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00 11 13 INVITATION TO BID

Bids for construction of (2) 3 bedroom 1 bath homes at 2713 Latoka Beach Rd NW, 2715 Latoka Beach Rd NW, and (1) 2708 County Alexandria MN 56308. .

This project may include, but is not limited to, the following individual bid packages for:

HFH – 1A Building Materials
HFH – 6A Cabinets
HFH – 8A Overhead Doors
HFH – 9A Drywall Finishing
HFH – 12A Appliances
HFH – 22A Plumbing
HFH – 22B Well
HFH – 23A Ventilation
HFH – 23B Heating
HFH – 26A Electrical
HFH – 32A Lawn Seeding

Bids must be delivered before 4:30 PM CST on Tuesday, February 26 2019, to Habitat for Humanity of Douglas County, Attn: Construction Manager, 1211 N Nokomis NE, Alexandria, MN 56308; Phone 320-762-4255

Bidding Documents will be available for public inspection **on or after Friday, January 18, 2019** at the following locations until bid opening time:

- Online at www.hfhdouglascounty.org.
- Habitat for Humanity of Douglas County, 1211 N. Nokomis N.E., Alexandria, MN, Phone 320-762-4255

Prospective bidders are welcome to attend a pre-bid meeting at 7:30 AM on Friday, February 8, 2018 at the Habitat for Humanity office.

Printing costs for the plans and specs are the sole responsibility of the bidder. The owner reserves the right to reject any or all bids and waive any irregularities in bids.

To be considered, your bid must include the following information, or be currently on record with Habitat for Humanity of Douglas County:

- Signed and Dated Proposal of Bid Form (as noted in bid instructions).
- Contractor's License # and mailing address.
- Completed W-9
- Certificate of Insurance for General Liability and Workers Compensation (in the event a single employee/owner subcontractor does not carry Worker Compensation Insurance an additional form is required), listing Habitat for Humanity of Douglas County, 1211 N Nokomis NE, Alexandria, MN 56308 as certificate holder.

00 11 13

00 21 13 INSTRUCTIONS TO BIDDERS

The following instructions and information apply to all Contract Divisions. Failure to comply may be cause for rejecting bids. Refer also to the Invitation to Bid, Section 00 11 13, General Conditions and Supplemental Conditions.

1. BIDS:

This is a Construction Management Project. There is no General Contractor. All contractors on this project are considered prime contractors. The Owner will award separate contracts for all Bid Divisions involved in the project. The Project will be administered by the Construction Manager. Bid package bids will be received by the Construction Manager at the time and place designated in the Invitation to Bid (Section 00 11 13).

2. PRE-BID MEETING:

A pre-bid meeting with interested bidders will be held after documents have been sent out and before the bid deadline as indicated in the Invitation to Bid, Section 00 11 13. The purpose of the meeting is to familiarize bidders with the project. The Construction Manager shall be in attendance.

3. DOCUMENTS FOR BIDDING:

Complete sets of Bidding Documents may be examined or obtained in the manner described in the Invitation to Bid, Section 00 11 13. Complete sets of documents shall be used in preparing Bids; neither the Owner or Construction Manager assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

Bid Division Description – For clarification purposes the scope of the work involved in each Bid division is defined in three categories: “EXCLUDED”, “INCLUDED” and “ALSO INCLUDED”. Information provided under the heading “EXCLUDED” is for the purpose of noting a point of beginning and/or to eliminate fringe involvements that might be inadvertently included in the scope of work. Information under this heading is not always required to define a Bid Division. “INCLUDED” items are the obvious and/or “conventional” work scope of a Bid Division. Information under “ALSO INCLUDED” points out the “unconventional” and/or less obvious items of work included in the Bid Division, as well as the fringe involvements that could inadvertently be missed in evaluating the scope of the work. Information under this heading is not always required to define a Bid Division.

4. QUALIFICATIONS OF BIDDERS:

The owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the Work contemplated therein.

5. EXAMINATION OF BIDDING DOCUMENTS AND SITE:

Before submitting a Bid, each Bidder must (a) examine the Bidding Documents thoroughly, (b) visit the site to familiarize himself/herself with local conditions that may in any manner affect cost, progress or performance of the work, (c) familiarize himself/herself with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the work; and (d) study and carefully correlate Bidder's observation with the Bidding Documents.

6. INTERPRETATION:

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the Drawings, Specifications or other Bidding documents or finds discrepancies in or omissions from the Drawings or Specifications, a written or email request for an interpretation, clarification or correction thereof may be submitted to the Construction Manager. Any inquiry received at least seven (7) working days prior to the date fixed for opening of bids will be given consideration. The person submitting the request will be responsible for its prompt delivery. Any interpretation, clarification or correction of the documents will be made only by Addendum issued by the Construction Manager. A copy of the

addendum will be available at www.hfhdouglascounty.org and at the office of the Construction Manager.

