
CONTRACTOR'S NAME

HOUSING REHABILITATION

COLUMBIA COUNTY FY09

FLORIDA SMALL CITIES

COMMUNITY DEVELOPMENT

BLOCK GRANT

PROJECT NUMBER 11DB-L4-03-22-01-H20

PROPERTY OWNER:

**JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025**

UNIT NO. 09-06

FEBRUARY 3, 2012

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SECTION A
ADVERTISEMENT FOR BIDS

ADVERTISEMENT FOR BIDS
REHABILITATION AND DEMOLITION/REPLACEMENT

Project No. 11DB-L4-03-22-01-H20
Project ID: 2012-C

Columbia County (herein referred to as the "Owner")

Sealed bids marked "Sealed Bid - Columbia County Small Cities Community Development Block Grant Project for Fiscal Year 2009, Housing Rehabilitation Grant" to be financed by the State of Florida Department of Economic Opportunity under the provisions, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended, will be received by the County for rehabilitation or demolition/replacement dwelling units on behalf of the following owners for the following units:

Rehabilitation

Unit 09-6, John Woods, 204 SE Suzanne Way, Lake City;
Unit 09-7, Petronia Kay Johnson, 457 SW Tina Glen, Lake City;
Unit 09-10, Lessie McClain, 169 NE Bristol Place, Lake City; and

Demolition/Replacement

Unit No. 09-9, Thelma Sims, 119 NE Fryer Street, Lake City.

The owners listed above invite bids for the rehabilitation or demolition/replacement of the above referenced properties. In order to be considered, the proposal must be made upon the Bid Proposal Form and in accordance with the Instructions to Bidders. Copies of these forms can be obtained from the Building and Zoning Department, located at 135 NE Hernando Street, Suite B-21, Lake City, Florida on February 3, 2012 at 9:00 a.m. Eastern Standard Time.

In order for your firm to submit a bid on the project located at 119 NE Fryer Street, Lake City, you, your employees and any subcontractors, including electrical, plumbing and mechanical subcontractors, and their employees performing work on components painted with lead-based paint must have completed a United States Department of Housing and Urban Development approved "Lead-Safe Work Practices" training course.

The improvements are to be made for and under contract to the owners of the subject properties as described above. Disbursements for funds for the improvements will be made by the County on behalf of the owners.

Bids will be received at the Office of the County Manager, located at 135 NE Hernando Street, Suite 203, P. O. Box 1529, Lake City, Florida, 32055, not later than 10:00 a.m. Eastern Standard Time on February 13, 2012. Bids must be enclosed in a sealed envelope marked with the property owner's name and address. Bids will not be accepted if they are turned in later than the deadline specified above. No electronic or facsimile bids will be accepted. The sealed bids will be publicly opened and read aloud at 10:00 a.m. Eastern Standard Time on February 13, 2012 at the Office of the County Manager, located at 135 NE Hernando Street, Lake City, FL.

CONTRACTORS, please note that the County will need to know the following information: 1) Your state of licensure, 2) Your license number, 3) Your license class, 4) Certificate of Completion of Lead-Safe Work Practices Training and 5) Your insurance coverage.

A "walk through" of the above properties is scheduled for February 3, 2012 at 9:00 a.m. Eastern Standard Time. Please meet at the Building and Zoning Department, located at 135 NE Hernando Street, Suite B-21, Lake City, Florida, 32055, prior to going to the units. If you plan to submit a bid, a representative of your firm must attend the "walk through" of the units to become familiar with the properties and the work to be completed.

No contractor shall visit the subject property for any reason without first making arrangements with the County and owner.

No Bidder may withdraw his/her bid within sixty (60) days after the actual date of the opening thereof.

A FAIR HOUSING/EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESS JURISDICTION

Publish in the legal section on January 26, 2012.

SECTION B
EQUAL OPPORTUNITY PROVISIONS

EQUAL OPPORTUNITY PROVISIONS

A. Activities and Contracts Not Subject to Executive Order 11246, as Amended

(Applicable to Federally assisted construction contracts and related subcontracts \$10,000 and under.)

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- (2) The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) Contractors shall incorporate foregoing requirements in all subcontracts.

B. Executive Order 11246 (contracts/subcontracts above \$10,000)

1. Section 202 Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment,

upgrading, demotion or transfer; recruitment, or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representative of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, pursuant thereto, and will permit access to his/her books, documents, papers and records, and accounts by the County, the Florida Department of Economic Opportunity, the U. S. Department of Housing and Urban Development and the Comptroller General of the United States, and any of their duly authorized representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Contractor will include the provisions of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.
2. Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246). (Applicable to contracts/subcontracts exceeding \$10,000).
- (1) The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
- (2) The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for Minority Participation	Goals for Female Participation
22.2%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or Federally assisted) performed in the covered area. If the Contractor performs construction work in a geographic area located outside of the covered area, it shall apply the goals established for such geographic area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its Federally involved and non-Federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 31 CFR Part 60-4.3 (a), and its efforts to meet the goals established for the geographical area where the contract minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is Columbia County.

(1) Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246) as used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- b. "Director" means Director, Officer of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.

- d. "Minority" includes:
- (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); and
 - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identifications).
- (2) Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
- (3) If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the plan goals and timetables.

- (4) The Contractor shall implement specific affirmative action standards provided in paragraphs 7a through p of these Contract Documents. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing contracts in geographical areas where they do not have a Federal or Federally-assisted construction contract shall apply the minority and female goals established for the geographic area where the contract is being performed. Goals are published periodically in the Federal Register in notice form and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.
- (5) Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement to refer to either minorities or women shall excuse the Contractor's obligations under this contract, Executive Order 11246, or the regulations promulgated pursuant thereto.
- (6) In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.
- (7) The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

- a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to minority or female individuals working at such sites or in such facilities.
- b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
- c. Maintain a current file of the names, addresses, and telephone numbers of each minority or female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organizations and of what action was taken with respect to each such individual. If such individual was sent to the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.
- d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or women sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the U.S. Department of Labor. The Contractor shall provide notice of these programs to the sources complied under 7b above.

- f. Disseminate the Contractor's Equal Employment Opportunity policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its Equal Employment Opportunity obligations; by including it in any policy manual, and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and posting the company Equal Employment Opportunity policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's Equal Employment Opportunity policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the Contractor's Equal Employment Opportunity policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's Equal Employment Opportunity policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer, and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
- m. Ensure that seniority practices, job classification, work assignment and other personnel practices, do not have a discriminating effect by continually monitoring all personnel and employment related activities to ensure that the Equal Employment Opportunity policy and the Contractor's obligations under these Contract Documents are being carried out.
- n. Ensure that all facilities and company activities are nonsegregated except that separate or single-used toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
- o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
- p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's Equal Employment Opportunity policies and affirmative action obligations.

- (8) Contractors are encouraged to participate in voluntary associations which assist in fulfilling their affirmative action obligations. The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the Contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under this contract provided that the Contractor actively participates in the group, makes every effort to assure that the groups have a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation shall not be defense for the Contractor's noncompliance.
- (9) A single goal for minorities and separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and nonminority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).
- (10) The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
- (11) The Contractor shall not enter into any subcontract with any person or firm debarred from Government contract pursuant to Executive Order 11246.
- (12) The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these Contract Documents and Executive Order 11246, as amended.

- (13) The Contractor, in fulfilling its obligations under this contract, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of this contract, so as to achieve maximum results from its efforts to ensure equal opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these Contract Documents, the Director shall proceed in accordance with 41 CFR 60-4.8.
- (14) The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company Equal Employment Opportunity policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee, the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number where assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and location at which the work is performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
- (15) Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

C. Certification of Nonsegregated Facilities (over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that she/he does not maintain or provide for his/her employees any segregated facility at any of his/her establishments, and that she/he does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. She/he certifies further that she/he will not maintain or provide for employees any segregated facilities at any of his/her establishments, and she/he will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause of this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, *transportation and housing facilities provided for employees which are segregated on the basis of race, color, religion, or are in fact segregated on the basis of race, color, religion, or otherwise. She/he further agrees that (except where she/he has obtained identical certifications from proposed subcontractors for specific time periods) she/he will obtain identification certification from proposed subcontractors exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that she/he will retain such certifications in his/her files; and that she/he will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

*parking lots, drinking fountains, recreation or entertainment areas.

D. Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1974, no person shall, on the grounds of race, color, age, national origin or mental or physical handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

E. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

F. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 required of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by Secretary of Housing and Urban Development set forth in 24 CFR 134, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The Contractor will send to each labor organization or representative or workers with which he/she has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or workers' representative of his/her commitments under this notice in conspicuous places available to employees and applicant for employment or training.
- d. The Contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors or subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

SECTION C
CONTRACT DOCUMENTS

COLUMBIA COUNTY
FISCAL YEAR 2009 - HOUSING REHABILITATION
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1.0 CONTRACT FOR REHABILITATION OF DWELLING UNIT

DCA Contract No: 11DB-L4-03-22-01-H20

This Contract made this _____ day of _____ 2012 by and between _____, _____, Florida _____, hereinafter referred to as the "Owner" and _____, hereinafter referred to as "Contractor", with the Board of County Commissioners of Columbia County, P. O. Box 1529, Lake City, Florida 32056-1529, hereinafter referred to as the "County", acting as the Owner's agent.

W I T N E S S E T H

The Owner does hereby employ the Contractor pursuant to the County's Fiscal Year 2009 Community Development Block Grant Program Housing Assistance Plan to do all the work and provide all materials, tools, machinery, supervision, etc., necessary for the rehabilitation of the single family dwelling unit located on the property described as follows:

for the total sum of _____ Dollars and _____ Cents (\$ _____), all in accordance with the Bid Proposal contained in Section F of the Contract Documents and the Work Write-up contained in Section G of the Contract Documents and expressly incorporated herein by reference and made a part hereof.

- 1.1 The Contractor does hereby agree that he/she will perform the work diligently and in a good workmanship manner, using the materials specified or materials of at least equal or better quality.
- 1.2 The Contractor shall be responsible for obtaining all necessary permits for the work to be performed, including timely recording of the Notice of Commencement and the work being done or any part thereof shall not be deemed complete until same has been accepted as satisfactory by the Owner and the County as Owner's Agent.
- 1.3 When adjacent property is affected or endangered by any work done under this Contract, it shall be the responsibility of the Contractor to take whatever steps are necessary for the protection of the adjacent property and to notify the Owner and County thereof of such hazard.
- 1.4 The Contractor hereby agrees not to assign or sublet this Contract without the written consent of the Owner and County. The request for assignment shall be addressed to the County, c/o the Office of the County Manager.
- 1.5 In the event of any breach of this contract, the Owner and County may, at their option, engage the services of another contractor to complete the work and deduct the cost of such completion from the amount due the Contractor hereunder, hereunder and if the amount due is insufficient, then charge the Contractor for the cost of completing the work.
- 1.6 Upon satisfactory completion of one hundred percent (100%) of the work, and the Owner signing a written Acceptance of Work, the Contractor shall immediately file the Acceptance of Work with the Office of the County Manager.

Payments shall be made in accordance with the following conditions:

1. A partial payment of fifty percent (50%) of Community Development Block Grant funds, less a ten percent (10%) retainage, shall be made when at least fifty percent (50%) of the Community Development Block Grant work is satisfactorily completed.
2. A second partial payment, less a ten percent (10%) retainage, shall be made when one hundred percent (100%) of the Community Development Block Grant work is satisfactorily completed.
3. The final payment, consisting of the ten percent (10%) retainage, shall be made after the expiration of forty-five (45) days from the date of the signing of the notice of Acceptance of Work if all outstanding work items have been addressed by the Contractor to the satisfaction of the Owner, County and Grant Administrator.

1.7 The Contractor covenants and agrees to, and does hereby indemnify and hold harmless and defend the Owner, County, and State of Florida, their agents, servants or employees, from and against any and all claims for injuries or damages to persons or property of whatsoever kind or character, whether real or asserted, arising out of this Contract for the work to be performed hereunder. The Contractor hereby assumes all liability and responsibility for injuries, claims or suits for damages, to persons or property of whatsoever kind or character, whether real or asserted, occurring during the time the work is being performed and arising out of the performance of same.

1.8 Neither the Contractor nor any subcontractor shall commence work under this Contract until all insurance required under this paragraph has been secured and such insurance has been approved by the County.

Workmen's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract, Workmen's Compensation Insurance as required by the State of Florida for all of his/her employees at the site of the project; and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all the subcontractor's employees.

Public Liability and Property Damage Insurance: The Contractor shall take out and maintain during the life of this Contract, such public liability and property damage insurance as shall protect Owner, County, him/her and any subcontractor performing work covered by this Contract from claims for damages or personal injury, including accidental death, as well as from claims for property damage which may arise from operation, default, negligence, or any act or omission of Contractor, its employees, agents and subcontractors under this Contract, whether such operation be by himself/herself or by one directly or indirectly employed by either of them; and the amounts of such insurance shall be as follows:

Public Liability Insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000) for injuries, including accidental death, to any one person; and in an amount of not less than Three Hundred Thousand Dollars (\$300,000) on account of one accident.

Property Damage Insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000) for damages to any one item; and in an amount of not less than Three Hundred Thousand Dollars (\$300,000) on account of one accident.

Builder's Risk Insurance: It is further agreed that the Contractor, at his/her sole cost and expense, shall acquire and maintain fire and extended coverage insurance upon the entire structure on which the work on this Contract is to be done, to one hundred percent (100%) of the insurable value, on a form of policy approved by of the State of Florida for insuring such a risk in the State of Florida. Loss, if any, is to be payable to the Owner having legal title to the property that is to be rehabilitated, except in such cases as may require payment of the proceeds of such insurance to a mortgagee as his/her interests may appear. Owner and County shall be named additional insured on all liability policies.

1.9 It is agreed that the County is hereby obligated to issue a written Notice to Proceed order to the Contractor following execution of this contract. It is further agreed that the Contractor will, after the receipt of such order, begin the work to be performed under this Contract. The Contractor hereby agrees to complete the same within forty-five (45) calendar days from the date of the Notice to Proceed, time being of the essence. If the Contractor fails to complete the work within forty-five (45) calendar days, liquidated damages may be assessed

by the Owner and County against the Contractor at a rate of One Hundred Dollars (\$100) for each consecutive calendar day thereafter.

- 1.10 Contractor hereby guarantees the improvements herein provided for, for a period of one (1) year from the date of final acceptance of all work required by this Contract. It is further agreed that the Contractor will furnish the County with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under this Contract.
- 1.11 The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by his/her employees at work; and at the completion of the work he/she shall remove all his/her rubbish from and about the building and all his/her tools, scaffolding and surplus materials and shall leave his/her work "broom clean" or its equivalent. It is further agreed that all materials and equipment that have been removed and replaced as a part of the work hereunder shall belong to the Contractor, unless otherwise provided for in the Notice to Proceed.
- 1.12 Final payment of the Contract amount will be made only after final inspection and acceptance of all work to be performed by the Contractor, and the Contractor provides to the County satisfactory releases of liens or claims for liens by the Contractor, subcontractors, laborers and material suppliers.
- 1.13 The Contractor shall remove any and all cracking, scaling, peeling, chipping and loose paint and repaint all surfaces using two coats of nonlead based paint. Where the paint film integrity of the applicable surface cannot be maintained, the paint shall be completely removed or the surface covered with a suitable material such as gypsum, wallboard, plywood, or plaster before any repainting is undertaken.

The Contractor, his/her employees and any subcontractors, including electrical, plumbing and mechanical subcontractors and their employees, performing work on components painted with lead-based paint shall have completed a United States Department of Housing and Urban Development approved Lead-Safe Work Practices training course.

- 1.14 This instrument constitutes the entire agreement between the parties and no written or oral agreement of any kind exists to change the provisions hereof. No other work shall be done, nor additional monies paid, unless provided for in a previously written contract, signed by the parties hereto, and approved in writing by the County.
- 1.15 The Contractor shall maintain his/her reports, records and data for this project for a period of six (6) years from the date the County makes final approval and all other pending matters are closed. Such records shall be made available for inspection by the Owner, County, Florida Department of Economic Opportunity, U.S. Department of Housing and Urban Development or any of their authorized representatives during regular business hours.
- 1.16 Termination for Cause - In the event that any of the provisions of this Contract are violated by the Contractor, or by any of his/her subcontractors, the Owner may serve written notice upon the Contractor of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangements of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate, except the provisions of paragraph 1.7 shall survive the termination of the Contract. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date, less costs of completing the work exceeding the original Contract sum.

Termination for Convenience of the Owner - The Owner may terminate this Contract at any time by giving at least ten (10) days' notice in writing to the Contractor. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date.

Termination by Contractor - The Contractor may terminate this Contract at any time because of default by Owner or County by giving at least ten (10) days' notice in writing to the Owner and County. If this Contract is terminated by the Contractor, the Contractor will be paid for work satisfactorily completed up to the termination date.

1.17 The County Project Superintendent shall give all orders and directions contemplated under this Contract relative to the execution of the work. The County Project Superintendent shall determine the amount, quality, acceptability, and fitness of the work, and materials which are to be paid for under this Contract and shall decide all questions which may arise in relation to said work and the construction thereof. The County Project Superintendent's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said Contract, the determination or decision of the County Project Superintendent shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this Contract affected in any manner or to any extent by such question.

The County Project Superintendent shall decide the meaning and intent of any portion of the Work Write-up where the same may be found obscure or be in dispute.

The Contractor shall have the right to appeal any decision of the County Project Superintendent to the County Manager. The County Manager's decision concerning all such appeals shall be final.

1.18 The Owner agrees to vacate the property during the period the work is being performed under this Contract. The Owner further agrees to only visit the property once a week at a time mutually agreed upon by the Owner and the Contractor's Job Superintendent. All such visits by the Owner shall occur only in the presence of the Contractor's Job Superintendent and the County Building Official. During such visits, the Contractor's Job Superintendent shall be available to review work to date and answer questions that the Owner may have concerning work completed to date.

