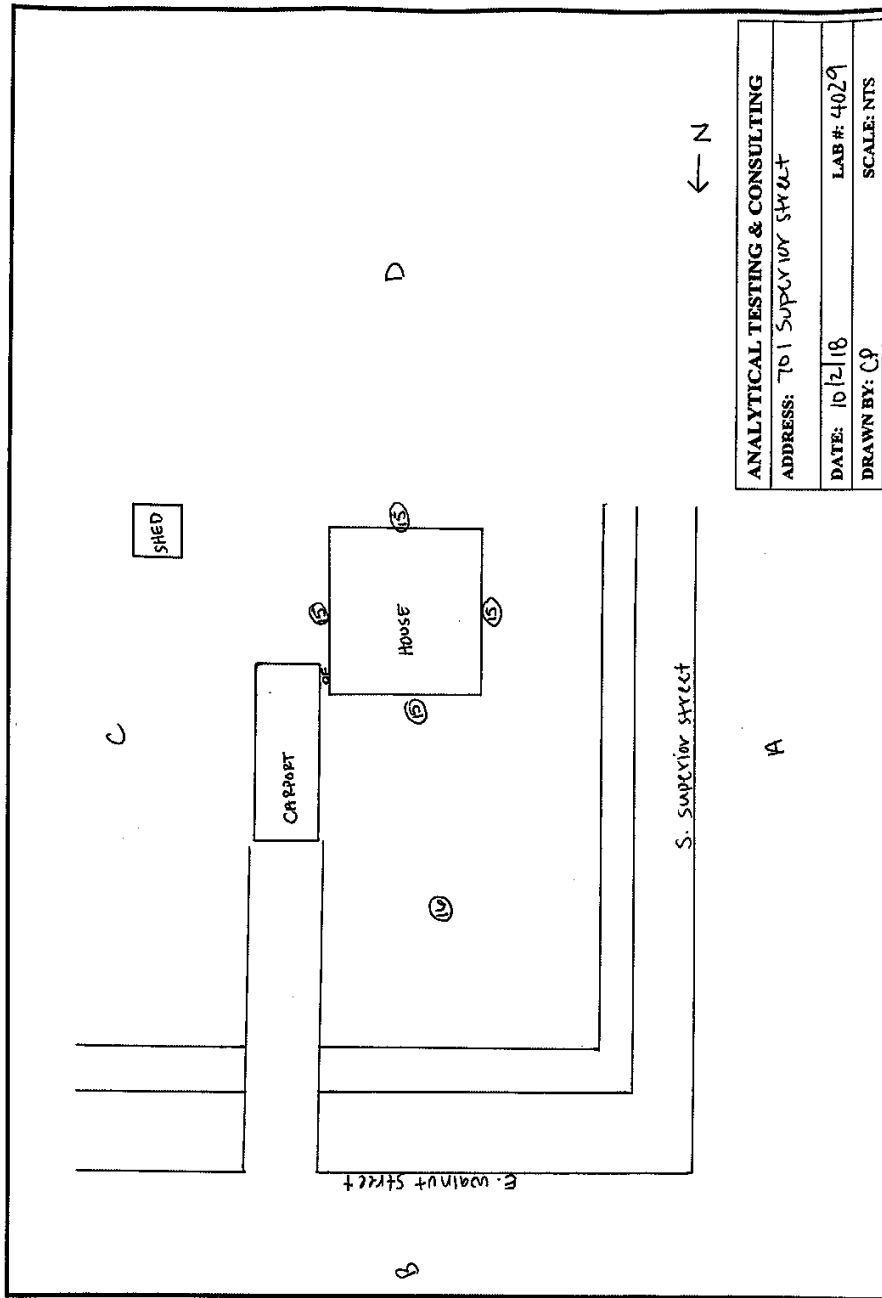
Cost: \$ _____

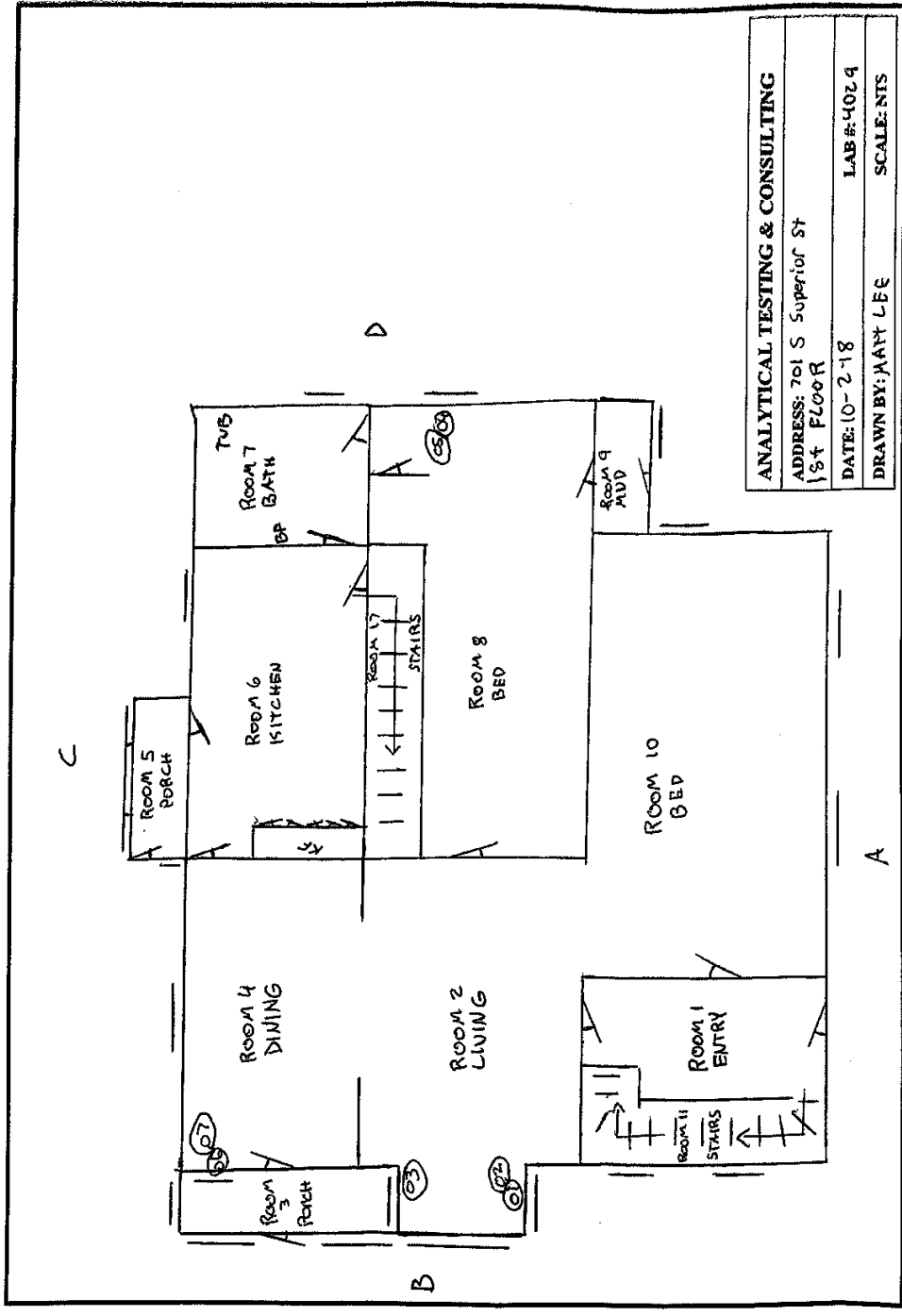
Post Abatement Cleaning: Clean all surfaces from construction prior to lead clearance. Include all vinyl window trough and frames to eliminate lead dust. Clearance Levels to achieve below HUD Grant Action Levels for Dust: Floor = 10 µg/sf, Window Sills = 100 µg/sf, Window Troughs = 100 µg/sf
***BRL = Below Reporting Limit**