7. APPROVAL OF SUBSTITUTIONS:

Requests for approval of substitutions must be made in writing or via email to the Construction Manager and must be received at least seven (7) working days prior to the date set for receipt of bids. The Construction Manager will issue a written Addendum listing the products approved not later than three (3) days prior to the bid date. A copy of the addendum will be available on-line at www.hfhdouglascounty.org and at the office of the Construction Manager. The Contractor shall not furnish any substitute material, product, or equipment not so approved. If rejection of any such unapproved substitution causes a change in the supplier proposed, or removal of work in place, there shall be no increase in the Contract Sum allowed due to any increase in cost occasioned by such change or removal. Items receiving prior approval will be subject to final approval when the Shop drawing submittals are reviewed.

The Contractor shall be responsible for fit and clearances of substituted items and for making any modifications in his work or the work of other Contractors necessitated by the use of any substitution, without cost to the Owner or other affected Contractors.

8. ADDENDA:

Any addenda issued during the time of bidding or forming a part of the Bidding Documents loaned to the Bidder for the preparation of this bid shall become a part of the Contract. Addenda will not be issued later than three (3) working days prior to date set for receipt of bids. Receipt of each addendum shall be acknowledged on the Bid Form.

9. TAXES, PERMITS AND FEES:

Tax Exempt Status: HFHDC is a non-profit Corporation and carries a tax exempt status. As such they have been granted a Certificate of Exemption. The certificate will be issued to Contract holders and **sales tax is not be included in the proposal amount. The Minnesota Tax Number is ES36406.**

All building permits, blueprint review fees and state surcharges will be paid by the Owner.

Fees for special local, state or federal inspections relating to mechanical, electrical, conveying systems and similar installations shall be paid for by the Contractor or sub-contractor to which such inspections apply.

10. BID FORM:

Each Division Bid shall be made on the appropriate Bid Division Form. **Note that the bid amount is per house. Bidder must also complete the Proposal Bid Form – Section 00 41 23.**

There is no limit as to the number of Bid Divisions any one contractor can bid. Bidders shall provide a separate bid for each and every bid division they are bidding. The Bidder may combine the bids of separate bid divisions by providing a combined bid deduct in the space provided on the Proposal Bid Form – Section 00 41 23. No other method for combining the work of more than one bid division will be accepted.

All blank spaces for bid prices must be filled in, in ink or typewritten, and Bid form must be fully complete and executed when submitted (Pencil bids or unreadable bids shall be cause for rejection). Bidder to note “N/A” in those blanks not applicable to their particular proposal. Only one copy of the bid form is required. The award of all Bid Divisions will be based on the dollar value of the proposal, the qualifications of the contractor and the ability to perform.

11. IN-KIND DONATION:

Habitat for Humanity of Douglas County hopes you will consider making an in-kind tax deductible donation as part of your bid. By making an in-kind donation of materials and/or labor, you make it possible for us to serve more families in the future. Habitat provides a “hand-up”, not a hand-out to families in need of safe, decent and affordable housing. Our homeowners work to build their home, and the homes of others and purchase their home with an affordable mortgage. These home payments help to build still more homes for other families in need. Your contribution is greatly appreciated, but is not required. We invite you to visit www.hfhdouglascounty.org for more information about our mission and how your work can change lives here in Douglas County; or call 762-4255 and we can answer any questions you may have.

12. BID MODIFICATIONS:

The Bid Form shall not contain any modifications of the work to be done. Alternate Bids will not be considered unless specified on the Bid. A conditional or qualified Bid will not be accepted.

13. ALTERNATES:

Bidder shall quote all Alternates as described in the Bidding Documents. The Owner reserves the right to reject all Alternates, or to accept alternates in the sequence listed in the Bid Form at time of Contract award.

14. BID SIGNING:

Each applicable Bid Division Form and the Proposal Form shall be signed by the Bidding Contractor.

15. BID SUBMITTAL:

Each Bid shall be submitted in a sealed envelope, and delivered before the time and date indicated above to: Habitat for Humanity of Douglas County, Attn: Construction Manager, 1211 N Nokomis NE, Alexandria, MN 56308. It is the sole responsibility of the Bidder to see that their Bid is received by the proper time.

16. BID WITHDRAWAL:

Any bidder may withdraw his bid after it has been deposited with the Owner prior to the time of Bid opening provided the request for withdrawal is received prior to the date and time of opening.

17. BID OPENING:

Bids will be opened privately by HFHDC.

18. BIDS TO REMAIN OPEN:

All bids shall remain open for the number of days designated in the Advertisement for Bids but the Owner may, in his sole discretion, release any Bid prior to that date.