1.19 The Owner, Contractor and County agree the work to be performed under this Contract will bring the structure into compliance with the International Property Maintenance Code. The Owner agrees all the improvements he/she may want to have made to the structure may not be completed under this Contract. In the case of repairs and renovations to existing structures, due to the age of the structure, the Owner further agrees that all floors, walls, ceilings, doors and windows may not be plumb, level and square when the work is completed under this Contract.

1.20 The Contractor hereby agrees that if after all work is completed and the dwelling unit fails to pass the lead based paint clearance test, the Contractor hereby further agrees that any and all costs associated with any and all retesting for lead-based paint clearance shall be borne solely by the Contractor. The Contractor hereby further agrees that any and all amounts remaining due from the Contractor after forty-five (45) days from the date of Acceptance of Work for any such additional lead-based paint clearance retesting may be deducted from the ten (10) percent retainage payment due to the Contractor

1.21 The Owner agrees to not perform or have performed any work on the structure during the period that the Community Development Block Grant work is being performed under this Contract.

1.22 AGE DISCRIMINATION ACT OF 1975

Under 42 United States Code et seq. and 45 Code of Federal Regulations 91, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

1.23 REHABILITATION ACT OF 1973 (SECTION 504)

Under 29 United States Code 794 and 45 Code of Federal Regulations 84, no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

1.24 ARCHITECTURAL BARRIERS ACT OF 1968

Under the Architectural Barriers Act of 1968 all Federally funded construction shall be so designed as to be accessible to the physically handicapped. This Act shall be applicable to any building or facility, the intended use of which either will require that it (a) be accessible to the public or (b) result in the employment or residence therein of a physically handicapped person.

1.25 LEAD-BASED PAINT POISONING PREVENTION ACT

Under Public Law 91-695 as amended by Public Law 93-151 and Public Law 94-317, no lead based paint shall be used in the course of rehabilitation work done to housing units rehabilitated under this Contract.

1.26 TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968

Under Public Law 90-284, as amended, there shall be no discrimination on the basis of race, color, religion, sex, ancestry, place of birth, handicap or familial status in the sale or rental of housing.

1.27 EXECUTIVE ORDER 11063, EQUAL OPPORTUNITY IN HOUSING

Under Executive Order 11063, as amended by Executive Order 12259, no person shall be discriminated against because of race, color, religion, sex, ancestry, place of birth, handicap or familial status in housing owned or operated by the Federal government or provided with federal assistance.

1.28 PROTECTION OF WETLANDS AND FLOOD PLAIN MANAGEMENT

Flood Disaster Protection Act of 1973: Not Applicable

National Flood Insurance Act of 1968: Not Applicable

1.29 CONFLICTS WITH OTHER CLAUSES

In the event there is any conflict between the provisions of this Contract and the provisions of the Work Write-up contained in Section G of the Contract Documents, the provisions of this Contract shall in all cases prevail.

1.30 REMEDIES AND VENUE

Unless otherwise provided in this Contract, all claims, counter-claims, disputes and other matters in question between the parties to this Contract, arising out of or relating to this Contract, or breach of it, will be decided by litigation and construed according to the laws of the State of Florida. Venue shall be exclusively in Columbia County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Columbia County, Florida.

1.31 ENERGY EFFICIENCY

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

IN WITNESS WHEREOF, the parties have duly executed this Contract on the day and year first above written.

Signed, Sealed and Delivered
in Our Presence

[CONTRACTOR]

Witness

Contractor's Signature

Witness

Print or Type Name and Title of Contractor

Witness

Property Owner's Signature

Witness

Print or Type Name of Property Owner

ATTEST:

BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY

P. DeWitt Cason, County Clerk

Jody DuPree, Chairman

CORPORATE CERTIFICATION (if applicable)

I, _____, hereby certify that I am the _____ of
the corporation named as Contractor herein, that _____, who
signed this Contract on behalf of the Contractor, was then _____ of said
corporation and that said Contract was and is within the scope of his/her corporate powers.

Corporate Seal

Print or Type Name and Title of Corporate Official

Corporate Official's Signature

2.0 CERTIFICATE OF COUNTY ATTORNEY

I, the undersigned, Marlin Feagle, the duly authorized and acting legal representative of the Board of County Commissioners of Columbia County, Florida do hereby certify, as follows:

I have examined the attached contract and the manner of execution hereof, and I am of the opinion the foregoing agreement constitutes valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Marlin Feagle, County Attorney

Date

SECTION D
INFORMATION FOR BIDDERS

1.0 INFORMATION FOR BIDDERS

1.1 GENERAL REQUIREMENTS

1. The Bidder must submit a copy of a current Contractor license, Certificate of Completion of Lead-Safe Work Practices Training, if applicable, and proof of workmen's compensation insurance and liability insurance in the amounts specified in the Contract for the work described herein with his/her bid.
2. The Contractor must obtain all required building permits prior to starting construction.
3. The Contractor must agree that he will conform to the local Housing Assistance Plan.

1.2 DOCUMENTS

One original with original signatures of the following documents must be submitted as part of the bid proposal package. No facsimile or electronic mail copies will be accepted.

- | | |
|-----------------|---|
| Section F - 1.0 | Bid Proposal Form |
| 2.0 | Non-Collusion Affidavit of Prime Bidder |
| 3.0 | Certification Regarding Debarment, Suspension, and Other
Responsibility Matters Primary Covered Transactions |
| 4.0 | Bidder's Experience List |
| 5.0 | Subcontractors List |
| | Contractor's License |
| | Certificate of Completion of Lead-Safe Work Practices Training,
if applicable |
| | Certificate of Insurance |

1.3 INSTRUCTIONS

1. The Bidder must inspect the property and use the Work Write-up as the basic document in the preparation of the bid proposal. Please read these instructions carefully before preparing the bid proposal. Failure to adhere to these instructions could result in a bid proposal being rejected.
2. Submit proposal to:

Office of the County Manager
135 NE Hernando Street
Lake City, Florida 32055
or
P. O. Box 1529
Lake City, Florida 32056-1529

3. If a review of a bid proposal indicates that minor corrections for clarity or more detailed information is required, the Bidder will be requested to submit such information.
4. If a review of a bid proposal indicates the proposal requires major changes, it will not be accepted and returned to the Bidder with an appropriate explanation.
5. The successful Bidder is hereby notified that no work shall be undertaken until a Notice to Proceed has been issued by the County subsequent to the signing of a three party contract between the Contractor, Owner and County. The successful Bidder shall not request the homeowner to sign a contract, sales agreement or any other binding instrument.
6. The Contractor and all subcontractors shall comply with provisions of Section 3, the regulations set forth in 24 Code of Federal Regulations Part 135, Executive Order 11246 and all applicable rules and regulations of the U.S. Department of Housing and Urban Development and the Florida Department of Economic Opportunity. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area (the area located within the incorporated area of the County) and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the County.
7. The County may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the County all such information and data for this purpose as the County may request.
8. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

**Columbia County, Florida
Purchasing Department
General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with Columbia County.
 - E. The suitability of equipment or material for county use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.

32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.
33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; other wise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
- A. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
 - B. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

SECTION E
CONTRACTOR AND SUBCONTRACTOR
PRECONSTRUCTION CONFERENCE FORMS

1.0 CERTIFICATION OF BIDDER (CONTRACTOR) REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF BIDDER: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Bidder has not filed a compliance report due under applicable instructions, such Bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

NAME AND ADDRESS OF BIDDER (include ZIP Code)

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Bidder has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____ None required _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.1 CERTIFICATION OF PROPOSED ELECTRICAL SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED ELECTRICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.2 CERTIFICATION OF PROPOSED MECHANICAL SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED MECHANICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.3 CERTIFICATION OF PROPOSED PLUMBING SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED PLUMBING SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

2.0 CERTIFICATION OF BIDDER (CONTRACTOR) REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF BIDDER: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.1 CERTIFICATION OF PROPOSED ELECTRICAL SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED ELECTRICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.2 CERTIFICATION OF PROPOSED MECHANICAL SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED MECHANICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.3 CERTIFICATION OF PROPOSED PLUMBING SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED PLUMBING SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

3.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED ELECTRICAL SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

3.1 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED MECHANICAL SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

3.2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED PLUMBING SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

4.0 CONTRACTOR SECTION 3 PLAN

A. OVERVIEW

Regulations implementing Section 3 require recipients of Community Development Block Grant funds and the contractors they employ to help ensure that the economic opportunities generated by Community Development Block Grant funds are provided to local low- and very low-income persons and the businesses that serve them. The purpose of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) is to:

“ensure that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low- and very low-income persons.”

B. THRESHOLDS

Compliance with Section 3 is required for local governments with grant awards of over \$200,000 or contracts or subcontracts over \$100,000.

C. GOALS

The Contractor hereby establishes the following goals.

Hiring:

At least 10% of the aggregate number of new hires by the Contractor funded with Community Development Block Grant funds should be Section 3 residents.

Contracts:

1. At least 10% of the total dollar amount of all Community Development Block Grant funded contracts for building trades work should be awarded to Section 3 business concerns; and

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

2. At least 3% of the total dollar amount of all other Community Development Block Grant funded contracts should be awarded to Section 3 business concerns.

Failure to meet these goals does not constitute noncompliance with Section 3 regulations and shall not result in sanctions against the Contractor. It means that the burden shifts to the Contractor to demonstrate why it was not possible to achieve the numerical goals. If challenged on the issue of compliance with Section 3 requirements, the Contractor will need to demonstrate that it strived, but was unable, to reach these levels.

D. SECTION 3 RESIDENT PREFERENCES

Among Section 3 eligible citizens, the following preferences shall be given:

1. Where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act, homeless person(s) residing in the service area or neighborhood shall receive the highest priority;
2. Section 3 residents residing in the service area or neighborhood in which the project is located;
3. Participants in U.S. Department of Housing and Urban Development Youthbuild Programs; and
4. Other Section 3 residents.

E. COMPLIANCE

The Contractor has a responsibility to comply with Section 3 requirements in its own operations. If numerical goals of Section 3 compliance are not achieved, documentation of Contractor efforts to achieve those goals may be used to document compliance with Section 3 requirements:

This responsibility includes, but is not limited to, the actions listed below that can document efforts to comply with Section 3 requirements:

1. documenting actions taken to comply with the Section 3 requirements and the results of those actions;
2. notifying Section 3 residents and business concerns about economic opportunities connected with Community Development Block Grant funded projects;

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

3. informing potential subcontractors for Section 3 covered projects of their obligations under Section 3, and incorporating Section 3 clauses in all solicitations and subcontracts which spells out the responsibilities and commitments of all parties involved;
4. facilitating activities to reach the Section 3 numerical goals for the training and employment of Section 3 residents and the award of contracts to Section 3 subcontractors; and
5. assisting and actively cooperating with the U.S. Department of Housing and Urban Development Assistant Secretary in obtaining the compliance of subcontractors with Section 3 requirements and refraining from entering into any subcontracts with a subcontractor who has been found in violation of the Section 3 requirements.

Section 3 requirements do not require the creation of economic opportunities for low- and very low-income persons, simply for the sake of creating jobs, but requires that when jobs are generated because a project or activity necessitates the employment of additional personnel, preference must be given to Section 3 qualified individuals. If, however, the Section 3 covered assistance is awarded and the Contractor has no need for additional employees or the Contractor has no need to subcontract for work, the Section 3 preference requirements do not apply.

There are four basic ways to obtain compliance with Section 3 requirements:

1. document that the project is not a Section 3 covered project;
2. document that no additional personnel or subcontract work was necessary to complete the assisted activity;
3. document the achievement of Section 3 numerical goals, in the absence of evidence to the contrary; or
4. document efforts undertaken to achieve Section 3 numerical goals and specific reasons why it was not feasible to meet those numerical goals.

A complaint process open to any Section 3 resident or subcontractor requires that complaints be submitted to the U.S. Department of Housing and Urban Development. Complaints will then be referred to the local government for an attempted resolution. Failure to comply with Section 3 requirements can result in suspension of the contract or debarment from participation in U.S. Department of Housing and Urban Development funded programs.

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

F. SUMMARY

Section 3 is an essential component of the U.S. Department of Housing and Urban Development's comprehensive approach to "creating communities of opportunity." It can establish a sound foundation for long-term economic growth and recovery in distressed areas by increasing employment, developing a more skilled local workforce, and fostering community-based businesses. By directing economic opportunity to low- and very low-income persons, Section 3 requirements help more families move toward economic empowerment and self-sufficiency. It represents one positive step toward reversing the discrimination and disinvestment that has destabilized many low- and very low-income neighborhoods.

G. DEFINITIONS

1. Section 3 Covered Contract: is a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure within a Section 3 covered project.
2. Section 3 Covered Project: is the construction, re-construction, conversion or rehabilitation of housing (including lead based paint abatement), and other public construction which includes buildings or improvements (regardless of ownership) assisted with Housing or Community Development Assistance.
3. Section 3 Business Concern:
 - a. is a business that is 51% or more owned by Section 3 residents; or
 - b. is a business whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents; or
 - c. is a business that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the preceding requirements.

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

As an officer and representative of _____,
(Name of Contractor)

I, the undersigned, have read and fully agree to this Section 3 Plan, and become a party to the full implementation of this program.

Signature

Date

Print or Type Name and Title

Print or Type Name of Contractor

SECTION F
BID PROPOSAL FORM

1.0 BID PROPOSAL FORM

Columbia County
Fiscal Year 2009
Community Development Block Grant Program
DCA Contract No. 11DB-L4-03-22-01-H20

Submitted to: Office of the County Manager
135 NE Hernando Street
Lake City, Florida 32055
or
P. O. Box 1529
Lake City, Florida 32056-1529

Name of Bidder _____

Address _____

Work Phone _____

Other Phone _____

Facsimile Phone _____

E-mail Address _____

Federal Employer Identification Number _____

Property Owner's Name _____

Address of Property _____

GUARANTEE OF PROPOSAL

The Bidder certifies that this offer will not be withdrawn or changed for a period of sixty (60) days after the date received by the County.

COMPLETION TIME

If awarded this work, the Bidder agrees to complete the entire project within forty-five (45) days of the ordered proceed date.

CONDITIONS OF BID

The Bidder warrants he/she has carefully examined the Work Write-up and the site where the work is to be performed. The Bidder is certain of the conditions at the site and has a clear understanding of the work to be completed.

The Bidder agrees that he/she shall execute a Contract among the Contractor, Owner and County, if this Bid Proposal is accepted by the Owner and County.

JOHN C. WOODS
 204 SE SUZANNE WAY
 LAKE CITY, FL 32025
 UNIT NO. 09-06

1.0 BID PROPOSAL FORM (Continued)

Bidder agrees to furnish all labor and materials to complete all the work described in the Work Write-up plus any addenda for the following lump sum prices.

BASE BID

Item	Description	Item	Amount
1.	Termite Treatment	1.	\$ _____
2.	Roof	2.	\$ _____
3.	Exterior Wall Covering	3.	\$ _____
4.	Tie Downs	4.	\$ _____
5.	Exterior Doors	5.	\$ _____
6.	Subfloor	6.	\$ _____
7.	Resilient Sheet Flooring	7.	\$ _____
8.	Interior Walls	8.	\$ _____
9.	Ceiling/Corner Trim	9.	\$ _____
10.	Ceilings	10.	\$ _____
11.	Window Trim	11.	\$ _____
12.	Windows	12.	\$ _____
13.	Interior Doors	13.	\$ _____
14.	Kitchen Cabinets	14.	\$ _____
15.	Range Hood	15.	\$ _____

JOHN C. WOODS
 204 SE SUZANNE WAY
 LAKE CITY, FL 32025
 UNIT NO. 09-06

1.0 BID PROPOSAL FORM (Continued)

Bidder agrees to furnish all labor and materials to complete all the work described in the Work Write-up plus any addenda for the following lump sum prices.

BASE BID

Item	Description	Item	Amount
16.	Toilet	16.	\$ _____
17.	Medicine Cabinet	17.	\$ _____
18.	Handicapped Grab Bars	18.	\$ _____
19.	Bathtub	19.	\$ _____
20.	Exhaust Fan	20.	\$ _____
21.	Mechanical Closet	21.	\$ _____
22.	Water Heater	22.	\$ _____
23.	Electrical	23.	\$ _____
24.	Smoke Alarms	24.	\$ _____
25.	Heating	25.	\$ _____
26.	Plumbing	26.	\$ _____
27.	Septic Tank	27.	\$ _____

TOTAL BASE BID \$ _____

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

1.0 BID PROPOSAL FORM (Continued)

ADDITIVE ALTERNATES

Item	Description	Item	Amount
1.	Pressure Wash	1.	\$ _____
TOTAL ADDITIVE ALTERNATES			\$ _____

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

1.0 BID PROPOSAL FORM (Continued)

BID SUMMARY

TOTAL BASE BID	_____	(words)
	\$ _____	(figures)
TOTAL ADDITIVE ALTERNATES	_____	(words)
	\$ _____	(figures)
TOTAL BASE BID PLUS ADDITIVE ALTERNATES	_____	(words)
	\$ _____	(figures)

The Bidder hereby proposes to furnish all labor and materials to complete the rehabilitation work as listed in the Work Write-up for the property listed above.

SUBMISSION OF BID

_____ Signature of Bidder	_____ Print or Type Name and Title of Bidder	_____ Date
------------------------------	---	---------------

ACCEPTANCE OF BID

_____ Signature of Homeowner	<u>John C. Woods</u> Print Name of Homeowner	_____ Date
---------------------------------	---	---------------

_____ Signature of Homeowner	<u>Laura Bess</u> Print Name of Homeowner	_____ Date
---------------------------------	--	---------------

_____ Signature of County Official	_____ Print or Type Name and Title of County Official	_____ Date
---------------------------------------	--	---------------

NOTE: Authorized signature of bidder must be Owner; authorized signature of bidder must be an officer of the corporation if bidder is incorporated.

