

# CITY OF COMMERCE

## INVITATION TO BID

BID No.20-005  
**(CHIP Owner-Occupied Rehabilitation Project)**



Bid Release:	(November 06, 2019)
Preconstruction Meeting:	(November 12, 2019, 9:00 AM)
Bid Questions Deadline:	(November 25, 2019, 10:00 AM)
Bid Due Date:	(December 02, 1:30 PM)

**Postal Return Address:**

CITY OF COMMERCE  
Attn: Jordan Shoemaker  
Planning and Zoning Administrator  
545 Cedar Drive  
Commerce, GA 30529

**Courier Delivery Address:**

CITY OF COMMERCE  
Attn: Jordan Shoemaker  
Planning and Zoning Administrator  
545 Cedar Drive  
Commerce, GA 30529

# CITY OF COMMERCE

## Invitation to Bid

BID No. 20-005

(CHIP Owner-Occupied Rehabilitation Project)

Sealed Bids will be received by the **City of Commerce** for a General Contractor, to provide all materials, labor, tools, equipment, permits, licenses, etc. for three (3) owner-occupied rehabilitation housing projects located at scattered sites within the city limits of Commerce. Sealed bids shall be received at the City of Commerce Planning and Zoning building located at 545 Cedar Drive, Commerce, GA 30529.

### **OVERVIEW**

The City of Commerce, (Hereafter also referred to as “the Grantee” seeks Bids to provide all materials, labor, tools, equipment, permits licenses, etc. for the rehabilitation of owner-occupied, single-family residence projects located at:

- 942 State Street Commerce, GA 30529
- 2960 Old Maysville Rd, Commerce, GA 30529
- 80 Pine Ave., Commerce, Ga 30529

#### **A. Single Family Housing Development**

The successful bidder shall be responsible for the turn-key construction of the rehabilitation work as described in the work-write-up or house plans (if applicable).

- The project must meet all requirements of the International Building Code and the Georgia Accessibility Code. This construction shall be completed in accordance with local building codes, written specifications, and design drawings.
- Georgia Law requires Single-Family affordable housing projects awarded state or federal funds and constructed for individuals and families of low and very low incomes be constructed to be accessible (**O.C.G.A. §8-3-172**). Successful bidder must agree to adhere to “Visitability” requirements as defined in the bid packet.
- Each of the homes constructed will meet energy-standards such as Earth Craft™, Georgia Power Good Cents Home™, or other similar standards applicable to the style or type of construction, to the greatest extent possible.

#### **B. General Requirements**

1. The successful bidder shall be responsible for providing an executed E-Verify S.A.V.E. document and all licenses, permits, and inspections (during and final) required of any regulatory agency having jurisdiction over this project.
2. The successful bidder shall be responsible for the maintenance and removal of all debris during and upon completion of the project. Upon completion of the project, the successful bidder shall remove all surplus materials, machinery, and equipment.
3. The successful bidder shall provide safety measures such as fencing, roping, signs, etc. that are required to ensure the public's safety during this project. The successful bidder shall also ensure that all erosion control measures on the job site as necessary.
4. Each bidder shall provide copies of any serious or willful federal, state, or local

regulatory agency worker safety and health, or environmental non-compliance, or other regulatory agency violation citations issued to any of their firm's operations during the previous thirty-six (36) months. Each bidder shall provide resolution/settlement/notice of contest documentation, if applicable, as well as a brief summary of policy changes and actions your company has taken as a result of citations.

5. The successful bidder shall ensure that all subcontractors comply fully with the requirements of this RFP.
6. Construction shall be completed on or before ***March 31, 2020***
  - a. Maintain staff for construction management to include an on-site
  - b. Superintendent.
  - c. Establish and maintain coordinating procedures.
  - d. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
  - e. Conduct and record job progress meetings.
  - f. Prepare and submit change order documentation for review and approval by project manager.
  - g. Maintain records and submit routine reports to reporting agencies.
  - h. Maintain quality control and ensure conformity to contract documents.
  - i. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
  - j. Coordinate post completion activities, including the assembly of guarantees, manuals, as-built drawings, and the owner's final acceptance.
  - k. Implement and coordinate the one (1) year warranty and one (1) year warranty inspection.
7. Interpretations
  - a. Any request for information from the owner shall be submitted to the Project Manager for clarification. Each request shall be numbered and sequentially dated.
  - b. The Project Manager will interpret and decide matters concerning requirement and performance under the contract documents upon written request of either the owner or contractor. The response shall be made within responsible promptness and within time limits agreed upon.

**Qualification and submittal documents may be obtained by going to the CITY OF COMMERCE website: [www.commercega.org](http://www.commercega.org) Under the "Bid Opportunities" tab, find Bid #20-005 CHIP Owner-Occupied Rehabilitation Project. From here you can view and download bid documents. This is the official release site for this request for proposals or any addenda that may be issued for same.**

A mandatory pre-bid conference and facility visit will be conducted on November 12, 2019. The conference will begin at 9:00 AM. The meeting first meeting will be conducted at 2960 Old Maysville Rd, Commerce, GA 30529.

This meeting is **mandatory** for bid submission eligibility.

**BID CORRESPONDENT**

Upon Release of this Bid, all vendor communications concerning this Bid must be directed to the Grant Manager correspondent listed below:

**(Theresa Dyer)**

Home Development Resources, Inc.

PO Box 461,

Jefferson, GA. 30549

Phone: (706.389.5222)

[tdyerhdri@gmail.com](mailto:tdyerhdri@gmail.com)

Unauthorized contact regarding the Bid may result in disqualification. Any oral communications will be considered unofficial and non-binding on the CITY OF COMMERCE. Vendor should rely only on written statements issued by the Bid correspondent.