19. BID EVALUATION:

The Owner reserves the right to waive any informalities, minor defects or irregularity and to accept or reject any and all Bids. **The Owner reserves the right to award the contract in any Building Division between bidders on a per home basis.**

In evaluating Bids, the Owner shall consider the qualification of the Bidders; whether or not Bids comply with the prescribed requirements; and alternates, if requested in the Bid forms. The Owner may conduct such investigations as deemed necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and final ability to the Bidder, proposed subcontractors and other persons and organizations to do the work. The bidder acknowledges the right of the Owner to accept any combination of Bid Divisions the Owner desires. The bidder represents that they will accept award, regardless of who the other Bid Division contractors may be. If a Contract is to be awarded, it will be awarded to the Bidder whose evaluation by the Owner indicated that the award is in the best interest of the Owner. Should there be reasons why the Contractor cannot be awarded within the specified time for

bids to remain open, the time may be extended by mutual agreement between the Owner and the Bidder.

20. NOTICE OF AWARD:

If a Bid is accepted by the Owner, the Bidder's Proposal Bid Form will be signed by the Owner and will constitute the Contract. A copy of the Contract will be forwarded to the Bidder. This Bidder shall be required to execute the Contract and provide all Project Insurance coverage and necessary forms prior to commencement of work. In case of failure of the Bidder to execute the Contract or provide necessary Project Insurance coverage and necessary forms, the Owner may consider the Bidder in default; in which case the accompanying proposal shall become the property of the Owner and the Contract shall be null and void.

21. FORM OF AGREEMENT:

Contract will be executed on Proposal Bid Form – Section 00 41 23.

22. PROJECT INSURANCE:

The Contractor shall purchase and maintain insurance for this project in accordance with the General Conditions and Supplementary Conditions. The Contractor shall file an acceptable Certificate of Insurance and insurance policy with the Owner prior to commencement of work under the Contract.

23. NOTICE TO PROCEED:

The Notice to Proceed shall be issued within ten (10) days of the execution of the Agreement by the Owner. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the Owner and the Contractor.

END OF SECTION 00 21 13

SECTION 00 22 13

BID DIVISION INDEX, DESCRIPTIONS AND PRICING FORMS

<u>Bid Division</u>	<u>Bid Division Title</u>	<u>Bid Due Date</u>
HFH – 1A	Building Materials Pkg. (Supply Only)	February 26, 2019
HFH – 6A	Cabinets	February 26, 2019
HFH – 8A	Overhead Doors	February 26, 2019
HFH – 9A	Drywall Finishing	February 26, 2019
HFH – 12A	Appliances	February 26, 2019
HFH – 22A	Plumbing	February 26, 2019
HFH – 22 B	Well	February 26, 2019
HFH – 23A	Ventilation	February 26, 2019
HFH – 23B	Heating	February 26, 2019
HFH – 26A	Electrical	February 26, 2019
HFH – 32A	Lawn Seeding	February 26, 2019

BID DIVISION DESCRIPTION

BID DIVISION HFH – 1A: BUILDING MATERIALS PACKAGE (SUPPLY ONLY)

- EXCLUDED:
1. Concrete
 2. Soils and seeding
 3. Dumpsters
 4. Overhead Doors
 5. Cabinets
 6. Rigid Foam Insulation – Supplied by HFHDC
 7. Shingles, underlayment, and ridge cap.
 8. Rafters

INCLUDED: Provide all materials to complete the building materials package as shown and specified, to furnish and deliver building materials, including but not limited to the following technical specification sections:

1. 06 10 00

- ALSO INCLUDED:
1. Coordination with HFHDC for delivery and lay down area of material
 2. Nails, screws and fasteners
 3. Low VOC acoustic and construction caulks
 3. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the 3 Bedroom home in Bid Division HFH - 1A is:

_____ Dollars (\$_____)

Our Lump sum Base Bid for the 4 Bedroom home in Bid Division HFH - 1A is:

_____ Dollars (\$_____)

*Note: Attach cost breakdown on a separate sheet.

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 06 10 00

MATERIALS LIST

This building materials list is a complete home package, of primary materials required for each home.

To access the Building Materials List go to the link on the Bidder's Room web page on the HFH Douglas Co. web site at www.hfhdouglascountry.org.

END OF SECTION 06 10 00

BID DIVISION DESCRIPTION

BID DIVISION HFH – 6A: CABINETS (SUPPLY ONLY)

- EXCLUDED:
1. Wood blocking/backers
 2. Door and drawer pulls
 3. Labor – quoted separately via Alternate

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the cabinet package as specified, including but not limited to the following technical specification sections: 06 41 00

- ALSO INCLUDED:
1. All labor and equipment to unload material when delivered
 2. All hinges and general hardware
 3. Protection of existing conditions
 4. Cap material on all exposed ends
 5. Crown molding on upper cabinets
 6. Countertop hardware for L joints
 7. Shop drawings
 8. Seam sealants
 9. All layout and dimension verification
 10. Review of Alternate pricing required (see proposal form for alternates)
 11. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 6A is:

Per Three Bedroom 1 Bath Home _____ Dollars (\$ _____)

Per Four Bedroom 2 Bath Home _____ Dollars (\$ _____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 06 41 00 - CABINETS

Work of this Contract includes, but is not limited to the furnishing and delivery of cabinets for locations where shown on drawings and as follows:

KITCHEN

Provide cabinets, as manufactured by Mid Continent, Bayfield or equal
Wood Species: Red Oak/Oak Veneer
Finish: Natural Stain
Door Type: Flat center panel or Shaker style
Hinges: Concealed
Crown molding on upper cabinets
Toe Kick trim
Countertop:
 Type: Standard Postform
 Color Options: Wilsonart - beige pampas, almond leather, grey pampas, fresco or equivalent
 Cap material on all exposed ends

BATHROOM

Provide cabinets, as manufactured by Mid Continent, Bayfield or equal
Wood Species: Red Oak/Oak Veneer
Finish: Natural Stain
Door Type: Flat center panel or Shaker style
Hinges: Concealed
No Countertop – HFH will provide cultured marble vanity top/sink

ALTERNATE 1A PRICING

1A Quote labor and all incidental materials to install cabinets and countertops as an alternate on the Proposal Bid Form – Section 00 41 23.

ALTERNATE 1B PRICING

1B Quote labor and all incidental materials to install self-closing hinges on the Proposal Bid Form – Section 00 41 23.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to: randy@hfhdouglascounty.org or phone 320-762-4255 ex 104.

END OF SECTION 06 41 00

BID DIVISION DESCRIPTION

BID DIVISION HFH – 9A: DRYWALL FINISHING

- EXCLUDED:
1. Hanging of drywall
 2. Backing
 3. Primer and Ceiling paint – Provided by HFHDC
 4. Orange Peel or Knock Down finishes (see alternates in proposal form)
 5. Painting walls (see alternates in proposal form)

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the finishing of drywall as shown and specified, including but not limited to the following technical specification sections: 09 29 00

- ALSO INCLUDED:
1. Taping of all drywall joints
 2. Alternates pricing required. (See Alternates on Proposal Bid Form)
 3. Corner bead installation with fasteners no less than 4” apart
 4. Penetrations, fastener heads, surface defects and elsewhere as required to prepare drywall for priming and paint finishes. (Assume 25% of electrical boxes will require some repair).
 5. Spray apply *primer* to all drywall surfaces (2 coats on walls and 1 coat on ceilings).
 6. Apply 1 coat of ceiling paint on ceiling and in closets.
 7. Coordination with other trades
 8. All work to be performed in compliance with ASTM-C475
 9. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 9A is:

Per Three Bedroom 1 Bath Home _____ Dollars (\$_____)

Our Lump sum Base Bid for the work in Bid Division HFH – 9A is:

Per Four Bedroom 2 Bath Home _____ Dollars (\$_____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 09 29 00 - DRYWALL FINISHING

SCOPE OF WORK

Work of this Contract includes, but is not limited to, the furnishing of all labor and materials as required for complete drywall finishing as follows:

Furnishing and installation of all materials and labor to treat drywall joints, interior angles, edge trim, corner beading, control joints, penetrations, fastener heads, surface defects and elsewhere as required to prepare drywall for priming and finishing.

Assume that 25% of electrical box openings will require some repair.

Taping and finishing of all drywall.

Closet openings/jambes will not require corner bead or taping.

Alternate Pricing required for Finishes and Painting – See Proposal Bid Form – Section 00 41 23. Alternates 2A, 2B and 2C.

HFHDC shall furnish all primer and paint.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to: randy@hfhdouglascounty.org or phone 320-762-4255 ext 104.

END OF SECTION 09 29 00

BID DIVISION DESCRIPTION

BID DIVISION HFH – 8A: OVERHEAD DOORS

- EXCLUDED:
1. Opening framing and preparation
 2. Backing
 3. Flashing of door jambs
 4. Electrical hook-up

- INCLUDED: Provide all labor, materials, equipment and site supervision to complete the sectional overhead doors as shown and specified, including but not limited to the following technical specification sections:
1. 08 11 13

- ALSO INCLUDED:
1. All weather stripping
 2. Exterior keypad
 3. Controls wiring
 4. Final clean-up of doors, tracks and openers
 5. All layout verification
 6. Coordination with other trades
 7. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 8B is:

_____ Dollars (\$_____)

Name of Bidding Contractor:_____

Signed By:_____ Date:_____

SECTION 08 11 13 – OVERHEAD DOORS

SCOPE OF WORK

Work of this Contract includes furnishing, delivery and installation of two 9' x 7' OH garage doors in each home to be built:

1. Garage Door
 - Steel, 9' x 7', white, raised panel
 - Insulated
 - Torsion spring
 - Installed with white weather stripping
 - All materials and hardware needed to complete installation

2. Electric operators as needed for overhead door
 - All materials and hardware needed to complete installation
 - Control buttons inside garage near house door
 - Exterior keypad remote on garage door jamb (one per home)
 - One regular remote per opener

Submit door and operator specifications along with Form of Proposal.