2.0 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that;
(Name of Individual)

- (1) He/she is _____ of _____, the Bidder that has submitted the attached Bid;
(Title) (Company Name)
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of his/her agents, representatives, owners, employees or parties in interest, including this affiant.

Business Name of Bidder

Authorized Signature of Bidder

Print or Type Name and Title of Bidder

Note: Authorized Signature must be Owner.
Authorized Signature must be Officer, if Incorporated.

STATE OF FLORIDA
COUNTY OF _____

I, an officer according to the laws of the State of Florida, duly qualified and acting, HEREBY CERTIFY that

_____ to me personally known, or

_____ having produced a valid driver's license or other form of personal identification,

this day acknowledged before me that he/she executed the foregoing document, and I FURTHER CERTIFY that I know the said person making said acknowledgment to be the individual described in and who executed the said document.

IN WITNESS WHEREOF, I hereunto set my hand and official seal at _____, State of Florida, this
_____ day _____ of A.D. _____.

Notary Public

My Commission expires: _____

3.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTIONS

The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Date

Print or Type Name and Title

Columbia County Fiscal Year 2009
Florida Small Cities
Community Development Block Grant
Housing Rehabilitation

Project Name

Print or Type Name of Contractor

11DB-L4-03-22-01-H20

Project Number

Address

City, State, Zip

24 CFR 24.510 & 24 CFR, Part 24, Appendix A

4.0 BIDDERS EXPERIENCE LIST

The following are Contracts similar in scope to this Project which the Contractor has performed within the past five (5) years.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

5.0 SUBCONTRACTOR'S LIST

The following are proposed Subcontractors which will perform work on this Project.

<u>Name and Address</u>	<u>Description of Work</u>
_____	<u>Electrical</u> _____

_____	<u>Mechanical</u> _____

_____	<u>Plumbing</u> _____

_____	<u>Other</u> _____

6.0 BIDDER'S CHECKLIST

One original with original signatures of the following documents must be completed and submitted as part of the bid proposal package. No facsimile or electronic mail copies will be accepted.

- _____ 1.0 Bid Proposal Form
- _____ 2.0 Non-Collusion Affidavit of Prime Bidder
- _____ 3.0 Certification Regarding Debarment, Suspension,
and Other Responsibility Matters Primary Covered Transactions
- _____ 4.0 Bidder's Experience List
- _____ 5.0 Subcontractors List
- _____ Contractor's License
- _____ Certificate of Completion of Lead-Safe Work Practices Training, if applicable
- _____ Certificate of Insurance

SECTION G
WORK WRITE-UP

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/EXTERIOR

Item #1 - TERMITE TREATMENT

Inspect structure and treat grounds for infestation by subterranean termites by a licensed, certified and bonded pest control company.

Provide a one year warranty to the homeowner.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/EXTERIOR (Continued)

Item #2 - ROOF

Remove all existing roof covering material, including solar panels, nails, taking precautions to protect plants, shrubs, trees and fences from damage during removal.

Remove any damaged sheathing, not to exceed 20% of the roof area.

Provide and install new OSB (Oriented Strand Board) sheathing where damaged material was removed from roof.

Provide and install asphalt saturated felt over entire roof of structure, per building code.

Provide and install aluminum eavedrip with a baked-on enamel finish at all fascia boards and barge rafters.

Provide and install galvanized aluminum flashing tucked behind siding at intersections of roof and walls and valleys.

Provide roofing cement behind all galvanized aluminum flashing.

Provide and install new 220 pound class "A" three tab fiberglass self sealing strip shingles over entire roof of structure. Shingles to have a 20-year limited manufacturer's warranty. Homeowner shall select color of shingles.

Provide and install starter course of shingles at edge of roof.

Provide and install gutter and down spouts at front porch and back porch to address leaking on porches.

Item #3 - EXTERIOR WALL COVERING

Removed damaged skirting, not to exceed 25% of skirting.

Provide and install new skirting where damaged skirting was removed, matching existing skirting as closely as possible.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/EXTERIOR (Continued)

Item #4 - TIE DOWNS

Inspect tie downs, anchor and tighten as necessary.

Item #5 - EXTERIOR DOORS

Remove existing rear entrance door.

Provide and install a new 3'0" x 6'8" metal mobile home Energy Star designated rear entrance door with no window, ensuring proper operation after installation, including trim, striker plate and weatherstripping at back steps.

Provide and install new entry and single cylinder deadbolt locksets keyed alike, on front entrance door and rear entrance door.

Provide and apply 2 coats of exterior acrylic semi-gloss latex paint to interior side and exterior side of front entrance door and rear entrance door and all door trim. Paint to have 10 year manufacturer's warranty. Homeowner shall select same color of paint for all exterior trim.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12 _____

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/EXTERIOR (Continued)

Item #6 - SUBFLOOR

Remove existing floor covering in bathroom #1, utility room and living room.

Remove existing damaged subfloor in bathroom #1, utility room and living room (under window) not to exceed 25% for each room.

Provide and install tongue and groove CDX plywood subfloor, using exterior grade material when material is within 16" of grade, in bathroom #1, utility room and living room.

Secure subfloor using screws or screw shank nails spaced 4" on center along edges and 6" on center across entire surface.

Stagger and fill all joints and indentations with floor patch and sand.

Item #7 - RESILIENT SHEET FLOORING

Remove existing floor covering in kitchen, bathroom #2, bedroom #1 and bedroom #2.

Provide and install new 10-mil sheet vinyl floor covering in accordance with manufacturer's specifications over the entire floor area in kitchen, bathroom #1, bathroom #2, bedroom #1, bedroom #2, living room and utility room. Splices to be inconspicuous, located away from the center of room and heavy traffic areas, and not permitted in rooms having a dimension of 12 feet or less. Homeowner shall select same style and color of flooring for all rooms.

Provide and install base trim and quarter round molding at edges of vinyl along walls. All corner joints of base trim and quarter molding shall be miter cut. Color to match existing trim as close as reasonably possible.

Provide and install metal seam strip in door openings.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR (Continued)

Item #8 - INTERIOR WALLS

Frame in wall between bathroom #2 and bedroom #2, including framing for a 3'0" x 6'8" door. All wood studs shall be spaced 16" on center with a single sole plate and double top plate. All openings shall have double studs at each jamb.

Provide and install mobile home paneling on both sides of new wall and finish out per standard trade practices.

Remove damaged panel by rear door and damaged panels in south closet of den.

Provide and install new panel where damaged sheetrock was removed by rear door and closet in bedroom #2.

Patch holes throughout.

Provide and apply 2 coats of interior acrylic flat latex paint to walls in kitchen, bedroom #1, bathroom #1, living room, utility room, bathroom #2 and bedroom #2 and closets. Paint to have 10 year manufacturer's warranty. Homeowner shall select same color for all rooms.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #9 - CEILING/CORNER TRIM

Reattach trim in bathroom #2 and bedroom #2.

Provide and install ceiling trim, including battens between ceiling panels, and corner trim on ceilings and walls in kitchen and closet of bedroom #2. All corner joints of ceiling and corner trim shall be miter cut. Color to match color of walls as close as reasonably possible.

Item #10 - CEILINGS

Remove damaged ceiling panels in kitchen, including closet, not to exceed 25% of ceiling.

Remove damaged panels in south closet in bedroom #2.

Provide and install mobile home ceiling panel, including battens and trim, to match existing in south closet in bedroom #2 and kitchen.

Provide and apply stain neutralizer to ceiling in north closet in bedroom #2.

Provide and apply 2 coats of interior acrylic flat latex paint to ceiling in bedroom #2, including closets and kitchen. Paint to have 10 year manufacturer's warranty. Homeowner shall select same color for all rooms.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #11 - WINDOW TRIM

Provide and install window trim in living room, kitchen, bedroom #1, bedroom #2 and bathroom #1. All corner joints of window trim shall be miter cut. Color of window trim to match color of walls as close as reasonably possible.

Item #12 - WINDOWS

Ensure proper operation, including locking mechanisms, of all windows. Homeowner to retain all window air conditioning units.

All new windows shall have an Energy Star designation. Documentation to be provided when work is completed.

Remove 2 existing windows in living room.

Provide and install 2 new double glazed insulated single hung sash Energy Star designated windows, including cam latches, screens, headers and sills in living room.
Windows shall fit the openings with no gaps.

Remove 2 existing windows in kitchen.

Provide and install 2 new double glazed insulated single hung sash Energy Star designated windows, including cam latches, screens, headers and sills in kitchen.
Windows shall fit the openings with no gaps.

Remove 1 existing window in bathroom #1.

Provide and install 1 new double glazed insulated single hung sash Energy Star designated window, including cam latch, screen, header and sill, in bathroom #1
Window shall fit the opening with no gaps.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #12 - WINDOWS (Continued)

Remove 2 existing windows in bedroom #1.

Provide and install 2 new double glazed insulated single hung Energy Star designated sash windows, including cam latches, screens, headers and sills in bedroom #1.
Windows shall fit the openings with no gaps.

Remove 1 existing window in bedroom #2.

Provide and install 1 new double glazed insulated single hung sash Energy Star designated window, including cam latch, screen, header and sill, in bedroom #2.
Window shall fit the opening with no gaps.

The emergency escape and rescue window opening shall have a sill height of not more than 44 inches above the floor in bedroom #1 and bedroom #2. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. The minimum net clear opening area shall be 5.0 square feet.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #13 - INTERIOR DOORS

Provide and install one 3'0" x 6'8" lauan door, including jamb, trim, doorknob stop on wall trim behind door and hardware with brass finish, including privacy lock, using three hinges, ensuring proper operation, in bathroom #2

Remove existing door at entrance to bedroom #2.

Provide and install one 2'0" x 6'8" lauan door, including jamb, trim, doorknob stop on wall trim behind door and hardware with brass finish, including privacy lock, using three hinges, ensuring proper operation, in bedroom #2. Ensure door opens on east wall.

Frame in opening to utility room for door.

Provide and install one 2'8" x 6'8" lauan door, including jamb, trim, doorknob stop on wall trim behind door and hardware with brass finish, including privacy lock, using three hinges, ensuring proper operation, in utility room.

Finish new doors (and door trim).

Homeowner's Initials: _____

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Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #14 - KITCHEN CABINETS

Ensure the proper operation of all kitchen cabinet doors and drawers.

Item #15 - RANGE HOOD

Remove existing fan and range hood in kitchen.

Provide and install fan and range hood over range in kitchen.
Color of range hood shall be white. Light fixture for range hood shall include 1 light bulb.

Item #16 - TOILET

Remove existing toilet in bathroom #1 and bathroom #2.

Provide and install new vitreous china handicapped toilet, including shut-off valve, in bathroom #1 and bathroom #2. Color of toilet shall be white.

Provide and install toilet paper holder in bathroom #2.

Item #17 - MEDICINE CABINET

Provide and install 16" x 20" bathroom medicine cabinet with mirror and shelves in bathroom #2.

Anchor cabinet to wall with screws to wood studs and not to drywall.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
204 SE SUZANNE WAY
LAKE CITY, FL 32025
UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #18 - HANDICAPPED GRAB BARS

Provide and install 1 new 18" handicapped grab bar behind and on side of toilet in bathroom #1. Diameter of grab bar shall be 1-1/2". Top of grab bar shall be 34" high and have 1-1/2" clear space between back of grab bar and wall.

Provide and install 3 new handicapped grab bars around bathtub, 18" long at head of bathtub, 18" long at foot of bathtub and 36" long at back of bathtub. Diameter of grab bars shall be 1-1/2". Top of grab bars shall be 34" high and have 1-1/2" clear space between back of grab bars and walls.

Anchor with screws to wood studs and not to drywall.

Item #19 - BATHTUB

Remove existing bathtub in bathroom #1 and bathroom #2 including marlite.

Provide and install fiberglass mobile home bathtub and shower unit, including shower rod and handicapped grab bar and all hardware, in bathroom #1 and bathroom #2. Color of bathtub and shower unit shall be white.

Item #20 - EXHAUST FAN

Provide and install new exhaust fan in bathroom #2. Exhaust fan shall be wall switched separate from ceiling light. Wall switch and associated wiring for exhaust fan shall be enclosed within wall.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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UNIT NO. 09-06

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FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #21 - MECHANICAL CLOSET

Construct a closet for central heating unit, including framing and 1/2" sheetrock, with a 2'0" x 6'8" door, jamb, trim, doorknob stop on wall trim behind door and hardware with brass finish, ensuring proper operation of door.

Item #22 - WATER HEATER

Remove existing water heater.

Provide and install new 40-gallon electric water heater, including shut-off valve on water supply line at water heater as per plumbing code.

Provide and install drip pan as per plumbing code.

Provide and install pressure and temperature relief valve piped to exterior of structure as per plumbing code.

Item #23 - ELECTRICAL

Provide temporary electrical power during construction.

Check all electrical circuits for proper connections, wiring and operation.

Receptacles installed in the kitchen to serve counter top surfaces shall be supplied by not less than 2 small appliance branch 20 amp circuits.

Check that there are at least 2 operable outlets in each habitable room, except the bathroom. If there are not 2 operable outlets in each habitable room, except the bathroom, provide and install duplex outlets as needed to result in 2 operable outlets in each habitable room, except the bathroom. All duplex outlets installed in bedrooms shall be protected by arc-fault circuit interruptors.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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UNIT NO. 09-06

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FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #23 - ELECTRICAL (Continued)

Provide and install missing switchplates and duplex outlet covers.

Replace duplex outlets along the counter space in the kitchen with new GFCI (Ground Fault Circuit Interrupter) duplex outlets

Provide and install 1 new exterior Ground Fault Circuit Interrupter (GFCI) duplex outlet and moisture resistant cover no greater than 6'0" in height at front entrance of structure and 1 new exterior GFCI duplex outlet and moisture resistant cover no greater than 6'0" in height at rear entrance of structure.

Provide and install cover for light in bathroom #2.

Item #24 - SMOKE ALARMS

Remove existing smoke alarm in bedroom #1.

Provide and install 1 new electric smoke alarm including battery as per code in bedroom #1 and bedroom #2.

Item #25 - HEATING

Provide and install a central heat pump/air conditioning unit, including thermostat and insulated duct work, with at least one vent in each habitable room and bathroom capable of safely heating all habitable rooms and bathroom to a temperature of at least 68 degrees Fahrenheit, at a distance of 3 feet above floor level under minimum winter conditions.

Check and replace any damaged insulated ductwork and vents connected to heating system. Ductwork shall be insulated and enclosed where it is exposed to exterior elements.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #26 - PLUMBING

Inspect all plumbing and upgrade to meet plumbing code.

Replace all deteriorated, leaking pipes and waste vents.

Repair all dripping faucets.

Ensure that all waste drain pipes from structure are connected to the sewer treatment system.

Provide and install sewer drain cleanout 36" from structure with top of sewer drain cleanout cover 2" to 4" above grade and located within 5' of structure.

Item #27 - SEPTIC TANK

Pump out septic tank.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

JOHN C. WOODS
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UNIT NO. 09-06

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

ADDITIVE ALTERNATES

Item #1 - PRESSURE WASH

Pressure wash exterior of structure, including but not limited to trim, casing, window sashes, doors, roof overhangs and cornice.

NOTES: All work shall be done as per standard trade practices and will comply with all local building, plumbing, mechanical, fire and electrical codes. Telephone and television cable services shall be reinstalled by contractor.

All work performed on any lead-based paint components must be conducted in accordance with lead safe work practices as specified by the United States Department of Housing and Urban Development and the United States Environmental Protection Agency.

All bid prices to include labor, new materials and new equipment specified in this work write-up.

Bidder shall be responsible for verifying all field conditions, including quantities and dimensions.

All work shall be consistent with the Single Family Housing Repair Specifications in Section H, Supplemental Specifications of the bid documents.

All new appliances, doors, windows and lighting fixtures shall have an Energy Star designation.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

SECTION H
SUPPLEMENTAL SPECIFICATIONS

SINGLE FAMILY HOUSING NEW SITE BUILT OR EXISTING HOME REPAIR SPECIFICATIONS

GENERAL

1. Submittals: When required in these specifications, provide product data such as illustrations, installation instructions, color samples, brochures and other information to illustrate a material, product or system for some portion of the Work.
2. By submitting product data, the Contractor represents that he/she has checked and coordinated the information with the requirements of the specifications.
3. No portion of the Work requiring submission of product data shall commence until the submittal has been approved by the County and color selection has been confirmed by the Owner.

TERMITE TREATMENT

1. Inspect existing structure (if applicable) and treat grounds for infestation by subterranean termites by a licensed, certified and bonded pest control company to provide a chemical barrier.
2. Provide a one year damage warranty to the homeowner.

CONCRETE DRIVEWAY and SIDEWALKS

1. Preparation: The soil under the concrete slab needs to be undisturbed soil or compacted and moist, but not powdery dry or muddy. Place 4 inches of concrete over the native prepared and compacted soil.
2. Concrete: Provide 4" thick sidewalks and driveways. Concrete shall have a 28-day compressive strength of 2500 psi in accordance with "Building Code Requirements for Reinforced Concrete" (A.C.I. 318-Latest Edition) and with "Details and Detailing of Concrete Reinforcement" – A.C.I. 315-Latest Edition. When concrete placement is authorized during cold weather (ambient air temperature less than 50 degrees Fahrenheit), the concrete shall be kept at a temperature of at least 50 degrees for not less than 6 days by the use of concrete blankets or other approved means. Concrete placed during weather exceeding 90 degrees shall be protected from exposure to the sun, wind, and from excessive moisture loss. Moist cure for 7 days. Do not add water to the mix after it reaches the construction site (5" max. slump) and do not add water to the surface during finishing operations.
3. Aggregate: Concrete aggregate shall be 1 inch diameter crushed quarried rock or washed river gravel free of organic materials.
4. Reinforcing: Concrete driveways shall contain 6 x 6 – W1.4 x W1.4 welded wire mesh or fibermesh.
5. Joints: Control joints shall be struck or sawed the width of the driveway and not more than 12'-0" o.c. Control joints for sidewalks shall be 5'-0" on center. Provide expansion joints between new and existing concrete/materials and at intervals of no greater than 30 feet for sidewalks.
6. Finish: Concrete shall be broom finished.
7. Ramps: Shall comply with the Uniform Federal Accessibility Standards.