Cost: \$ _____

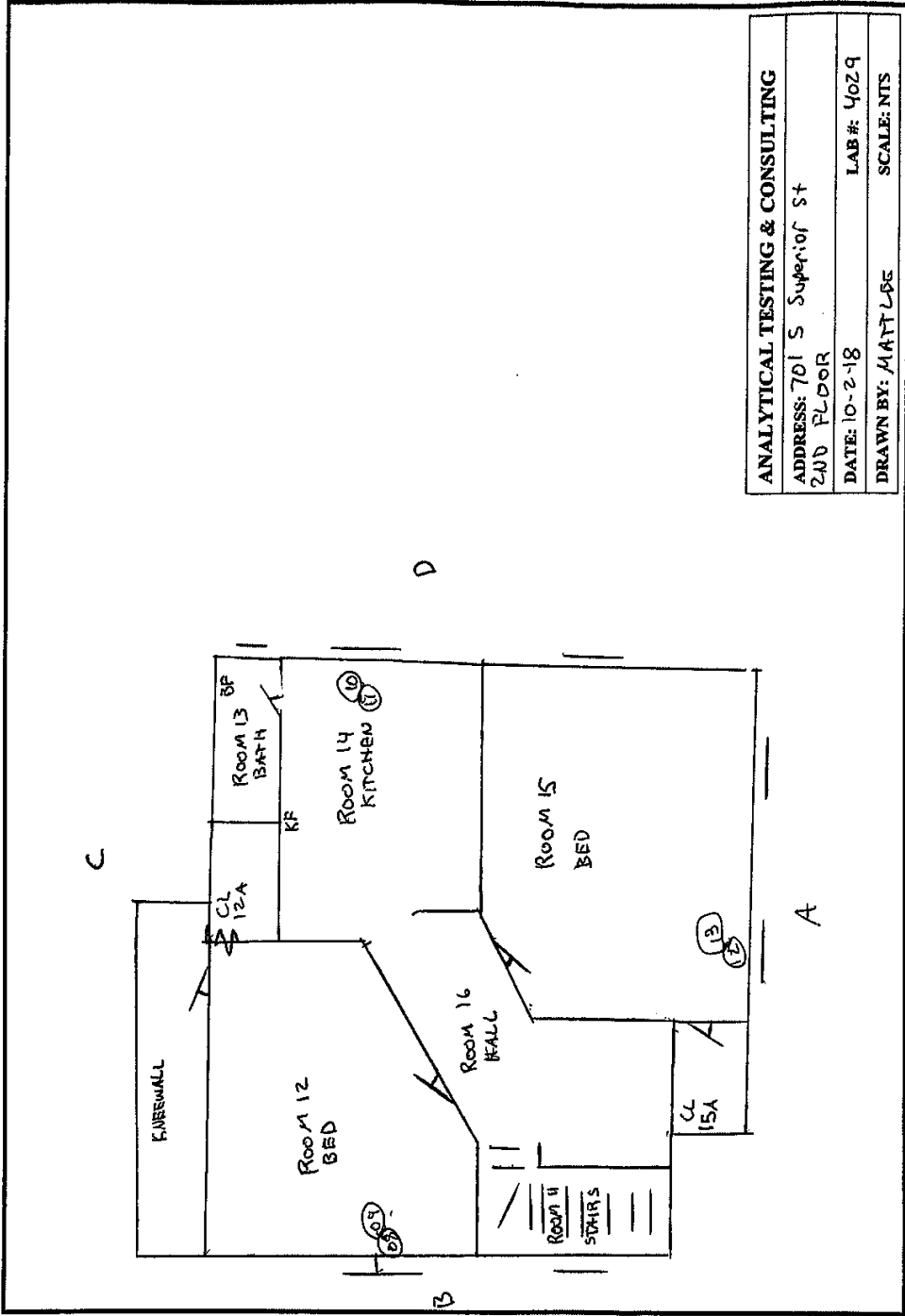
TOTAL SPEC COST: \$ _____

B-3: Floor Plans

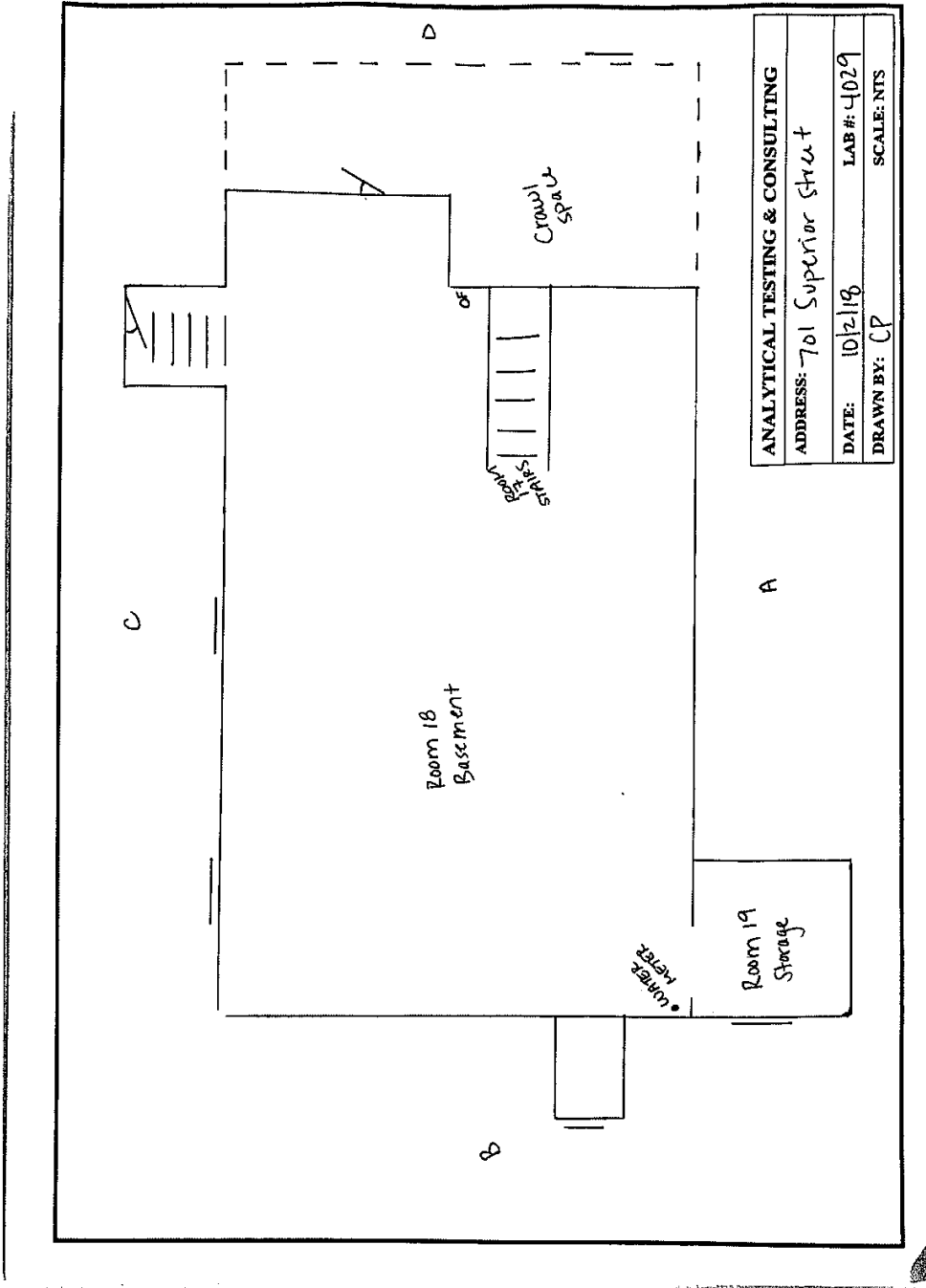




ANALYTICAL TESTING & CONSULTING
 ADDRESS: 701 S Superior St
 1st Floor
 DATE: 10-2-18
 LAB #: 4024
 DRAWN BY: MARY LEE
 SCALE: NTS



ANALYTICAL TESTING & CONSULTING	
ADDRESS: 701 S Superior St	
2ND FLOOR	
DATE: 10-2-18	LAB #: 4029
DRAWN BY: MATT LSE	SCALE: NTS



ANALYTICAL TESTING & CONSULTING	
ADDRESS: 701 Superior Street	
DATE: 10/2/18	LAB #: 4029
DRAWN BY: CP	SCALE: NTS



CONFLICT OF INTEREST DISCLOSURE

24 CFR 84.42 - Codes of Conduct - The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

Please answer the following questions related to the statement above.

- 1. As a Contractor, are you related to anyone employed by Community Action? No Yes

If yes, please list all related employees of Community Action

- 2. As a Contractor, are you related to the homeowner(s) __Kara Ellis__ for this project? No Yes

If yes, please explain how you are related

Signature of Contractor

Date

Company Name