Any questions concerning the requirements or work of this project may be directed to the address listed above or contact by e-mail to: randy@hfhdouglascountry.org or phone 320-762-4255 ext 104

END OF SECTION 08 1113 00

BID DIVISION DESCRIPTION

BID DIVISION HFH – 12A: APPLIANCES

- EXCLUDED:
1. Refrigerator Installation
 2. Range Installation
 3. Microwave Installation
 4. Washer and Dryer Installation

INCLUDED: Provide all labor, materials, to provide appliances and labor to deliver as required. 12 00 00

- ALSO INCLUDED:
1. Dryer Cord 4 prong
 2. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 12A is:

_____ Dollars (\$_____)

Name of Bidding Vendor: _____

Signed By: _____ Date: _____

SECTION 12 00 00 – APPLIANCES

SCOPE OF WORK

Work of this Contract includes but is not limited to the following:

- Energy Star washer (top or front load)

- Electric dryer to match washer

- Over-the-Range microwave.

- HFHDC will supply and install a 4” through the wall dryer vent.

- Bidder to supply complete specification sheets and informational materials for appliances being bid.

- Bidder to provide cost breakdown for each appliance.

Any questions concerning the requirements or work of this project may be directed to the address listed above or contact by e-mail to: randy@hfhdouglascounty.org or phone 320-762-4255 ext 104

END OF SECTION 12 00 00

BID DIVISION DESCRIPTION

BID DIVISION HFH – 22A: PLUMBING

- EXCLUDED:
1. State plumbing permit
 2. Owner provided fixtures (See Section 22 05 01)

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the plumbing installations as shown and specified, including but not limited to the following technical specification sections:
22 05 01

- ALSO INCLUDED:
1. Functioning systems upon the completion of construction
 2. Final connections to Owner provided equipment
 3. Compliance with all applicable Building Codes
 4. Stainless steel collar and flashing for roof penetrations
 5. All penetrations or core drilling as required
 6. Layout of all work
 7. All required permits, inspections and certifications
 8. Cutting and patching as required for all plumbing openings
 9. Verify existing site conditions
 10. Passive Radon System
 11. Coordination with other trades
 12. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 22A is:

Per Three Bedroom 1 Bath Home _____ Dollars (\$ _____)

Per Four Bedroom 2 Bath Home _____ Dollars (\$ _____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 22 05 01

SCOPE OF WORK

Furnish and install a complete residential plumbing system, all in accordance with state and local codes and as otherwise indicated. This work shall include PVC drainage lines and vents, and PEX water lines and hookups for all fixtures and appliances, as required.

Furnish and/or install fixtures, trim and hookups to include but not limited to the following:

BATH ROOM

Shower Bay – Furnished by HFHDC
Tub shower faucet: Furnished by HFHDC
Toilet and Seat: Furnished by HFHDC
Cultured marble vanity top: Furnished by HFHDC
Lavatory Faucets: Furnished by HFHDC

KITCHEN

Kitchen sink: Furnished by HFHDC
Kitchen faucet: Furnished by HFHDC
Dishwasher hook up (future)
Ice maker water line with shut off valve
Hot and cold soft water supply

UTILITY ROOM

Floor drain near water heater.
Water Softener – Furnished by HFHDC (H loop with valves) and stand pipe drain for same
One washer hookup and a recessed box for water and waste line.
Water Heater – Furnished by HFHDC
Utility Sink – Sink and Faucet furnished by HFHDC

MISCELLANEOUS

Two ¾” frost-free sill cocks, plumbed to un-softened water. One near front of house and one near rear of house. Confirm locations with HFHDC Construction Mgr. and how this work will be accomplished on slab construction.
Installation of 3” PVC passive radon mitigation system from beneath slab through roof in utility room, and insulated in attic.
Piping must be PEX-Hot/Cold tubing with poly alloy non-metallic fittings.
Coordinate water and sewer pipe placement with earthwork contractor.

Any questions concerning the requirements or work of this project may be directed by mail to the address listed above or by e-mail to randy@hfhdouglascounty.org or 320-762-4255 ext 104.

END OF SECTION 22 05 01

BID DIVISION DESCRIPTION

BID DIVISION HFH – 22B: WELL

EXCLUDED: 1. Required Permits

INCLUDED: Provide all labor, materials, equipment and site supervision to install a complete well and pump system for each of 2 homes to be built:

- ALSO INCLUDED:
1. Functioning system upon the completion of construction
 3. Bid a 100' well and added cost per foot for depths beyond 100 feet
 4. 4 foot Stainless Steel screen
 5. 202 Pressure tank to be located in utility room.
 6. 60 foot pump setting for pipe and wire.
 7. 50 feet of 1" water line and UF wire from well to connections in house.
 8. Quote to include all fittings, labor, permits, required tests and reports and any and all incidental expenses
 9. All work to be performed in accordance with Build Schedule available at HFH office address listed below.
 10. It is assumed that excavation between well and house will be provided by excavator doing other site work and need not be included in this quotation.
 11. Quote is priced per well, HFH expects to award both single wells to same company

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 22B is:

_____ Dollars (\$_____)

Name of Bidding Contractor: _____

Signed By: _____

Date: _____

SECTION 22 05 01

SCOPE OF WORK

Furnish and install a complete residential well system, all in accordance with state and local codes and as otherwise indicated. This work shall include a complete well system including all testing and filing with all appropriate state entities:

Both Wells to be drilled and capped prior as per the build schedule

Any questions concerning the requirements or work of this project may be directed by mail to the address listed above or by e-mail to randy@hfhDouglasCounty.org or 320-762-4255 ext 104.