8. Soil Treatment: Soil Treatment must be applied under all exterior concrete or grade within 1'-0" of the structure sidewalls. Florida Building Code 1816.1.6.

WOOD FLOOR REPAIR

1. Utilities: Contractor to disconnect water, sewer, electrical, plumbing fixtures, appliances, etc. as required to repair floor structure.
2. Structure: Remove and replace rotten, insect damaged, or structural inadequate floor framing members as required to level floor. Provide and install additional joists, girders, concrete pier pads, piers, etc. as required to provide adequate strength (40# live load) for the floor. All wood within 8" of ground to be treated lumber.
3. Floor: Remove and replace damaged floor sheathing to match existing sheathing height.
4. Floor Covering: Remove and replace existing covering with new floor covering.
5. Reconnect: Reconnect all water, sewer, electrical, appliances, etc.

SCUTTLE

1. Construct a minimum 22" x 30" scuttle attic access within the heated area of the dwelling unit.

KITCHEN AND BATH

1. Kitchen Countertops: Provide and install new countertops to replace existing countertops in kitchen. High-pressure laminated plastic. Post formed top with front edge and integral 4" back splash wherever cabinet meets wall. Formica, Wilsonart or equal.
2. Kitchen Cabinets: Provide and install new cabinets in kitchen. Stock design from manufacturer's standard line. Completely prefinished. (30" wall cabinets with two adjustable shelves.) Base cabinets to have fixed plywood shelves. Color to be selected by Owner. Manufacturer and style of cabinets shall comply with ANSI/KCMA A161.1, Recommended Minimum Construction & Performance Standards for Kitchen Cabinets, and shall be labeled same. Apply silicone sealant around cabinets, countertop and bath vanity.
3. Bathroom Cabinets: Remove existing cabinets in quantity specified in Bid Schedule. Provide and install an equivalent height vanity or height specified in Work Write-Up. Base of vanity to be prefinished. Manufacturer and style of cabinets shall comply with ANSI/KCMA A161.1, Recommended Minimum Construction & Performance Standards for Cabinets, and shall be labeled same.
4. Bathroom Countertops: Vanity tops to have min. 4" backsplash at back and/or wherever to meets the wall. Top to be Formica, Wilsonart or equal. If specified in Work Write-Up, install new molded cultured marble lavatory. Color to be selected by Owner.
5. Bath Accessories: Install new chrome finish (24") towel bar(s). Install a chrome toilet paper holder. Install a chrome metal shower rod for shower curtain. Provide and install with screws to wood studs, 16" x 20" bathroom medicine cabinet(s) with mirror and shelves. All accessories to be anchored in stud walls or with hollow wall anchors.
6. Submittal: Submit specifications, manufacturer's installation instructions, and color samples for selection and approval.

INSULATION

1. Preparation: Clean, repair/prepare the surfaces to receive insulation in accordance with the manufacturer's instructions.
2. Crawl Space Insulation: Install R-21 fiberglass batt insulation in crawl space and secure in place with metal "tiger claws" or other acceptable method approved by owner. Crawl space floor shall be covered with minimum 6 mil. Poly, lapped 6 inches and turned up 6 inches on the foundation walls and secured.
3. Wall Cavity Insulation: Fill wall cavity with fiberglass batt insulation to achieve the greatest R-value possible.
4. Ceiling/Attic Insulation: Add blown-in or batt insulation for a total R-value of 30. Install baffles or air chutes as necessary to contain the insulation and ensure proper ventilation of the attic.
5. Certification: The contractor shall certify R-values by placing a certification tag in a visible space within the attic near the scuttle cover. Insulate scuttle cover.

COMPOSITION SHINGLE ROOF REPLACEMENT

1. Removal of Existing Shingles: Remove existing shingles and the building paper underlayment.
2. Roof Sheathing: Repair or replace roof sheathing as necessary to match existing materials and meet current structural requirements. Remove and replace any damaged or deteriorated sheathing. At a minimum a nominal ½" CDX grade plywood or OSB roof sheathing with plyclips shall be used.
3. Underlayment: 15 lb. asphalted-saturated building felt installed in accordance with the shingle manufacturer's instructions. If slope of roof is less than 4/12 then 2 layers of 15 lb. felt shall be used. Provide valley flashing per manufacturer's instruction.
4. Shingles: Contractor shall provide and install asphalt shingles warranted by the manufacturer for at least 20 years over entire roof. Asphalt shingles must be installed on a roof slope of 2/12 or greater.
5. Accessories: Furnish ridge shingles and drip edging. Replace flashing with corrosion resistant sheet metal. Flashing at masonry flues should be let-in to mortar joints. All roof edges shall be provided with metal drip edge. Install new step metal flashing around chimney.
6. Vents Caps: Replace all plumbing roof vents with lead boots.
7. Submittal: Submit specifications and color samples for selection and approval.
8. Ventilation: Provide appropriate roof ventilation with continuous ridge, off ridge or gable end vents.

PROVIDE REPLACEMENT WINDOWS

1. Removal of Existing Windows: For all windows identified for replacement remove the window frame and repair and/or modify the opening to receive the new replacement window and insect screen.
2. Replacement Windows: The window must be designed and constructed as a replacement type window and shall be installed in accordance with manufacturer's instructions. The minimum requirements are:

- a. Window Performance Standard: Exterior windows and glass doors shall be tested by an approved independent laboratory, and bear a label identifying manufacturer, performance characteristics and approved inspection agency to indicate compliance with the requirements of the ANSI/AAMA/NWDA 101/I.S.2 as per Florida Building Code. Windows must be double pane insulated glass assemblies. Windows must have a U-factor of 0.35 or less. Insect screens shall conform to ASTM D 3656, 18 x 16 or 18 x 14 mesh of plastic-coated glass fiber threads, woven and fused to form fabric mesh which is resistant to corrosion, shrinkage, stretch, impact damage, and weather deterioration; black or dark gray. Comply with FS L-S-125. Insect screen frames shall be aluminum, complete with all necessary hardware, and shall have a baked enamel finish to match window frame color.
- b. Warranty: Exterior windows and glass doors shall be provided with the following minimum manufacturer's warranty (for owner occupied single family homes, original purchaser):

Vinyl or Aluminum Frame & Sash	Lifetime of Original Homeowner
Insulated Glass	Twenty Years

In order to determine whether or not a window submittal meets these criteria, the submittal must include verification from the manufacturer's literature of letter of certification from the manufacturer.

- c. Low Maintenance: Windows should be maintenance free, not required painting, resist decay, and enhance the building in which they are installed.
 - d. Windows must have an "Energy Star" designation.
3. Install Windows: Install window frames, glass and glazing in accordance with manufacturer's instructions. Anchors and fasteners shall be compatible with adjoining construction. Area between window frame and framed opening shall be insulated, trimmed, weatherstripped, and caulked so as to minimize air infiltration to the maximum extent possible. The window shall freely and easily operate and shall not bind or be restricted in any way from improper installation. Install replacement window, install or re-install molding and perform other duties as required to deliver a finish product.

EXTERIOR DOORS, STORM DOORS and INTERIOR DOORS

- 1. Preparation: Remove existing jamb and framework unless Work Write-Up requires just door replacement in existing frame. Repair and clean the door opening as necessary.
- 2. Exterior Door: Install pre-hung, pre-drilled, steel or heavy duty wood frame, and steel insulated entrance door (no vinyl or plastic trim). Door shall come with magnetic weather-stripping.
- 3. Exterior doors must have an "Energy Star" designation and be a minimum 3'-0" opening.
- 4. Interior Doors: Remove and replace interior doors in the quantity specified in the Work Write-Up. Replace doors with 1 3/8" hollow core doors unless otherwise noted in Work Write-Up. Reuse existing hinges and strike plates, when possible. Provide new latchsets. Remove door stops and replace with new door stops, as specified.

5. Threshold and weather-stripping: Aluminum/vinyl thermal break threshold at exterior doors to accommodate the door and provide weather tight seal. Jamb and head weather-stripping aluminum anodized clear/or vinyl. Set all thresholds in caulk.
6. Storm Door: Provide and install a storm door as specified locations shown in Work Write-Up. Storm door shall be a durable steel 1-1/4 inch thick with hardware and frame that will be compatible with the steel entrance door. The door shall have full glazing with operable sash, insect screen, weather-stripping, and vinyl door sweep, pneumatic closer and pushbutton latch.
7. Hardware: Provide a keyed entrance door lock for the entrance door. Provide single cylinder keyed deadbolt latchset. Use medium priced hardware such as Schlage or equal.
8. Submittal: Submit specifications and color samples for selection and approval.

PAINING

1. Surface Preparation: Clean and prepare the surfaces to be painted. Chip and scrape all loose paint and clean according to paint manufacturer's instructions all exterior trim, siding, wood porch and step railings, garage door, and carport ceiling as applicable to the structure. Treat mildewed surfaces with a solution of one quart hypochlorite bleach to a half cup of detergent to one gallon of water. Rinse and allow to dry prior to painting.
2. Application: Apply paint only when moisture content of surfaces is within limits recommended in product data. Apply paint materials using clean brushes, rollers or spraying equipment. Apply at rate not exceeding that recommended in product data. Comply with drying time. Sand and dust between coats to remove defects visible from distance of 2'-0". Finish coats shall be smooth, free of brush marks, streaks, laps or pile-up of paint, skipped or missed areas. Application shall be such that drips, spatters, flaws, streaking, shadowing or other types of inferior workmanship does not occur.
3. Manufacturers: The use of a manufacturer's name is for the purpose of establishing the standard of quality desired. Products of Pittsburg Paint and Sherwin-Williams meeting the requirements.
4. Prime Coats: Prime coat shall be tinted to approximate finish color. Back prime exterior and interior finish carpentry and millwork with material specified for prime coat, without runs on face. Finish cut edges prior to installation.
5. Exterior Finish Coats: Provide, at a minimum, two coats, with the first coat being a primer and the second coat being 100% acrylic latex semigloss or provide, at a minimum one coat of 100% acrylic latex semigloss. Paint shall have a 10-year warranty. Semi-gloss finish, enamel or equal. Paint shall be applied uniformly and shall fully cover the existing paint. The newly painted exterior surface shall have a consistent appearance. If additional coats are required to cover over existing paint, contractor shall provide the additional coats at the contractor's expense.
6. Interior Finish Coats: Paint ceiling with two coats of white 100% acrylic latex ceiling paint. Paint walls with two coats of 100% acrylic latex paint. Apply color specified as neutral finish. Final selection of color will be by Owner with flat or semigloss finish. Bath(s) and Kitchen shall have satin finish.
7. Guarantee: Guarantee against defects in materials for ten (10) years and workmanship for a period of one (1) year from date of Substantial Completion. Any defects occurring during this

warranty period shall be repaired at no cost to the Owner. This guarantee shall include, but shall not be limited to, blistering, peeling, sagging, flaking, chalking or alligatoring.

8. Submittal: Submit paint specifications and color samples for selection and approval.

VINYL SIDING/ALUMINUM SOFFIT

1. Preparation: Remove all existing siding and trim that is damaged or decayed. Replace deteriorated siding and trim with exterior grade plywood and/or exterior grade trim or other substrate approved for use by the siding manufacturer. Secure any loose but usable existing siding. Clean and prepare the surface of application in accordance with the manufacturer's instructions. Provide insulation board underlayment where required to ensure smooth surface behind siding.
2. Air Infiltration Barrier: Install an air infiltration barrier if required in the manufacturer's instructions.
3. Vinyl Siding: Provide and install new vinyl siding and trim over the entire dwelling exterior or area designated in the Work Write-Up. Vinyl siding shall comply with ASTM D 3679. Vinyl siding shall be from the same manufacturer's lot number and installed in accordance with the manufacturer's instructions. Siding shall be installed in accordance with ASTM D 4756 "Standard Practice for Installation of Rigid Poly Siding and Soffit" and "Vinyl Siding Installation, A How-To Guide" by the Vinyl Siding Institute.
4. Accessories: Install accessories for vinyl siding in accordance with the vinyl siding manufacturer's instruction.
5. Wood Trim: All exposed wood trim (Fascia, rake, etc.) to be covered aluminum.
6. Soffits: Remove existing plywood soffits or provide openings in the existing plywood soffits to allow adequate ventilation through new soffits. Install new vinyl or aluminum perforated soffit. Aluminum Soffit and Fascia to conform to AAMA Specifications 1402-86 "Standard Specifications for Aluminum Siding" and HUD Minimum Property Standard 4900.1 for One and Two Family Dwellings. Provide adequate backing for new soffits according to manufacturer's requirements.
7. Warranty: Product Lifetime
8. Submittal: Submit specifications, manufacturer's installation instructions, and color samples for selection and approval.

FIBER CEMENT SIDING

1. Preparation: Remove all existing siding and trim that is damaged or decayed. Replace deteriorated siding and trim with exterior grade plywood and/or exterior grade trim or other substrate approved for use by the siding manufacturer. Secure any loose but usable existing siding. Clean and prepare the surface of application in accordance with the manufacturer's instructions. Provide insulation board underlayment where required to ensure smooth surface behind siding.
2. Air Infiltration Barrier: Install an air infiltration barrier (tyvek housewrap or equal).
3. Siding: Install as per manufacturer's recommendation.
4. Accessories: Install accessories (trim) for siding in accordance with the siding manufacturer's instruction.

5. Submittal: Submit specifications and manufacturer's installation instructions for approval.

CERAMIC TILE

1. Installation: Follow (TCA "Handbook for Ceramic Tile Installation"); comply TCA installation methods and the following:
 - a. Extend tile work into recesses and under or behind equipment and fixtures to form a complete covering without interruptions, obstructions, edges and corners without disrupting pattern or joint alignments.
 - b. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish or build-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures and other penetrations so that plates, collars, or covers overlap tile.
 - c. Jointing Patterns: Unless otherwise indicated, lay tile in grid pattern. Align joints when adjoining tiles on floor, base, walls and trim. Lay out work and center tile fields in both directions in each space or on each wall area. Adjust to minimize tile cutting. Provide uniform joint widths, unless otherwise shown.
 - d. Grout tile to comply with referenced installation standards, using grout materials indicated in manufacturer's directions.
2. Products: All tile products, grouts, trims, mortars, cleaners, thinset, etc. shall be checked for compatibility with substrate and adjacent materials by Contractor prior to purchasing material. Where indicated in Work Write-Up, provide Premium Grade tile in compliance with ANSI A137.1 and suitable for use on bathroom walls. At showers and any wet areas, provide Tile Backer Board.
3. Trim Units: Size shall be as coordinated with sizes and coursing of adjoining flat tile. Shapes shall be as follows: Base – Coved, External Corners – Surface Bullnose, Internal Corners – Field-buttet square corners, except use internal cove and cap angle pieces designed to member with stretcher shapes.
4. Setting Materials: All setting beds throughout this project shall be Portland Cement based mix equal to Bonsal.
5. Grouting Materials: Use proprietary pre-blended compound of Portland cement, selected and graded aggregates, color pigments and chemical additives gauged with latex additive to comply with manufacturer's directions.
6. Cleaning: Clean tile surfaces as thoroughly as possible on completion of grouting. Remove all grout haze, observing tile manufacturer's recommendations as to use of acid and chemical cleaners. Rinse tile work thoroughly with clean water before and after using chemical cleaners. Polish tile work with soft cloth.
7. Submittal: Submit manufacturer's technical information, installation instructions and color samples for materials required.

CARPET

1. Subfloor Preparation: Strip the floor of the existing carpet, pad, tack strips, or method of adhesion. Clean and repair the subflooring as necessary and in accordance with the carpet manufacturer's instruction.
2. Padding: Provide new carpet pad (7/16 or ½ inch thick) rebond of urethane with a 5 or 6 pound density.
3. Carpet: All carpet shall be from the same manufacturer's dye lot. In addition, carpet shall meet the following specifications (FHA approved).
 - Carpet Fiber: Nylon, Polypropylene, or Nylon/Polypropylene Blend or similar.
 - Backing: Primary and Secondary Backing of Jute or Synthetic Jute
 - Carpet Pile: Level Loop (preferred) or Cut Pile
 - Pile Height: ¼ (0.25) inch (as necessary for density factor)
 - Yarn Weight: 28 ounce per sq. yard (as necessary for density factor)
 - Density Factor: 3000 Minimum (36 x yarn weight, divided by pile height)
 - Colors: As specified in Bid Schedule
 - Warranty: 10 year Wear Warranty
4. Installation: Installation shall be professional and all seams shall be consistent with the run of the carpet and be unnoticeable to the casual observer. Provide adequate tack strips and stretch the carpet as necessary. Carpet installation shall be in accordance with carpet manufacturer's instruction.
5. Cleaning: After installation, clean the carpet of all loose material yarn and have ready for occupancy.
6. Submittal: Submit carpet specifications and color samples for selection and approval.

VINYL FLOOR

1. Remove existing floor covering and trim and replace with sheet vinyl of minimum thickness of 10-mil. Color and pattern to be selected by owner. Installation shall be in accordance with manufacturer's recommendations inclusive of floor preparation. Pattern to match with all seams parallel (individual room). Splices to be inconspicuous, located away from the center of room and heavy traffic areas, and not permitted in rooms having a dimension of 12 feet or less. Caulk wall/floor joint to eliminate air infiltration. Install 2 ½" wood base and quarter round molding at edges of vinyl along walls, throughout dwelling where sheet/tile is replaced. All corner joints of base trim and quarter molding shall be miter cut. Molding shall be stained/painted to match wall covering and as approved by owner.
2. Provide and install metal seam strip in door openings.

