

INSTRUCTIONS TO BIDDERS: BID DOCUMENT REQUIREMENTS

Proposals to be considered must be made in accordance with the following instructions:

1. All bidders must be licensed under the Maryland Home Improvement Law and carry insurance specified under Division 1, Section 1B, paragraph 16.
2. Bids or proposals must be submitted on the form provided by the Redevelopment Authority (RDA). All bids or proposals shall be signed and dated by a person authorized to bid for the firm, and be delivered to the RDA, as specified by the deadline indicated on the Invitation For Bid (IFB).
3. Bids shall be based upon the completion of all work in the manner described in the Bid Documents. These documents include the Contract Agreement, Bid Form, General Requirements and Specifications.
4. The RDA shall not consider alternates proposed by a bidder that was not called for in the Bid Sheet. The RDA shall not consider a bid/proposal that is qualified by the contractor with unrequested alternates or other changes.
5. Bidders should carefully examine each job site and assess the work required. It shall be the responsibility of the contractor to foresee problems that may be encountered in the rehabilitation project. Bids shall be all inclusive to complete the work requested and the subsequent work that results from construction. Estimates will be submitted at no cost or obligation to the Owner. Bidders will be responsible for their own quantity take-offs. The Owner reserves the right to reject any or all bids.
6. **All bidding questions should be emailed to Tenika Felder at tfelder@redlefgroup.com and to jhpringle@co.pg.md.us.** The questions received and their respective responses will be shared with all the bidding contractors. Please note that **all questions must be received by Friday, April 21, 2017, at 12:00pm (local time).** No responses will be issued for any questions received after that date and time. No phone calls regarding the bids, no exceptions.
7. Bidders shall be prepared, at the time of executing a contract with the Owner, to give evidence that the insurance required by the "General Requirements" will be in effect for the duration of the contract.
8. **All proposals must be itemized as specified in the Bid Form. If only the lump sum is provided, the bid will be rejected. The breakdown costs or labor, material, cost per square foot and or unit costs per division must be attached with the lump sum bid.**
9. Bids shall be prepared with the intention of commencing work within the specified time period and to continue work, without delay, to the satisfactory completion of the contract. Unwarranted delays can trigger the liquidated damages clause and affect future consideration for contracts. **The work will commence by May 15, 2017, and shall be completed by July 20, 2017.**

10. The words, "bids", "proposals," and "work write-up" are used interchangeably. All bids will include a job schedule with a start date of **May 15, 2017**, and with a walk-through date to be determined after commencement of work. After the walk-through, the punch list items will be completed by the contractor within three (3) business days of receipt. The schedule must include length of time required for specific tasks, especially material order and delivery dates, lead times, installation and demolition, number of men assigned to task, and man-hours required per task, at a minimum.

11. **GENERAL**. The work includes the furnishing of all labor, materials, equipment and permits necessary for the satisfactory completion of the rehabilitation of the property.

12. **SCOPE OF THE WORK** is described in the documents attached to the bid package, which form the contract documents for this project.

13. **CONSTRUCTION**. The contractor is responsible for verifying sizes, dimensions, and weights based on site conditions before ordering materials and supplies, delivery and installation. The contractor is solely responsible for the construction means, methods and techniques used during renovation/rehabilitation unless indicated otherwise. Contractor shall supply all the tools, equipment and machinery required for project completion.

14. **PRINCE GEORGE'S COUNTY BUILDING PERMITS**. Contractor shall provide building permits as required for the rehabilitation project and shall have specialty contractors provide permits for plumbing, heating and air-conditioning, and electrical work to be performed. Contractor shall schedule the required inspections and provide inspection approvals from county inspectors before any close-in. Contractor shall submit every inspection result to the project manager as soon as they receive them. Contractor shall attach copy of any required inspections results with all draw requests.

15. **ADDENDUMS & WARRANTIES**. Contractor is to provide to RDA a packet containing all manufacturers' manuals and warranties on all the installed equipment, fixtures and appliances, at the time of the Final Inspection. Any/All pre-existing items are exempt unless required in the work write-up. Final invoice will not be processed until packet is provided. Contractor shall enroll all properties in an extended warranty program before mobilization and provide proof of enrollment to the NSP manager. The contractor shall provide his warranty, sub contractors' warranties, and the extended warranty upon completion of project

16. **SAFETY**. Contractor shall adhere to the Occupational Safety and Health Administration's (OSHA) safety standards and regulations. The Contractor shall be responsible for identifying hazards and installing safety measures and a safety plan throughout the project. Contractor shall ensure that all of its subcontractors and workmen adhere to OSHA throughout the duration of the project. Contractor shall post signs, not only within the property as per OSHA regulations, but also outside, notifying the community and other workers on the job site of construction activities. The signs and other safety measures employed on - and for the project - will be in adherence to OSHA standards and regulations.

17. **QUALITY CONTROL PLAN**. The burden of proof is on the contractor to show that all materials, preparation, finishing and workmanship, are compliant with the project's specifications and industry standards. Contractor shall establish a quality control plan for the project and monitor the quality of work throughout the duration of the project. Contractor will

promptly correct any errors, omissions, and mistakes on the job and will be responsible for time delays due to his errors, omissions, and mistakes, and/or those of his subcontractors.

18. TIME MANAGEMENT. The contractor will create a schedule and adhere to it for the duration of the project. It shall be the contractors' responsibility to accelerate the project to avert any delays in the schedule.

The need for extra labor, material, or equipment to accelerate the time will be at contractors' expense. The contractor shall submit a weekly report which will document progression of the project. Information contained in the report shall include, but is not limited to, inspections, material delivery, trades on site, and tasks completed per day in accordance with the schedule submitted for job completion. The reports can be emailed to jhpringle@co.pg.md.us , or faxed to 301 883-5291.