END OF SECTION 22 05 01

BID DIVISION DESCRIPTION

BID DIVISION HFH – 23A: Ventilation

- EXCLUDED:
1. Electrical and controls wiring – ventilation system
 2. Top ported HRV Furnished by HFHDC
 5. Wall Control Furnished by HFHDC
 6. Duct Blaster Testing Provided by HFHDC

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the ventilation installation as shown and specified, including but not limited to the following technical specification sections:
1. 23 05 00

- ALSO INCLUDED:
1. Required permits, inspections and certifications
 2. Functioning systems upon the completion of construction
 3. Compliance with all applicable Building Codes
 4. All penetrations or core drilling required
 5. Layout of all work
 6. All labor and equipment to unload material
 7. Cutting and patching required for all HVAC openings
 8. Verify existing site conditions
 9. Coordination with other trades
 10. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 23A is:

Per Three Bedroom 1 Bath Home _____ Dollars (\$_____)

Per Four Bedroom 2 Bath Home _____ Dollars (\$_____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 23 05 00

SCOPE OF WORK

Complete ventilation system (forced exhaust) including but not limited to:

- Venmar K8 HRV Top Ported with fresh air dump located in the utility room, with return draws from each bedroom and living room.
- HFHDC will supply and install 2 - 6" through-wall vents for intake and exhaust piping; connections to be made by HVAC installer.
- All seams and joints in duct system are to be sealed with brush on mastic. The mastic is to be applied at least nickel thick and cover entire seam or joint.

Any questions concerning the requirements or work of this project may be directed to the address listed above or by e-mail to: randy@hfhdouglascounty.org or phone 320-762-4255 ext 104.

END OF SECTION 22 05 01

BID DIVISION DESCRIPTION

BID DIVISION HFH – 23B: Heating

EXCLUDED: 1. Electrical and controls wiring – boiler.

INCLUDED: Furnish and install complete residential in-floor heating system to include, but not restricted to:

Provide all labor, materials, equipment and site supervision to complete the HVAC installations as shown and specified, including but not limited to the following technical specification sections:

1. 23 21 13

- ALSO INCLUDED:
1. Required permits, inspections and certifications
 2. Functioning systems upon the completion of construction
 3. Compliance with all applicable Building Codes
 4. All penetrations or core drilling required
 5. Layout of all work
 6. All labor and equipment to unload material
 7. Cutting and patching required for all openings
 8. Verify existing site conditions
 9. Coordination with other trades
 10. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 23B is:

Per Three Bedroom 1 Bath Home _____ Dollars (\$_____)

Per Four Bedroom 2 Bath Home _____ Dollars (\$_____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SCOPE OF WORK

Furnish and install a complete residential in-floor heating system to include, but not restricted to:

All materials and labor for in-floor heating system installation including, but not limited to:

Appropriate sized boiler as per Manual J, to be operated off-peak, ALP

Install tubing on insulating foam in coordination with other subs

Separate loops for: bedrooms, bathroom, living room, kitchen/dining room on single thermostat

Manifold to be brass with manual flow adjusting valve and visual flow indicator for each loop piping from boiler to manifold shall be copper

System to be filled with 50% propylene glycol solution

Air eliminator to be Spiro Vent or approved equivalent that removes micro bubbles without spitting water

Provide all fittings and controls, pumps and items needed for complete installation, including a name brand thermostat.

Any questions concerning the requirements or work of this project may be directed to the address listed above or by e-mail to: randy@hfhdouglascounty.org or phone 320-762-4255 ext 104.

END OF SECTION 22 05 01

BID DIVISION DESCRIPTION

BID DIVISION HFH – 26A: ELECTRICAL

- EXCLUDED:
1. Dumpsters
 2. Overhead Garage Door Control Wiring

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the electrical work as shown and specified, including but not limited to the following technical specification sections: 26 05 00

- ALSO INCLUDED:
1. Temporary power
 2. State Electrical Permit and inspections
 3. Functioning systems upon the completion of construction
 4. Final connections to Owner provided fixtures and equipment.
 5. Layout of all work
 6. Boiler and Ventilation System controls wiring
 7. Compliance with all applicable Electrical Codes
 8. Complete panel labeling
 9. Provide door chimes and smoke detectors
 10. Cutting and patching as required for electrical openings
 11. Verify existing site conditions
 12. Coordination with other trades
 13. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 26A is:

Per Three Bedroom 1 Bath Home _____ Dollars (\$ _____)

Per Four Bedroom 2 Bath Home _____ Dollars (\$ _____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 26 05 00

SCOPE OF WORK - ELECTRICAL

Furnish and install a complete electrical service to include, but not restricted to all electrical wiring and associated materials, fixtures, switches, controls, circuit breakers and devices needed to meet all applicable codes and inspection requirements and in accordance with code requirements, applicable notations on drawing and other requirements noted as follows:

Supply a temporary electrical service as needed during construction.
Assume a trenching allowance of 100' for service cable.