APPLIANCES

1. Kitchen Equipment: Range hood 160 cfm, minimum 2 speed or variable speed fan, 1 60-watt light with switch (lamp included). Range to be new 30" electric with four burners and oven, including power cord. Home owner shall select one color for all appliances.
2. All appliances to have an "Energy Star" designation, if available.

NEW HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM

1. Remove existing heat pump or HVAC unit and install new heat pump (minimum SEER 14) of HVAC unit. Contractor to provide calculations to County showing proper size unit to be installed. New unit shall be installed with all necessary clearances, electrical, venting, supply and return ducts, plumbing, thermostats, etc. as required to provide adequate heating and cooling to each individual room. All ductwork in unconditioned spaces is required to be insulated, all ductwork shall be adequately secured and all new work shall comply with codes. Any gas lines need to be checked by a qualified serviceman.
2. Exhaust Fans: Inspect existing exhaust fans in bathroom(s). Check to make sure fan is exhausted to the outside. If it is not, install discharge duct to the exterior with a backdraft damper or install 100 cfm fan in bathroom with discharge duct to the exterior equipped with a backdraft damper. As specified in the Work Write-Up.

PLUMBING

1. Water Service: All corroded, compressed, or damaged supply lines shall be removed. Replace with new supply lines. All new supply lines shall be copper, CPVC, (or other materials conforming to Florida Building/Plumbing Codes). All plumbing shall be adequately secured. Supply water line to be $\frac{3}{4}$ ", branch lines to be $\frac{1}{2}$ ".
2. Fixtures: All damaged, corroded, dripping or inadequate plumbing fixtures and appliances shall be replaced as specified in the Work Write-Up. Contractor to submit specifications of new fixtures to County for selection and approval.
3. Drain, Waste, Vent (DWV) Lines: Replace all inadequate, corroded, or damaged DWV lines. New DWV lines shall be Schedule 40 PVC or other material approved by code. All penetrations through the roof to be with lead flashing.
4. Insulation: All hot water piping shall have 1" thick pipe insulation. All cold water lines located in uninsulated areas shall have 1" insulation.
5. Washer/Dryer Rough-In: Install a washing machine supply and drain complete with single 110v and single 220v electrical outlets for washer and dryer. Provide and install $\frac{1}{2}$ " hot water and $\frac{1}{2}$ " cold water with valve and 1 $\frac{1}{2}$ " drain for washer. Provide vent through wall complete with backdraft damper and exterior cover. Trim, caulk, and seal all openings.
6. Wall hydrant: Provide frost proof wall faucet with $\frac{3}{4}$ " male hose thread. Provide $\frac{1}{2}$ " water connection.
7. Provide and install sewer drain cleanout 36" from structure with top of sewer drain cleanout cover 2" to 4" above grade and located within 5' of structure.
8. Provide and install new vitreous china toilet(s), including shut-off valve on supply line. Homeowner to select color of toilet(s). Toilet(s) shall have an energy star designation.
9. Provide and install single lever or dual control chrome finished faucet, medium grade Delta or equal.
10. Certification: All work shall be performed by a licensed plumber in accordance the Florida Building/Plumbing Codes. Inspect all plumbing and upgrade to meet plumbing code.
11. Septic tank and drain lines shall be tested and certified. Any required additional work as a result of testing will be provided by change order.

HOT WATER HEATER

1. Preparation: Remove existing water heater and replace with water heater specified in Work Write-Up.
2. Water Heater: Provide and install a new minimum 40 gallon capacity, automatic vertical storage type water heater. Cap off any unused piping. Seal any new penetrations in the walls. Where water heaters are installed on or above the ground floor elevation, water heaters shall be installed in a metal pan having a minimum thickness of 24 gage, 0.0276 inch or in a high impact plastic pan of at least 0.0625 inch thickness. Provide for and install electrical or gas hookup.
3. Shut Off: Provide shut off valves on the supply and discharge lines of the water heater.
4. Relief valve: Provide relief valve to within 5" of floor, outside building, or into a waste receptor.
5. Certification: All new materials and installation to met the current Florida Plumbing Code.
6. Water Heater must have an "Energy Star" designation.

ELECTRICAL

1. Provide and install new 200 amp (min.) residential electrical service entrance, including circuit panel box, circuit breakers and main breaker, meter socket, ground rod, steel mast, weather head and up to 5 feet of service entrance cable beyond the meter base that is tied into the circuit panel box as per the electric code. Panel box shall be located inside house recessed into wall with all circuits labeled on panel box. In some cases the service panel must be on the exterior but the interior is preferred.
2. Provide proper mast support and flashing where mast penetrates roof.
3. Provide 3-wire grounded electrical wiring and rewire entire structure as necessary as per electrical code.
4. Provide 4-wire grounded electrical wiring and circuit for range outlet and dryer outlet as necessary as per electrical code.
5. Provide and install switchplates and duplex outlet covers with matching color.
6. Provide and install wall switches at each exterior and interior entryway to kitchen, living room, family room, bedrooms, hall and utility room(s). Wall switches and associated wiring shall be enclosed within the wall unless wall structure prevents this. If surface mounted is required, wire mold boxes and raceways shall be required.
7. Receptacles installed in the kitchen to serve counter top surfaces shall be supplied by not less than 2 small appliance branch 20 amp circuits.
8. Provide and install new GFCI (Ground Fault Circuit Interrupter) duplex outlets so that no point along the counter space wall line is more than 24", measured horizontally, from a GFCI duplex outlet in kitchen. GFCI duplex outlets shall be installed at each wall counter space 12" or wider.
9. Provide and install 1 new GFCI duplex outlet adjacent to lavatory in bathrooms.
10. Provide and install 1 new exterior Ground fault Circuit Interrupter (GFCI) duplex outlet and moisture resistant cover no greater than 6'-0" in height at all entrances of the heated area of structure.

11. Provide and install 1 new single bulb light fixture, with cover, within 6' of any equipment in attic. If no equipment is in the attic, no light will be required. A switch will be required in close proximity of the attic access. Lamp included.
12. Provide and install new two-bulb ceiling light fixtures with glass globes in all bedrooms, living room and family room. Light fixture to be wall switched. Light fixtures shall be the same style and finish for all rooms. Lamps included.
13. Provide and install new 48" two-lamp fluorescent ceiling light fixtures with covers in kitchen, bathrooms, walk-in closet(s) and utility room(s). Light fixtures are to be wall switched. All fluorescent light fixtures shall include 2 fluorescent lamps.
14. All light fixtures installed shall be "Energy Star" designated.

SMOKE ALARMS

1. Provide and install new hard wired electric smoke alarms with battery backup in accordance with code. Associated wiring to install smoke alarm shall be enclosed within the walls.
2. Smoke alarms shall be wired in such a manner that the activation of one alarm will actuate all alarms in the structure.

CARBON MONOXIDE DETECTORS

1. Provide and install new hard wired electric with battery backup carbon monoxide detectors according to code. Associated wiring to install carbon monoxide detector shall be enclosed within wall.

CONSTRUCT ASSESSIBLE RAMP

1. General: Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp. As specified in the Work Write-Up, modify or construct the current accessible route to comply with this specification.
2. Slope and Rise: The least possible slope shall be used for any ramp> The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 inches.
3. Clear Width: The minimum clear width of a ramp shall be 30 inches.
4. Landings: Ramps shall have level landings at the bottom and top of each run. Landings shall have the following features:
 - (1) The landing shall be at least as wide as the ramp run leading to it.
 - (2) The landing length shall be a minimum of 60 inches clear.
 - (3) If ramps change direction at landings, the minimum landing size shall be 60 inches by 60 inches.
 - (4) If a doorway is located at a landing, then the area in front of the doorway shall comply with 4.13.6 of UFAC (Uniform Federal Accessibility Standards).
5. Handrails: If a ramp run has a rise greater than 6 inches or a horizontal projection greater than 72 inches, then it shall have handrails on both sides. Handrails are not required on curb ramps. Handrails shall be 1-1/4 inches to 1-1/2 inches in diameter. Handrails shall comply with 4.26 of UFAS and shall have the following features:

- (1) Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.
- (2) If handrails are not continuous, they shall extend at least 12 inches beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface.
- (3) The clear space between the handrail and the wall shall be 1-1/2 inches.
- (4) Gripping surfaces shall be continuous.
- (5) Top of handrail gripping surfaces shall be mounted between 30 inches and 34 inches above ramp surfaces.
- (6) Ends of handrails shall be either rounded or returned smoothly to floor, wall or post.
- (7) Handrails shall not rotate within their fittings.
6. Cross Slope and Surfaces: The cross slope of ramp surfaces shall be no greater than 1:50. Ramp surfaces shall comply with 4.5 of UFAS.
7. Edge Protection: Ramps and landings with drop-offs shall have curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp. Curbs shall be a minimum of 2 inches high (see Figure 1).
8. Outdoor Conditions: Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.

REINFORCED WALLS FOR GRAB BARS

1. Guideline: Reinforced bathroom walls to allow installation for grab bars around the toilet, tub, shower stall and shower seat, where grab bars will be mounted. (For example, see Fig. 3, 4 and 5.) Where the toilet is not placed adjacent to a side wall, the bathroom would comply if provision was made for installation of floor mounted, foldaway or similar alternative grab bars. Note: Reinforcement for grab bars may be provided in a variety of ways (for example, by plywood or wood blocking) so long as the necessary reinforcement is placed so as to permit installation of appropriate grab bars.

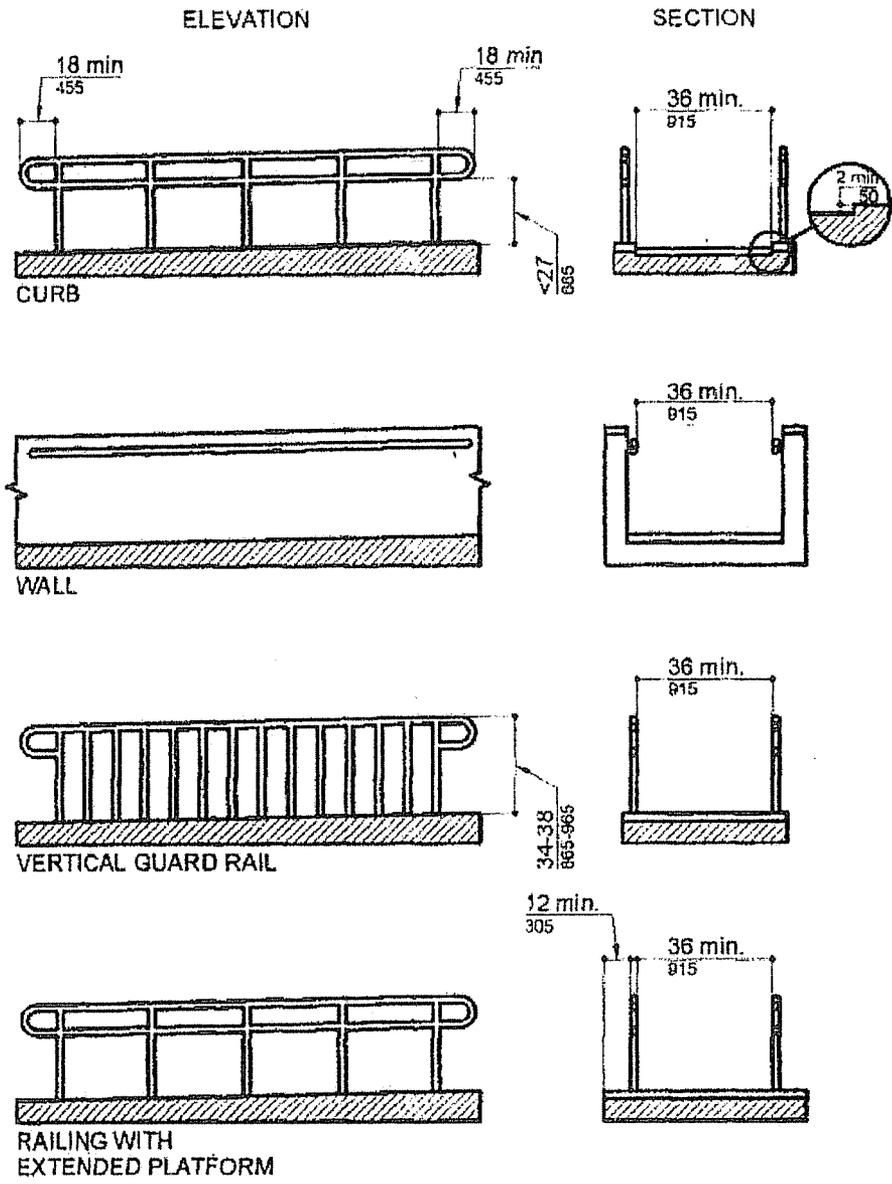
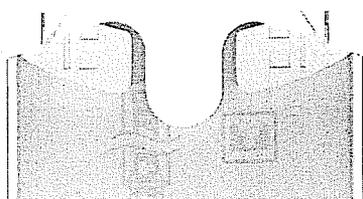
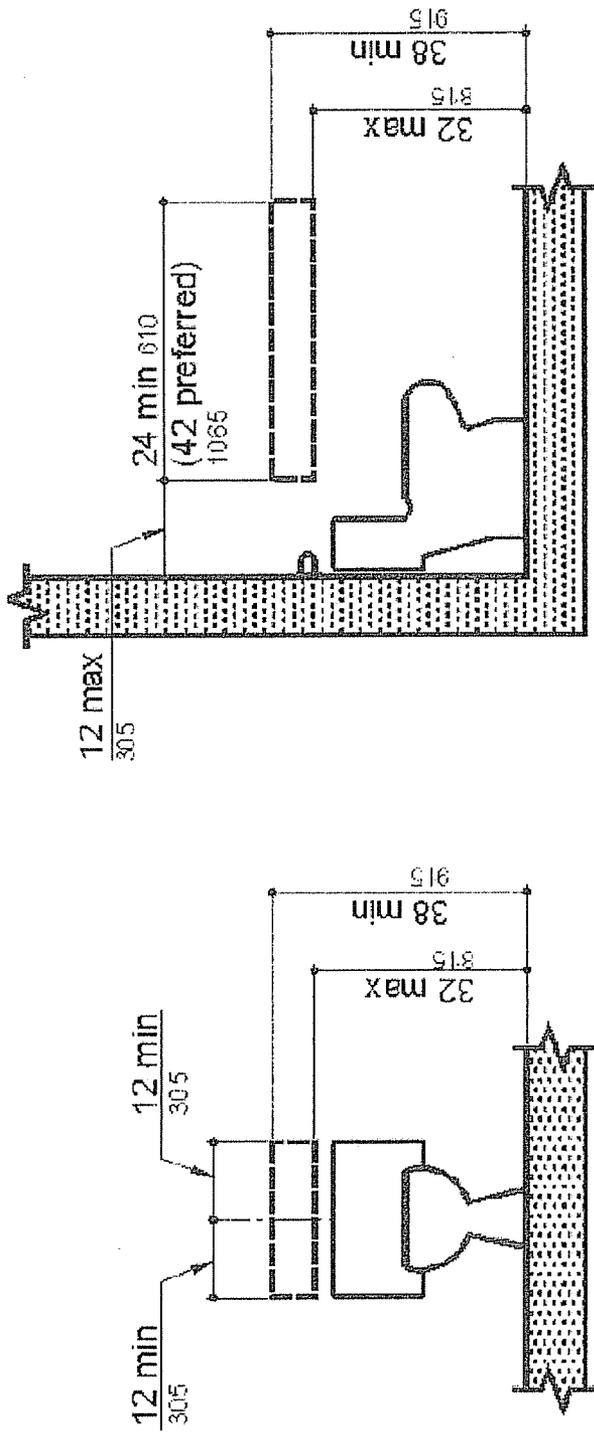


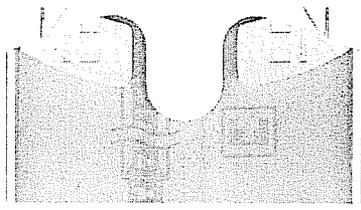
Figure 1

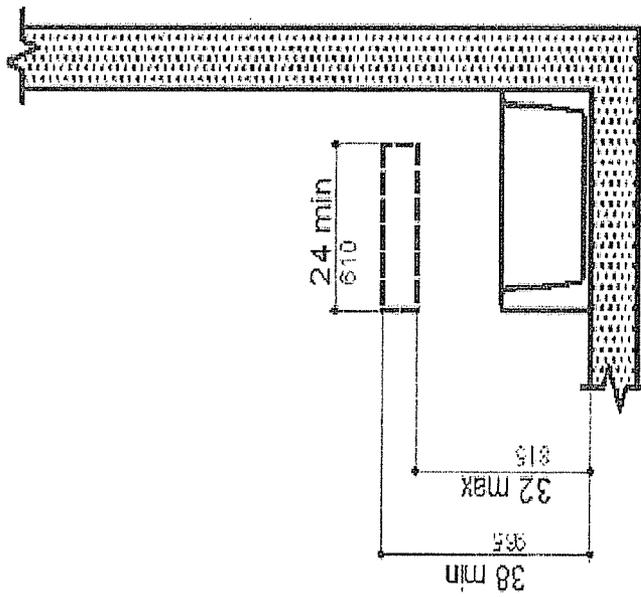
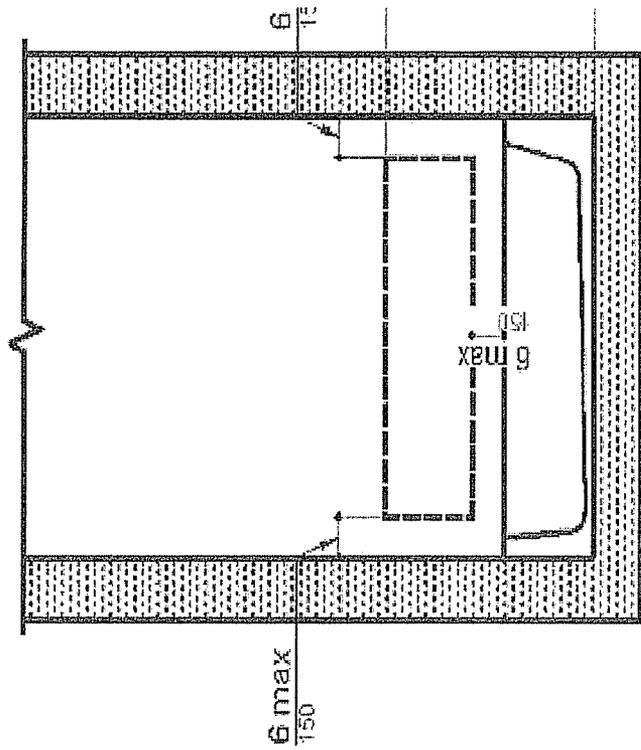




Reinforced areas for installation of Grab Bars

FIGURE 3 WATER CLOSETS IN ADAPTABLE BATHROOMS

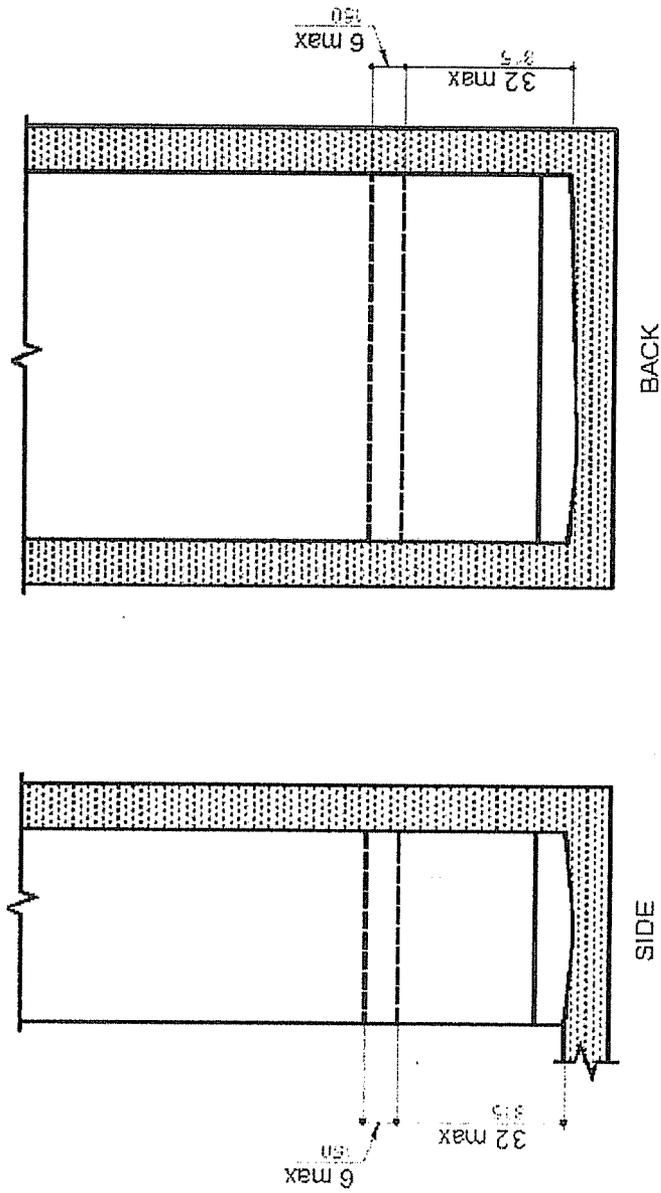




NOTE: The areas outlined in dashed lines represent locations of grab bars for typical fixture configurations.

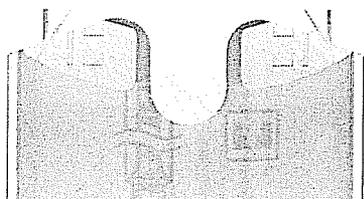
FIGURE 4 LOCATION OF GRAB BAR REINFORCEMENTS FOR ADAPTABLE BATHTUBS

NOTE: The areas outlined in dashed lines represent locations for backing installations of grab bars for typical fixture configurations.



NOTE: The areas outlined in dashed lines represent locations for future installation of grab bars

FIGURE 5 LOCATION OF GRAB BAR REINFORCEMENTS FOR ADAPTABLE SHOWERS



CONTRACTOR'S NAME

**HOUSING REHABILITATION
COLUMBIA COUNTY FY09
FLORIDA SMALL CITIES
COMMUNITY DEVELOPMENT
BLOCK GRANT
PROJECT NUMBER 11DB-L4-03-22-01-H20**

PROPERTY OWNER:

**PETRONIA K. JOHNSON
457 SW TINA GLEN
LAKE CITY, FL 32055**

UNIT NO. 09-07

FEBRUARY 3, 2012

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SECTION A
ADVERTISEMENT FOR BIDS

ADVERTISEMENT FOR BIDS
REHABILITATION AND DEMOLITION/REPLACEMENT

Project No. 11DB-L4-03-22-01-H20
Project ID: 2012-C

Columbia County (herein referred to as the "Owner")

Sealed bids marked "Sealed Bid - Columbia County Small Cities Community Development Block Grant Project for Fiscal Year 2009, Housing Rehabilitation Grant" to be financed by the State of Florida Department of Economic Opportunity under the provisions, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended, will be received by the County for rehabilitation or demolition/replacement dwelling units on behalf of the following owners for the following units:

Rehabilitation

Unit 09-6, John Woods, 204 SE Suzanne Way, Lake City;
Unit 09-7, Petronia Kay Johnson, 457 SW Tina Glen, Lake City;
Unit 09-10, Lessie McClain, 169 NE Bristol Place, Lake City; and

Demolition/Replacement

Unit No. 09-9, Thelma Sims, 119 NE Fryer Street, Lake City.

The owners listed above invite bids for the rehabilitation or demolition/replacement of the above referenced properties. In order to be considered, the proposal must be made upon the Bid Proposal Form and in accordance with the Instructions to Bidders. Copies of these forms can be obtained from the Building and Zoning Department, located at 135 NE Hernando Street, Suite B-21, Lake City, Florida on February 3, 2012 at 9:00 a.m. Eastern Standard Time.

In order for your firm to submit a bid on the project located at 119 NE Fryer Street, Lake City, you, your employees and any subcontractors, including electrical, plumbing and mechanical subcontractors, and their employees performing work on components painted with lead-based paint must have completed a United States Department of Housing and Urban Development approved "Lead-Safe Work Practices" training course.

The improvements are to be made for and under contract to the owners of the subject properties as described above. Disbursements for funds for the improvements will be made by the County on behalf of the owners.

Bids will be received at the Office of the County Manager, located at 135 NE Hernando Street, Suite 203, P. O. Box 1529, Lake City, Florida, 32055, not later than 10:00 a.m. Eastern Standard Time on February 13, 2012. Bids must be enclosed in a sealed envelope marked with the property owner's name and address. Bids will not be accepted if they are turned in later than the deadline specified above. No electronic or facsimile bids will be accepted. The sealed bids will be publicly opened and read aloud at 10:00 a.m. Eastern Standard Time on February 13, 2012 at the Office of the County Manager, located at 135 NE Hernando Street, Lake City, FL.

CONTRACTORS, please note that the County will need to know the following information: 1) Your state of licensure, 2) Your license number, 3) Your license class, 4) Certificate of Completion of Lead-Safe Work Practices Training and 5) Your insurance coverage.

A "walk through" of the above properties is scheduled for February 3, 2012 at 9:00 a.m. Eastern Standard Time. Please meet at the Building and Zoning Department, located at 135 NE Hernando Street, Suite B-21, Lake City, Florida, 32055, prior to going to the units. If you plan to submit a bid, a representative of your firm must attend the "walk through" of the units to become familiar with the properties and the work to be completed.

No contractor shall visit the subject property for any reason without first making arrangements with the County and owner.

No Bidder may withdraw his/her bid within sixty (60) days after the actual date of the opening thereof.

A FAIR HOUSING/EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESS JURISDICTION

Publish in the legal section on January 26, 2012.

SECTION B
EQUAL OPPORTUNITY PROVISIONS

EQUAL OPPORTUNITY PROVISIONS

A. Activities and Contracts Not Subject to Executive Order 11246, as Amended

(Applicable to Federally assisted construction contracts and related subcontracts \$10,000 and under.)

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- (2) The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) Contractors shall incorporate foregoing requirements in all subcontracts.

B. Executive Order 11246 (contracts/subcontracts above \$10,000)

1. Section 202 Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment,

upgrading, demotion or transfer; recruitment, or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representative of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, pursuant thereto, and will permit access to his/her books, documents, papers and records, and accounts by the County, the Florida Department of Economic Opportunity, the U. S. Department of Housing and Urban Development and the Comptroller General of the United States, and any of their duly authorized representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

2. Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246). (Applicable to contracts/subcontracts exceeding \$10,000).

(1) The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

(2) The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for Minority Participation	Goals for Female Participation
22.2%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or Federally assisted) performed in the covered area. If the Contractor performs construction work in a geographic area located outside of the covered area, it shall apply the goals established for such geographic area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its Federally involved and non-Federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 31 CFR Part 60-4.3 (a), and its efforts to meet the goals established for the geographical area where the contract minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is Columbia County.

(1) Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246) as used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- b. "Director" means Director, Officer of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.

- d. "Minority" includes:
- (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); and
 - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identifications).
- (2) Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
- (3) If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the plan goals and timetables.

- (4) The Contractor shall implement specific affirmative action standards provided in paragraphs 7a through p of these Contract Documents. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing contracts in geographical areas where they do not have a Federal or Federally-assisted construction contract shall apply the minority and female goals established for the geographic area where the contract is being performed. Goals are published periodically in the Federal Register in notice form and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.
- (5) Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement to refer to either minorities or women shall excuse the Contractor's obligations under this contract, Executive Order 11246, or the regulations promulgated pursuant thereto.
- (6) In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.
- (7) The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

- a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to minority or female individuals working at such sites or in such facilities.
- b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
- c. Maintain a current file of the names, addresses, and telephone numbers of each minority or female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organizations and of what action was taken with respect to each such individual. If such individual was sent to the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.
- d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or women sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the U.S. Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

- f. Disseminate the Contractor's Equal Employment Opportunity policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its Equal Employment Opportunity obligations; by including it in any policy manual, and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and posting the company Equal Employment Opportunity policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's Equal Employment Opportunity policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the Contractor's Equal Employment Opportunity policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's Equal Employment Opportunity policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer, and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
- m. Ensure that seniority practices, job classification, work assignment and other personnel practices, do not have a discriminating effect by continually monitoring all personnel and employment related activities to ensure that the Equal Employment Opportunity policy and the Contractor's obligations under these Contract Documents are being carried out.
- n. Ensure that all facilities and company activities are nonsegregated except that separate or single-used toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
- o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
- p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's Equal Employment Opportunity policies and affirmative action obligations.

- (8) Contractors are encouraged to participate in voluntary associations which assist in fulfilling their affirmative action obligations. The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the Contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under this contract provided that the Contractor actively participates in the group, makes every effort to assure that the groups have a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation shall not be defense for the Contractor's noncompliance.
- (9) A single goal for minorities and separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and nonminority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).
- (10) The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
- (11) The Contractor shall not enter into any subcontract with any person or firm debarred from Government contract pursuant to Executive Order 11246.
- (12) The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these Contract Documents and Executive Order 11246, as amended.

- (13) The Contractor, in fulfilling its obligations under this contract, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of this contract, so as to achieve maximum results from its efforts to ensure equal opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these Contract Documents, the Director shall proceed in accordance with 41 CFR 60-4.8.
- (14) The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company Equal Employment Opportunity policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee, the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number where assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and location at which the work is performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
- (15) Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

C. Certification of Nonsegregated Facilities (over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that she/he does not maintain or provide for his/her employees any segregated facility at any of his/her establishments, and that she/he does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. She/he certifies further that she/he will not maintain or provide for employees any segregated facilities at any of his/her establishments, and she/he will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause of this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, *transportation and housing facilities provided for employees which are segregated on the basis of race, color, religion, or are in fact segregated on the basis of race, color, religion, or otherwise. She/he further agrees that (except where she/he has obtained identical certifications from proposed subcontractors for specific time periods) she/he will obtain identification certification from proposed subcontractors exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that she/he will retain such certifications in his/her files; and that she/he will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

*parking lots, drinking fountains, recreation or entertainment areas.

D. Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1974, no person shall, on the grounds of race, color, age, national origin or mental or physical handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

E. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

F. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 required of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by Secretary of Housing and Urban Development set forth in 24 CFR 134, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The Contractor will send to each labor organization or representative or workers with which he/she has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or workers' representative of his/her commitments under this notice in conspicuous places available to employees and applicant for employment or training.
- d. The Contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors or subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

SECTION C
CONTRACT DOCUMENTS

COLUMBIA COUNTY
FISCAL YEAR 2009 - HOUSING REHABILITATION
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1.0 CONTRACT FOR REHABILITATION OF DWELLING UNIT

DCA Contract No: 11DB-L4-03-22-01-H20

This Contract made this _____ day of _____ 2012 by and between _____, _____, Florida _____, hereinafter referred to as the "Owner" and _____, _____, hereinafter referred to as "Contractor", with the Board of County Commissioners of Columbia County, P. O. Box 1529, Lake City, Florida 32056-1529, hereinafter referred to as the "County", acting as the Owner's agent.

W I T N E S S E T H

The Owner does hereby employ the Contractor pursuant to the County's Fiscal Year 2009 Community Development Block Grant Program Housing Assistance Plan to do all the work and provide all materials, tools, machinery, supervision, etc., necessary for the rehabilitation of the single family dwelling unit located on the property described as follows:

for the total sum of _____ Dollars and _____ Cents (\$ _____), all in accordance with the Bid Proposal contained in Section F of the Contract Documents and the Work Write-up contained in Section G of the Contract Documents and expressly incorporated herein by reference and made a part hereof.

- 1.1 The Contractor does hereby agree that he/she will perform the work diligently and in a good workmanship manner, using the materials specified or materials of at least equal or better quality.
- 1.2 The Contractor shall be responsible for obtaining all necessary permits for the work to be performed, including timely recording of the Notice of Commencement and the work being done or any part thereof shall not be deemed complete until same has been accepted as satisfactory by the Owner and the County as Owner's Agent.
- 1.3 When adjacent property is affected or endangered by any work done under this Contract, it shall be the responsibility of the Contractor to take whatever steps are necessary for the protection of the adjacent property and to notify the Owner and County thereof of such hazard.
- 1.4 The Contractor hereby agrees not to assign or sublet this Contract without the written consent of the Owner and County. The request for assignment shall be addressed to the County, c/o the Office of the County Manager.
- 1.5 In the event of any breach of this contract, the Owner and County may, at their option, engage the services of another contractor to complete the work and deduct the cost of such completion from the amount due the Contractor hereunder, hereunder and if the amount due is insufficient, then charge the Contractor for the cost of completing the work.
- 1.6 Upon satisfactory completion of one hundred percent (100%) of the work, and the Owner signing a written Acceptance of Work, the Contractor shall immediately file the Acceptance of Work with the Office of the County Manager.

Payments shall be made in accordance with the following conditions:

1. A partial payment of fifty percent (50%) of Community Development Block Grant funds, less a ten percent (10%) retainage, shall be made when at least fifty percent (50%) of the Community Development Block Grant work is satisfactorily completed.
 2. A second partial payment, less a ten percent (10%) retainage, shall be made when one hundred percent (100%) of the Community Development Block Grant work is satisfactorily completed.
 3. The final payment, consisting of the ten percent (10%) retainage, shall be made after the expiration of forty-five (45) days from the date of the signing of the notice of Acceptance of Work if all outstanding work items have been addressed by the Contractor to the satisfaction of the Owner, County and Grant Administrator.
- 1.7 The Contractor covenants and agrees to, and does hereby indemnify and hold harmless and defend the Owner, County, and State of Florida, their agents, servants or employees, from and against any and all claims for injuries or damages to persons or property of whatsoever kind or character, whether real or asserted, arising out of this Contract for the work to be performed hereunder. The Contractor hereby assumes all liability and responsibility for injuries, claims or suits for damages, to persons or property of whatsoever kind or character, whether real or asserted, occurring during the time the work is being performed and arising out of the performance of same.
- 1.8 Neither the Contractor nor any subcontractor shall commence work under this Contract until all insurance required under this paragraph has been secured and such insurance has been approved by the County.

Workmen's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract, Workmen's Compensation Insurance as required by the State of Florida for all of his/her employees at the site of the project; and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all the subcontractor's employees.

Public Liability and Property Damage Insurance: The Contractor shall take out and maintain during the life of this Contract, such public liability and property damage insurance as shall protect Owner, County, him/her and any subcontractor performing work covered by this Contract from claims for damages or personal injury, including accidental death, as well as from claims for property damage which may arise from operation, default, negligence, or any act or omission of Contractor, its employees, agents and subcontractors under this Contract, whether such operation be by himself/herself or by one directly or indirectly employed by either of them; and the amounts of such insurance shall be as follows:

Public Liability Insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000) for injuries, including accidental death, to any one person; and in an amount of not less than Three Hundred Thousand Dollars (\$300,000) on account of one accident.

Property Damage Insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000) for damages to any one item; and in an amount of not less than Three Hundred Thousand Dollars (\$300,000) on account of one accident.

Builder's Risk Insurance: It is further agreed that the Contractor, at his/her sole cost and expense, shall acquire and maintain fire and extended coverage insurance upon the entire structure on which the work on this Contract is to be done, to one hundred percent (100%) of the insurable value, on a form of policy approved by of the State of Florida for insuring such a risk in the State of Florida. Loss, if any, is to be payable to the Owner having legal title to the property that is to be rehabilitated, except in such cases as may require payment of the proceeds of such insurance to a mortgagee as his/her interests may appear. Owner and County shall be named additional insured on all liability policies.