Exceptions to "all materials":

HFHDC will furnish 200 amp 28 space entrance panel with main breaker, circuit breakers for the 28 spaces in the box
HFHDC will provide all interior and exterior lighting fixtures including ceiling fans—bid should include installing these fixtures

Work of this project shall include, but is not restricted to:

Providing materials and labor for wiring the following fixtures:

Range – Cord provided by HFH
Microwave over range
Dishwasher-future, not installed at this time
Electric Clothes Dryer
Washing machine
Bath fan – Provided by HFHDC. Installed by others (4 bedroom home has 2 fans)
Ceiling fans – includes light kits
Water softener
Water heater – Off Peak – include separate shutoff switch
Ventilation System including low voltage controls
Garage door operators – excluding door controls
Door chimes
Smoke and Carbon Monoxide detectors as required by code
Electric boiler controls and controls for off peak metering
Exterior sconce lights at front and back door, garage service door and two on front of garage.
4 interior bulb holders for garage lighting
At least 3 exterior receptacles: one at rear of home, one near garage service door, and one between OH garage doors. Exact placement to be coordinated with Construction Manger

END OF SECTION 26 05 00

BID DIVISION DESCRIPTION

BID DIVISION HFH – 32A: LAWN SEEDING

- EXCLUDED:
1. Dumpsters
 2. Top soil
 3. Final grading

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the Lawn Seeding work as shown and specified, including but not limited to the following technical specification sections: 32 92 00

- ALSO INCLUDED:
1. Tilling and leveling of soil as required
 2. Application of Roundup or similar weed & grass killer to control exiting vegetation.
 3. Protection of existing condition
 4. Erosion control
 5. Haul away stones, roots & other foreign matter
 6. Coordination with other trades
 7. This project is managed by HFHDC. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our Lump sum Base Bid for the work in Bid Division HFH – 32A is:

_____ Dollars (\$_____)

Name of Bidding Contractor: _____

Signed By: _____ Date: _____

SECTION 32 92 00

SCOPE OF WORK – LAWN SEEDING

Work of this Contract includes, but is not limited to, Lawn Seeding work as follows:

- Application of hydro seeding mix of not less than 1 lb of seed per 300 sq ft of surface over all designated lawn areas, approximately 7500 sq. ft. per lot.
- Preparation of seed bed shall be done by using a Harley Rake or Box Rake.
- Applicator shall provide needed or appropriate plant food at time of seeding and one post-emergence application.
- Removal of rocks, debris and waste materials unearthed by soil preparation process.
- Matting as required to control erosion.
- Any additional topsoil as may be required will be furnished by others.

Any questions concerning the requirements or work of this project may be directed to the address listed above or, by e-mail to: randy@hfhdouglascounty.org, 320-762-4255 ext 104.

END OF SECTION 32 92 00

GENERAL CONDITIONS

- All work shall be performed, and all deliveries made in coordination with other contractors, HFHDC Site Supervisors and according to a final Build Schedule to be made available from HFHDC prior to start of construction.
- HFHDC will obtain applicable city, township or county Building Permit(s). All other permits, fees and expenses incidental to items and work listed above are the responsibility of the Bidder, and shall be included under the Contract amount.
- All scrap, containers, excess materials, and miscellaneous debris resulting from work under this Contract shall be removed from the premises or placed in the appropriate on-site dumpster to be furnished by HFHDC. Recyclable materials, i.e., cardboard, steel, aluminum and beverage containers shall not be placed in the construction dumpster.
- All product instruction manuals and warranty information shall be retained and left at the home site for the future homeowner.
- Individuals working as independent contractors must hold an Independent Contractor Exemption Certificate (ICEC) and must furnish evidence of same at time this proposal is submitted.
- Prior to awarding contracts, selected contractor shall submit Certificate of Insurance for General Liability and Workers Compensation (in the event a single employee/owner subcontractor does not carry Worker Compensation Insurance an additional form is required), listing Habitat for Humanity of Douglas County, 1211 N Nokomis NE, Alexandria, MN 56308 as certificate holder.
- Current W-9 forms shall be included with Form of Proposal.
- Tax Exempt Status: The HFHDC is a non-profit Corporation and carries a tax exempt status. As such they have been granted a Certificate of Exemption. The certificate will be issued to Contract holders and sales tax is not to be included in the proposal amount. The Minnesota Tax Number is ES36406.
- HFHDC requires lien waivers to be submitted with all requests for payment.
- Invoices shall be paid in a timely manner.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to: randy@hfdouglascounty.org or phone 320-762-4255 ext 104.