- 1.9 It is agreed that the County is hereby obligated to issue a written Notice to Proceed order to the Contractor following execution of this contract. It is further agreed that the Contractor will, after the receipt of such order, begin the work to be performed under this Contract. The Contractor hereby agrees to complete the same within forty-five (45) calendar days from the date of the Notice to Proceed, time being of the essence. If the Contractor fails to complete the work within forty-five (45) calendar days, liquidated damages may be assessed

by the Owner and County against the Contractor at a rate of One Hundred Dollars (\$100) for each consecutive calendar day thereafter.

- 1.10 Contractor hereby guarantees the improvements herein provided for, for a period of one (1) year from the date of final acceptance of all work required by this Contract. It is further agreed that the Contractor will furnish the County with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under this Contract.
- 1.11 The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by his/her employees at work; and at the completion of the work he/she shall remove all his/her rubbish from and about the building and all his/her tools, scaffolding and surplus materials and shall leave his/her work "broom clean" or its equivalent. It is further agreed that all materials and equipment that have been removed and replaced as a part of the work hereunder shall belong to the Contractor, unless otherwise provided for in the Notice to Proceed.
- 1.12 Final payment of the Contract amount will be made only after final inspection and acceptance of all work to be performed by the Contractor, and the Contractor provides to the County satisfactory releases of liens or claims for liens by the Contractor, subcontractors, laborers and material suppliers.
- 1.13 The Contractor shall remove any and all cracking, scaling, peeling, chipping and loose paint and repaint all surfaces using two coats of nonlead based paint. Where the paint film integrity of the applicable surface cannot be maintained, the paint shall be completely removed or the surface covered with a suitable material such as gypsum, wallboard, plywood, or plaster before any repainting is undertaken.

The Contractor, his/her employees and any subcontractors, including electrical, plumbing and mechanical subcontractors and their employees, performing work on components painted with lead-based paint shall have completed a United States Department of Housing and Urban Development approved Lead-Safe Work Practices training course.

- 1.14 This instrument constitutes the entire agreement between the parties and no written or oral agreement of any kind exists to change the provisions hereof. No other work shall be done, nor additional monies paid, unless provided for in a previously written contract, signed by the parties hereto, and approved in writing by the County.
- 1.15 The Contractor shall maintain his/her reports, records and data for this project for a period of six (6) years from the date the County makes final approval and all other pending matters are closed. Such records shall be made available for inspection by the Owner, County, Florida Department of Economic Opportunity, U.S. Department of Housing and Urban Development or any of their authorized representatives during regular business hours.
- 1.16 Termination for Cause - In the event that any of the provisions of this Contract are violated by the Contractor, or by any of his/her subcontractors, the Owner may serve written notice upon the Contractor of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangements of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate, except the provisions of paragraph 1.7 shall survive the termination of the Contract. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date, less costs of completing the work exceeding the original Contract sum.

Termination for Convenience of the Owner - The Owner may terminate this Contract at any time by giving at least ten (10) days' notice in writing to the Contractor. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date.

Termination by Contractor - The Contractor may terminate this Contract at any time because of default by Owner or County by giving at least ten (10) days' notice in writing to the Owner and County. If this Contract is terminated by the Contractor, the Contractor will be paid for work satisfactorily completed up to the termination date.

1.17 The County Project Superintendent shall give all orders and directions contemplated under this Contract relative to the execution of the work. The County Project Superintendent shall determine the amount, quality, acceptability, and fitness of the work, and materials which are to be paid for under this Contract and shall decide all questions which may arise in relation to said work and the construction thereof. The County Project Superintendent's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said Contract, the determination or decision of the County Project Superintendent shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this Contract affected in any manner or to any extent by such question.

The County Project Superintendent shall decide the meaning and intent of any portion of the Work Write-up where the same may be found obscure or be in dispute.

The Contractor shall have the right to appeal any decision of the County Project Superintendent to the County Manager. The County Manager's decision concerning all such appeals shall be final.

1.18 The Owner agrees to vacate the property during the period the work is being performed under this Contract. The Owner further agrees to only visit the property once a week at a time mutually agreed upon by the Owner and the Contractor's Job Superintendent. All such visits by the Owner shall occur only in the presence of the Contractor's Job Superintendent and the County Building Official. During such visits, the Contractor's Job Superintendent shall be available to review work to date and answer questions that the Owner may have concerning work completed to date.

1.19 The Owner, Contractor and County agree the work to be performed under this Contract will bring the structure into compliance with the International Property Maintenance Code. The Owner agrees all the improvements he/she may want to have made to the structure may not be completed under this Contract. In the case of repairs and renovations to existing structures, due to the age of the structure, the Owner further agrees that all floors, walls, ceilings, doors and windows may not be plumb, level and square when the work is completed under this Contract.

1.20 The Contractor hereby agrees that if after all work is completed and the dwelling unit fails to pass the lead based paint clearance test, the Contractor hereby further agrees that any and all costs associated with any and all retesting for lead-based paint clearance shall be borne solely by the Contractor. The Contractor hereby further agrees that any and all amounts remaining due from the Contractor after forty-five (45) days from the date of Acceptance of Work for any such additional lead-based paint clearance retesting may be deducted from the ten (10) percent retainage payment due to the Contractor

1.21 The Owner agrees to not perform or have performed any work on the structure during the period that the Community Development Block Grant work is being performed under this Contract.

1.22 AGE DISCRIMINATION ACT OF 1975

Under 42 United States Code et seq. and 45 Code of Federal Regulations 91, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

1.23 REHABILITATION ACT OF 1973 (SECTION 504)

Under 29 United States Code 794 and 45 Code of Federal Regulations 84, no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

1.24 ARCHITECTURAL BARRIERS ACT OF 1968

Under the Architectural Barriers Act of 1968 all Federally funded construction shall be so designed as to be accessible to the physically handicapped. This Act shall be applicable to any building or facility, the intended use of which either will require that it (a) be accessible to the public or (b) result in the employment or residence therein of a physically handicapped person.

1.25 LEAD-BASED PAINT POISONING PREVENTION ACT

Under Public Law 91-695 as amended by Public Law 93-151 and Public Law 94-317, no lead based paint shall be used in the course of rehabilitation work done to housing units rehabilitated under this Contract.

1.26 TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968

Under Public Law 90-284, as amended, there shall be no discrimination on the basis of race, color, religion, sex, ancestry, place of birth, handicap or familial status in the sale or rental of housing.

1.27 EXECUTIVE ORDER 11063, EQUAL OPPORTUNITY IN HOUSING

Under Executive Order 11063, as amended by Executive Order 12259, no person shall be discriminated against because of race, color, religion, sex, ancestry, place of birth, handicap or familial status in housing owned or operated by the Federal government or provided with federal assistance.

1.28 PROTECTION OF WETLANDS AND FLOOD PLAIN MANAGEMENT

Flood Disaster Protection Act of 1973: Not Applicable

National Flood Insurance Act of 1968: Not Applicable

1.29 CONFLICTS WITH OTHER CLAUSES

In the event there is any conflict between the provisions of this Contract and the provisions of the Work Write-up contained in Section G of the Contract Documents, the provisions of this Contract shall in all cases prevail.

1.30 REMEDIES AND VENUE

Unless otherwise provided in this Contract, all claims, counter-claims, disputes and other matters in question between the parties to this Contract, arising out of or relating to this Contract, or breach of it, will be decided by litigation and construed according to the laws of the State of Florida. Venue shall be exclusively in Columbia County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Columbia County, Florida.

1.31 ENERGY EFFICIENCY

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

IN WITNESS WHEREOF, the parties have duly executed this Contract on the day and year first above written.

Signed, Sealed and Delivered
in Our Presence

[CONTRACTOR]

Witness

Contractor's Signature

Witness

Print or Type Name and Title of Contractor

Witness

Property Owner's Signature

Witness

Print or Type Name of Property Owner

ATTEST:

BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY

P. DeWitt Cason, County Clerk

Jody DuPree, Chairman

CORPORATE CERTIFICATION (if applicable)

I, _____, hereby certify that I am the _____ of
the corporation named as Contractor herein, that _____, who
signed this Contract on behalf of the Contractor, was then _____ of said
corporation and that said Contract was and is within the scope of his/her corporate powers.

Corporate Seal

Print or Type Name and Title of Corporate Official

Corporate Official's Signature

2.0 CERTIFICATE OF COUNTY ATTORNEY

I, the undersigned, Marlin Feagle, the duly authorized and acting legal representative of the Board of County Commissioners of Columbia County, Florida do hereby certify, as follows:

I have examined the attached contract and the manner of execution hereof, and I am of the opinion the foregoing agreement constitutes valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Marlin Feagle, County Attorney

Date

SECTION D
INFORMATION FOR BIDDERS

1.0 INFORMATION FOR BIDDERS

1.1 GENERAL REQUIREMENTS

1. The Bidder must submit a copy of a current Contractor license, Certificate of Completion of Lead-Safe Work Practices Training, if applicable, and proof of workmen's compensation insurance and liability insurance in the amounts specified in the Contract for the work described herein with his/her bid.
2. The Contractor must obtain all required building permits prior to starting construction.
3. The Contractor must agree that he will conform to the local Housing Assistance Plan.

1.2 DOCUMENTS

One original with original signatures of the following documents must be submitted as part of the bid proposal package. No facsimile or electronic mail copies will be accepted.

- | | |
|-----------------|---|
| Section F - 1.0 | Bid Proposal Form |
| 2.0 | Non-Collusion Affidavit of Prime Bidder |
| 3.0 | Certification Regarding Debarment, Suspension, and Other
Responsibility Matters Primary Covered Transactions |
| 4.0 | Bidder's Experience List |
| 5.0 | Subcontractors List |
| | Contractor's License |
| | Certificate of Completion of Lead-Safe Work Practices Training,
if applicable |
| | Certificate of Insurance |

1.3 INSTRUCTIONS

1. The Bidder must inspect the property and use the Work Write-up as the basic document in the preparation of the bid proposal. Please read these instructions carefully before preparing the bid proposal. Failure to adhere to these instructions could result in a bid proposal being rejected.
2. Submit proposal to:

Office of the County Manager
135 NE Hernando Street
Lake City, Florida 32055
or
P. O. Box 1529
Lake City, Florida 32056-1529

3. If a review of a bid proposal indicates that minor corrections for clarity or more detailed information is required, the Bidder will be requested to submit such information.
4. If a review of a bid proposal indicates the proposal requires major changes, it will not be accepted and returned to the Bidder with an appropriate explanation.
5. The successful Bidder is hereby notified that no work shall be undertaken until a Notice to Proceed has been issued by the County subsequent to the signing of a three party contract between the Contractor, Owner and County. The successful Bidder shall not request the homeowner to sign a contract, sales agreement or any other binding instrument.
6. The Contractor and all subcontractors shall comply with provisions of Section 3, the regulations set forth in 24 Code of Federal Regulations Part 135, Executive Order 11246 and all applicable rules and regulations of the U.S. Department of Housing and Urban Development and the Florida Department of Economic Opportunity. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area (the area located within the incorporated area of the County) and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the County.
7. The County may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the County all such information and data for this purpose as the County may request.
8. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

Columbia County, Florida
Purchasing Department
General Instructions to Bidders

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with Columbia County.
 - E. The suitability of equipment or material for county use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.

32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.
33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; other wise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
 - A. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
 - B. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

SECTION E
CONTRACTOR AND SUBCONTRACTOR
PRECONSTRUCTION CONFERENCE FORMS

1.0 CERTIFICATION OF BIDDER (CONTRACTOR) REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF BIDDER: _____
PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant
PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Bidder has not filed a compliance report due under applicable instructions, such Bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

NAME AND ADDRESS OF BIDDER (include ZIP Code)

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Bidder has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____ None required _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.1 CERTIFICATION OF PROPOSED ELECTRICAL SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED ELECTRICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.2 CERTIFICATION OF PROPOSED MECHANICAL SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED MECHANICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.3 CERTIFICATION OF PROPOSED PLUMBING SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED PLUMBING SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

2.0 CERTIFICATION OF BIDDER (CONTRACTOR) REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF BIDDER: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.1 CERTIFICATION OF PROPOSED ELECTRICAL SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED ELECTRICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.2 CERTIFICATION OF PROPOSED MECHANICAL SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED MECHANICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.3 CERTIFICATION OF PROPOSED PLUMBING SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED PLUMBING SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

3.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED ELECTRICAL SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

3.1 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED MECHANICAL SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

3.2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED PLUMBING SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

4.0 CONTRACTOR SECTION 3 PLAN

A. OVERVIEW

Regulations implementing Section 3 require recipients of Community Development Block Grant funds and the contractors they employ to help ensure that the economic opportunities generated by Community Development Block Grant funds are provided to local low- and very low-income persons and the businesses that serve them. The purpose of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) is to:

“ensure that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low- and very low-income persons.”

B. THRESHOLDS

Compliance with Section 3 is required for local governments with grant awards of over \$200,000 or contracts or subcontracts over \$100,000.

C. GOALS

The Contractor hereby establishes the following goals.

Hiring:

At least 10% of the aggregate number of new hires by the Contractor funded with Community Development Block Grant funds should be Section 3 residents.

Contracts:

1. At least 10% of the total dollar amount of all Community Development Block Grant funded contracts for building trades work should be awarded to Section 3 business concerns; and

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

2. At least 3% of the total dollar amount of all other Community Development Block Grant funded contracts should be awarded to Section 3 business concerns.

Failure to meet these goals does not constitute noncompliance with Section 3 regulations and shall not result in sanctions against the Contractor. It means that the burden shifts to the Contractor to demonstrate why it was not possible to achieve the numerical goals. If challenged on the issue of compliance with Section 3 requirements, the Contractor will need to demonstrate that it strived, but was unable, to reach these levels.

D. SECTION 3 RESIDENT PREFERENCES

Among Section 3 eligible citizens, the following preferences shall be given:

1. Where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act, homeless person(s) residing in the service area or neighborhood shall receive the highest priority;
2. Section 3 residents residing in the service area or neighborhood in which the project is located;
3. Participants in U.S. Department of Housing and Urban Development Youthbuild Programs;
and
4. Other Section 3 residents.

E. COMPLIANCE

The Contractor has a responsibility to comply with Section 3 requirements in its own operations. If numerical goals of Section 3 compliance are not achieved, documentation of Contractor efforts to achieve those goals may be used to document compliance with Section 3 requirements:

This responsibility includes, but is not limited to, the actions listed below that can document efforts to comply with Section 3 requirements:

1. documenting actions taken to comply with the Section 3 requirements and the results of those actions;
2. notifying Section 3 residents and business concerns about economic opportunities connected with Community Development Block Grant funded projects;

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

3. informing potential subcontractors for Section 3 covered projects of their obligations under Section 3, and incorporating Section 3 clauses in all solicitations and subcontracts which spells out the responsibilities and commitments of all parties involved;
4. facilitating activities to reach the Section 3 numerical goals for the training and employment of Section 3 residents and the award of contracts to Section 3 subcontractors; and
5. assisting and actively cooperating with the U.S. Department of Housing and Urban Development Assistant Secretary in obtaining the compliance of subcontractors with Section 3 requirements and refraining from entering into any subcontracts with a subcontractor who has been found in violation of the Section 3 requirements.

Section 3 requirements do not require the creation of economic opportunities for low- and very low-income persons, simply for the sake of creating jobs, but requires that when jobs are generated because a project or activity necessitates the employment of additional personnel, preference must be given to Section 3 qualified individuals. If, however, the Section 3 covered assistance is awarded and the Contractor has no need for additional employees or the Contractor has no need to subcontract for work, the Section 3 preference requirements do not apply.

There are four basic ways to obtain compliance with Section 3 requirements:

1. document that the project is not a Section 3 covered project;
2. document that no additional personnel or subcontract work was necessary to complete the assisted activity;
3. document the achievement of Section 3 numerical goals, in the absence of evidence to the contrary; or
4. document efforts undertaken to achieve Section 3 numerical goals and specific reasons why it was not feasible to meet those numerical goals.

A complaint process open to any Section 3 resident or subcontractor requires that complaints be submitted to the U.S. Department of Housing and Urban Development. Complaints will then be referred to the local government for an attempted resolution. Failure to comply with Section 3 requirements can result in suspension of the contract or debarment from participation in U.S. Department of Housing and Urban Development funded programs.

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

F. SUMMARY

Section 3 is an essential component of the U.S. Department of Housing and Urban Development's comprehensive approach to "creating communities of opportunity." It can establish a sound foundation for long-term economic growth and recovery in distressed areas by increasing employment, developing a more skilled local workforce, and fostering community-based businesses. By directing economic opportunity to low- and very low-income persons, Section 3 requirements help more families move toward economic empowerment and self-sufficiency. It represents one positive step toward reversing the discrimination and disinvestment that has destabilized many low- and very low-income neighborhoods.

G. DEFINITIONS

1. Section 3 Covered Contract: is a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure within a Section 3 covered project.
2. Section 3 Covered Project: is the construction, re-construction, conversion or rehabilitation of housing (including lead based paint abatement), and other public construction which includes buildings or improvements (regardless of ownership) assisted with Housing or Community Development Assistance.
3. Section 3 Business Concern:
 - a. is a business that is 51% or more owned by Section 3 residents; or
 - b. is a business whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents; or
 - c. is a business that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the preceding requirements.

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

As an officer and representative of _____,
(Name of Contractor)

I, the undersigned, have read and fully agree to this Section 3 Plan, and become a party to the full implementation of this program.