END OF SECTION 00 72 00

SECTION 00 31 00

SPECIAL CONDITIONS (Schedule)

1. PART ONE – GENERAL

1.1 SCOPE

- A. Conditions of the Contract, Division 0, and General Requirements, Division 1, will govern work under this Section.
- B. The following Special Conditions modify, define, change, delete from, add to and take precedence over certain provisions of the General Conditions of the Contract for Construction, and Supplementary General Conditions.

1.2 TIME OF COMPLETION

- A. The contract shall be substantially completed in the timeframe determined by the Construction Manager.
- B. See the Milestone Schedule in Part 2. Actual Schedule will be determined by Construction Manager.

2. PART 2 – MILESTONE SCHEDULE

The below Milestone Schedule indicates completion dates for significant activities during the construction period. This schedule is supplemented by the Build Schedule which overviews all the activities inherent in the home construction. This information is subject to change as conditions require.

ACTIVITY DESCRIPTION

SUBSTANTIAL COMPLETION

Pre-Construction Contractors’ Meeting February 8, 2018, 7:30 AM – at HFHDC Office
Bid delivery deadline 4:30 PM, Tuesday, February 26, 201

	<u>House #1</u>	<u>House #2</u>	<u>House #3</u>
Site Prep, Excavation, Pad Construction	Completed	April 23	July 5
Concrete Forms (House only)	Completed	April 24	July 8
Well Drilled	Prior to Aug 7	Prior to June 30	Prior to Aug 7
In-ground Plumbing	April 10	May 1	July 11
Grade, Poly, Foam	April 12	May 3	July 12
In-floor heat tubing, 6” sand layer	April 15	May 6	July 15
Pour Concrete (House only)	April 17	May 8	July 17
Pour Concrete (Garage)	April 17	May 8	July 17
Start of Construction by HFH	April 19	May 10	July 19
Rough electric, plumbing, HVAC	May 6 – 28	May 28 – June 3	Aug 5-13
Insulation, sheetrock	May 21 – June 20	June 4-8	August 14 - 23
Sheetrock Finishing	June 24 – July 7	June 10 - 23	Aug 26-Sept 6
Interior work by HFH	July 8 – Aug 6	June 4- July 2	Sept 9 - 20
Final electric, plumbing, HVAC, Well	August 7 - 23	July 3 - 12	Sept 20-27
Site Grading	Aug 7-10	Aug 7 - 10	Aug 7 -10

END OF SECTION

PROPOSAL BID FORM

SUBMIT PROPOSAL TO: Habitat for Humanity of Douglas County
1211 N Nokomis NE
Alexandria, MN 56308
320-762-4255

FOR: **Construction of Habitat for Humanity Homes**

SUBMITTED BY: _____

FOR BID DIVISION(S): _____

The sum of (Three Bedroom Home) _____ Dollars (\$ _____)

In-Kind Donation, if applicable (Per House) _____ Dollars (\$ _____)

Net Cost to HFHDC: for Three Bedroom Home _____ Dollars (\$ _____)

BID AMOUNTS

The sum of (Four Bedroom Home) _____ Dollars (\$ _____)

In-Kind Donation, if applicable (Per House) _____ Dollars (\$ _____)

Net Cost to HFHDC: for Four Bedroom Home _____ Dollars (\$ _____)

CONTRACT DOCUMENTS

We have carefully read and fully understand the Contract Documents, including the Instructions to Bidders (Section 00 21 13), General Requirements, Proposal Section, Technical Specifications, and floor plans covering the work required in our proposal and the specifications.

ADDENDA

We acknowledge the receipt of Addenda _____, _____, and _____
Dated _____, _____, and _____

CONSTRUCTION MANAGEMENT

We understand the Construction Manager’s function as described and referred to throughout the Contract Documents. We realize that each Bid Division Contractor is in fact a Prime Contractor and not a Sub-contractor working through a General Contractor.

SCHEDULE

We have reviewed the Milestone Schedule and hereby endorse the milestone dates with regard to the work of the bid divisions we have bid.

EXCEPTIONS AND/OR SUBSTITUTIONS

We have submitted our proposal complete as specified and shown on the drawings without exceptions or substitutions.

AGREEMENT

This proposal and attached pricing form, if accepted by HFHDC within thirty (30) days of the date designated for receiving proposals, will be the basis for a contract directly with the Owner. The undersigned hereby agrees to accept a contract for the work covered by the proposal, under the terms and conditions of the contract documents.

We acknowledge the fact that the Owner has the right to accept or reject any and all proposals with or without cause or reason.

NAME OF BIDDER: _____

ADDRESS: _____

BY: _____ (Signature)

_____ (Type or Print)

TITLE: _____

DATE: _____ PHONE: _____

FAX: _____ EMAIL: _____

ENCLOSURES: _____

OTHER: _____

HFHDC Acceptance of Proposal

Signature _____ Title _____ Date _____

For Office Use Only:

W-9, dated _____
ICEC (if applicable) _____
Indend Cont Expires _____
W Comp, expires _____
Gen'l liab, expires _____
Approved date _____
Approved initials _____