Signature

Date

Print or Type Name and Title

Print or Type Name of Contractor

SECTION F
BID PROPOSAL FORM

1.0 BID PROPOSAL FORM

Columbia County
Fiscal Year 2009
Community Development Block Grant Program
DCA Contract No. 11DB-L4-03-22-01-H20

Submitted to: Office of the County Manager
135 NE Hernando Street
Lake City, Florida 32055
or
P. O. Box 1529
Lake City, Florida 32056-1529

Name of Bidder _____

Address _____

Work Phone _____

Other Phone _____

Facsimile Phone _____

E-mail Address _____

Federal Employer Identification Number _____

Property Owner's Name _____

Address of Property _____

GUARANTEE OF PROPOSAL

The Bidder certifies that this offer will not be withdrawn or changed for a period of sixty (60) days after the date received by the County.

COMPLETION TIME

If awarded this work, the Bidder agrees to complete the entire project within forty-five (45) days of the ordered proceed date.

CONDITIONS OF BID

The Bidder warrants he/she has carefully examined the Work Write-up and the site where the work is to be performed. The Bidder is certain of the conditions at the site and has a clear understanding of the work to be completed.

The Bidder agrees that he/she shall execute a Contract among the Contractor, Owner and County, if this Bid Proposal is accepted by the Owner and County.

PETRONIA KAY JOHNSON
 457 SW TINA GLEN
 LAKE CITY, FL 32055
 UNIT NO. 09-07

1.0 BID PROPOSAL FORM (Continued)

Bidder agrees to furnish all labor and materials to complete all the work described in the Work Write-up plus any addenda for the following lump sum prices.

BASE BID

Item	Description	Item	Amount
1.	Roof	1.	\$ _____
2.	Screen/Storm Doors	2.	\$ _____
3.	Exterior Doors	3.	\$ _____
4.	Windows	4.	\$ _____
5.	Kitchen Cabinets	5.	\$ _____
6.	Kitchen Sink	6.	\$ _____
7.	Refrigerator	7.	\$ _____
8.	Range	8.	\$ _____
9.	Range Hood	9.	\$ _____
10.	Toilet	10.	\$ _____
11.	Lavatory	11.	\$ _____
12.	Handicap Grab Bars	12.	\$ _____
13.	Electrical	13.	\$ _____
14.	Smoke Alarms	14.	\$ _____
15.	Insulation	15.	\$ _____

PETRONIA KAY JOHNSON
457 SW TINA GLEN
LAKE CITY, FL 32055
UNIT NO. 09-07

1.0 BID PROPOSAL FORM (Continued)

Bidder agrees to furnish all labor and materials to complete all the work described in the Work Write-up plus any addenda for the following lump sum prices.

BASE BID

Item	Description	Item	Amount
16.	Plumbing	16.	\$ _____
17.	Septic Tank and Drain Field	17.	\$ _____
TOTAL BASE BID			\$ _____

PETRONIA KAY JOHNSON
457 SW TINA GLEN
LAKE CITY, FL 32055
UNIT NO. 09-07

1.0 BID PROPOSAL FORM (Continued)

ADDITIVE ALTERNATES

Item	Description	Item	Amount
1.	None	1.	\$ _____

TOTAL ADDITIVE ALTERNATES \$ _____

2.0 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that;
(Name of Individual)

(1) He/she is _____ of _____, the Bidder that has submitted the attached Bid;
(Title) (Company Name)

(2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of his/her agents, representatives, owners, employees or parties in interest, including this affiant.

Business Name of Bidder

Authorized Signature of Bidder

Print or Type Name and Title of Bidder

Note: Authorized Signature must be Owner.
Authorized Signature must be Officer, if Incorporated.

STATE OF FLORIDA
COUNTY OF _____

I, an officer according to the laws of the State of Florida, duly qualified and acting, HEREBY CERTIFY that _____,

_____ to me personally known, or

_____ having produced a valid driver's license or other form of personal identification,

this day acknowledged before me that he/she executed the foregoing document, and I FURTHER CERTIFY that I know the said person making said acknowledgment to be the individual described in and who executed the said document.

IN WITNESS WHEREOF, I hereunto set my hand and official seal at _____, State of Florida, this _____ day _____ of A.D. _____.

Notary Public

My Commission expires: _____

3.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTIONS

The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Date

Print or Type Name and Title

Columbia County Fiscal Year 2009
Florida Small Cities
Community Development Block Grant
Housing Rehabilitation

Project Name

Print or Type Name of Contractor

11DB-L4-03-22-01-H20

Project Number

Address

City, State, Zip

24 CFR 24.510 & 24 CFR, Part 24, Appendix A

4.0 BIDDERS EXPERIENCE LIST

The following are Contracts similar in scope to this Project which the Contractor has performed within the past five (5) years.

1. _____
2. _____
3. _____
4. _____
5. _____

5.0 SUBCONTRACTOR'S LIST

The following are proposed Subcontractors which will perform work on this Project.

Name and Address

Description of Work

Electrical _____

Mechanical _____

Plumbing _____

Other _____

6.0 BIDDER'S CHECKLIST

One original with original signatures of the following documents must be completed and submitted as part of the bid proposal package. No facsimile or electronic mail copies will be accepted.

- _____ 1.0 Bid Proposal Form
- _____ 2.0 Non-Collusion Affidavit of Prime Bidder
- _____ 3.0 Certification Regarding Debarment, Suspension,
and Other Responsibility Matters Primary Covered Transactions
- _____ 4.0 Bidder's Experience List
- _____ 5.0 Subcontractors List
- _____ Contractor's License
- _____ Certificate of Completion of Lead-Safe Work Practices Training, if applicable
- _____ Certificate of Insurance

SECTION G
WORK WRITE-UP

PETRONIA KAY JOHNSON
457 SW TINA GLEN
LAKE CITY, FL 32055
UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #1 - ROOF

Remove damaged and deteriorated fascia, not to exceed 25%. Provide and install new fascia and finish to match existing fascia.

Repair fascia assembly along front of dwelling unit.

Item #2 - SCREEN/STORM DOORS

Remove existing screen door on front porch.

Provide and install 3'0" x 6'8" aluminum combination screen/storm door, including all hardware, using three hinges, on front porch. Ensure screen door fits opening substantially tight to prevent access to vermin. Homeowner to select one color for both doors.

Remove existing screen door on side porch (under carport).

Provide and install 2'8" x 6'8" aluminum combination screen/storm door, including all hardware, using three hinges, on side porch. Ensure screen door fits opening substantially tight to prevent access to vermin. Homeowner to select one color for both doors.

Item #3 - EXTERIOR DOORS

Adjust front door to ensure it hangs and closes properly.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

PETRONIA KAY JOHNSON
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LAKE CITY, FL 32055
UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #4 - WINDOWS

Ensure proper operation, including locking mechanisms, of all windows.

All new windows shall have white trim.

Remove 2 existing windows in living room.

Provide and install 2 new Energy Star designated single hung sash windows, including cam latches, screens, headers and sills in living room.
Windows shall fit the openings with no gaps. **Reinstall security screens.**

Remove 1 existing window in dining room.

Provide and install 1 new Energy Star designated single hung sash window, including cam latch, screen, header and sill, in dining room.
Window shall fit the opening with no gaps.

Remove 1 existing window in kitchen.

Provide and install 1 new Energy Star designated single hung sash window, including cam latch, screen, header and sill, in kitchen.
Window shall fit the opening with no gaps.

Remove 1 existing window in bathroom #1.

Provide and install 1 new Energy Star designated single hung sash window, including cam latch, screen, header and sill, in bathroom #1.
Window shall fit the opening with no gaps.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

PETRONIA KAY JOHNSON
457 SW TINA GLEN
LAKE CITY, FL 32055
UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #4 - WINDOWS (Continued)

Remove 1 existing window in bathroom #2.

Provide and install 1 new Energy Star designated single hung sash window, including cam latch, screen, header and sill, in bathroom #2.
Window shall fit the opening with no gaps.

Remove 2 existing windows in bedroom #1.

Provide and install 2 new Energy Star designated single hung sash windows, including cam latches, screens, headers and sills in bedroom #1.

Windows shall fit the openings with no gaps. **Reinstall security screen.**

Note: The rear window will need to be lowered to 44" to comply with emergency escape and rescue requirements as listed below.

Remove 2 existing windows in bedroom #2.

Provide and install 2 new Energy Star designated single hung sash windows, including cam latches, screens, headers and sills in bedroom #2.

Windows shall fit the openings with no gaps. **Reinstall security screens.**

Remove 1 existing window in the bedroom #3.

Provide and install 1 new Energy Star designated single hung sash window, including cam latch, screen, header and sill, in the bedroom #3.

Window shall fit the opening with no gaps. **Reinstall security screen.**

Remove 1 existing window in the utility room.

Provide and install 1 new Energy Star designated single hung sash window, including cam latch, screen, header and sill, in the utility room.

Window shall fit the opening with no gaps.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

PETRONIA KAY JOHNSON
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UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #4 - WINDOWS (Continued)

The emergency escape and rescue window opening shall have a sill height of not more than 44 inches above the floor in bedroom #1, bedroom #2 and bedroom #3. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. The minimum net clear opening area shall be 5.0 square feet.

After enlarging windows, match existing sill as closely as possibly.

Size of windows in each habitable room shall be equal to or greater than 8% of the floor area for each habitable room.

Horizontal trim members shall extend to outer edge of vertical trim members.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #5 - KITCHEN CABINETS

Remove existing wall and base cabinets, including counter top, in kitchen.

Provide and install 7 feet of prefabricated wall cabinets and 15 feet of prefabricated base cabinets, including 15 feet of kitchen counter top, in kitchen. Color of counter top and cabinets to be selected by homeowner.

Provide and install 2'6" of prefabricated wall cabinets 1'0" in height above range in kitchen. All cabinets shall be the same style and color.

Item #6 - KITCHEN SINK

Provide and install new stainless steel double sink in kitchen, including new faucet, supply lines, shut-off valves, drain, p-trap and all trim.

Item #7 - REFRIGERATOR

Remove existing refrigerator.

Provide and install a new 18.0 cubic foot refrigerator without ice maker. Homeowner shall select one color for all appliances. **Refrigerator shall have an Energy Star designation**, documentation to be provided at completion.

Item #8 - RANGE

Remove existing range.

Provide and install a new 30" electric range with four burners, including power cord. Homeowner shall select one color for all appliances.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #9 - RANGE HOOD

Remove existing fan and range hood in kitchen.

Provide and install fan and nonvented (electric) range hood over range in kitchen. Color of range hood shall be white. Light fixture for range hood shall include 1 light bulb.

Item #10 - TOILET

Remove existing toilet seat on toilet in bathroom #1 and bathroom #2.

Provide and install new toilet seat on toilet in bathroom #1 and bathroom #2.

Ensure shutoff valve operates properly on toilet in bathroom #1 and bathroom #2.

Item #11 - LAVATORY

Remove existing faucet on lavatory in bathroom #1.

Provide and install new faucet on lavatory in bathroom #1.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

PETRONIA KAY JOHNSON
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UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #12 - HANDICAPPED GRAB BARS

Provide and install 3 new handicapped grab bars around bathtub, 18" long at head of bathtub, 18" long at foot of bathtub and 36" long at back of bathtub. Diameter of grab bars shall be 1-1/2". Top of grab bars shall be 34" high and have 1-1/2" clear space between back of grab bars and walls.

Grab bar to be installed on the rear of the bathtub shall be lower than existing grab bar.

Anchor with screws to wood studs and not to drywall.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

PETRONIA KAY JOHNSON
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UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #13 - ELECTRICAL

Provide temporary electrical power during construction.

Check all electrical circuits for proper connections, wiring and operation.

Receptacles installed in the kitchen to serve counter top surfaces shall be supplied by not less than 2 small appliance branch 20 amp circuits.

Provide 4-wire grounded electrical wiring and rewire circuit for range outlet as per electrical code.

Provide 4-wire grounded electrical wiring and rewire circuit for dryer outlet as per electrical code.

Check that there are at least 2 operable outlets in each habitable room, except the bathroom. If there are not 2 operable outlets in each habitable room, except the bathroom, provide and install duplex outlets as needed to result in 2 operable outlets in each habitable room, except the bathroom. All duplex outlets installed in bedrooms shall be protected by arc-fault circuit interruptors.

Provide and install missing switchplates and duplex outlet covers.

Provide and install new GFCI (Ground Fault Circuit Interrupter) duplex outlets so that no point along the counter space wall line is more than 24", measured horizontally, from a GFCI duplex outlet in kitchen. GFCI duplex outlets shall be installed at each wall counter space 12" or wider.

Provide and install 1 new GFCI duplex outlet adjacent to lavatory in bathroom #1 and 1 new GFCI duplex outlet adjacent to lavatory in bathroom #2.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #13 - ELECTRICAL (Continued)

Provide and install 1 new exterior Ground Fault Circuit Interrupter (GFCI) duplex outlet and moisture resistant cover no greater than 6'0" in height at front entrance of structure and 1 new exterior GFCI duplex outlet and moisture resistant cover no greater than 6'0" in height at rear entrance of structure.

Item #14 - SMOKE ALARMS

Provide and install 1 new hard wired electric smoke alarm with battery backup in bedroom #1, bedroom #2 and bedroom #3 in accordance with code. Associated wiring to install smoke alarm shall be enclosed within walls.

Smoke alarms shall be wired in such a manner that the activation of one alarm will actuate all alarms in the structure.

Item #15 - INSULATION

Provide and install R-30 insulation in attic.

Item #16 - PLUMBING

Inspect all plumbing and upgrade to meet plumbing code.

Replace all deteriorated, leaking pipes and waste vents.

Repair all dripping faucets.

Ensure that all waste drain pipes from structure are connected to the sewer treatment system.

Provide and install sewer drain cleanout 36" from structure with top of sewer drain cleanout cover 2" to 4" above grade and located within 5' of structure.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

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UNIT NO. 09-7

WORK WRITE-UP
FEBRUARY 3, 2012

GENERAL/INTERIOR

Item #17 - SEPTIC TANK AND DRAIN FIELD

Pump out existing septic tank.

Provide and install new in ground drain field per Chapter 64E-6, Florida Administrative Code.

Seed and hay disturbed area.

NOTES: All work shall be done as per standard trade practices and will comply with all local building, plumbing, mechanical, fire and electrical codes. Telephone and television cable services shall be reinstalled by contractor.

All work performed on any lead-based paint components must be conducted in accordance with lead safe work practices as specified by the United States Department of Housing and Urban Development and the United States Environmental Protection Agency.

All bid prices to include labor, new materials and new equipment specified in this work write-up.

Bidder shall be responsible for verifying all field conditions, including quantities and dimensions.

All work shall be consistent with the Single Family Housing Repair Specifications in Section H, Supplemental Specifications of the bid documents.

All new appliances, windows, doors and lighting fixtures shall have an Energy Star designation.

Homeowner's Initials: _____

County Representative's Initials: _____

Date: 2/3/12

SECTION H
SUPPLEMENTAL SPECIFICATIONS

SINGLE FAMILY HOUSING NEW SITE BUILT OR EXISTING HOME REPAIR SPECIFICATIONS

GENERAL

1. Submittals: When required in these specifications, provide product data such as illustrations, installation instructions, color samples, brochures and other information to illustrate a material, product or system for some portion of the Work.
2. By submitting product data, the Contractor represents that he/she has checked and coordinated the information with the requirements of the specifications.
3. No portion of the Work requiring submission of product data shall commence until the submittal has been approved by the County and color selection has been confirmed by the Owner.

TERMITE TREATMENT

1. Inspect existing structure (if applicable) and treat grounds for infestation by subterranean termites by a licensed, certified and bonded pest control company to provide a chemical barrier.
2. Provide a one year damage warranty to the homeowner.

CONCRETE DRIVEWAY and SIDEWALKS

1. Preparation: The soil under the concrete slab needs to be undisturbed soil or compacted and moist, but not powdery dry or muddy. Place 4 inches of concrete over the native prepared and compacted soil.
2. Concrete: Provide 4" thick sidewalks and driveways. Concrete shall have a 28-day compressive strength of 2500 psi in accordance with "Building Code Requirements for Reinforced Concrete" (A.C.I. 318-Latest Edition) and with "Details and Detailing of Concrete Reinforcement" – A.C.I. 315-Latest Edition. When concrete placement is authorized during cold weather (ambient air temperature less than 50 degrees Fahrenheit), the concrete shall be kept at a temperature of at least 50 degrees for not less than 6 days by the use of concrete blankets or other approved means. Concrete placed during weather exceeding 90 degrees shall be protected from exposure to the sun, wind, and from excessive moisture loss. Moist cure for 7 days. Do not add water to the mix after it reaches the construction site (5" max. slump) and do not add water to the surface during finishing operations.
3. Aggregate: Concrete aggregate shall be 1 inch diameter crushed quarried rock or washed river gravel free of organic materials.
4. Reinforcing: Concrete driveways shall contain 6 x 6 – W1.4 x W1.4 welded wire mesh or fibermesh.
5. Joints: Control joints shall be struck or sawed the width of the driveway and not more than 12'-0" o.c. Control joints for sidewalks shall be 5'-0" on center. Provide expansion joints between new and existing concrete/materials and at intervals of no greater than 30 feet for sidewalks.
6. Finish: Concrete shall be broom finished.
7. Ramps: Shall comply with the Uniform Federal Accessibility Standards.

8. Soil Treatment: Soil Treatment must be applied under all exterior concrete or grade within 1'-0" of the structure sidewalls. Florida Building Code 1816.1.6.

WOOD FLOOR REPAIR

1. Utilities: Contractor to disconnect water, sewer, electrical, plumbing fixtures, appliances, etc. as required to repair floor structure.
2. Structure: Remove and replace rotten, insect damaged, or structural inadequate floor framing members as required to level floor. Provide and install additional joists, girders, concrete pier pads, piers, etc. as required to provide adequate strength (40# live load) for the floor. All wood within 8" of ground to be treated lumber.
3. Floor: Remove and replace damaged floor sheathing to match existing sheathing height.
4. Floor Covering: Remove and replace existing covering with new floor covering.
5. Reconnect: Reconnect all water, sewer, electrical, appliances, etc.

SCUTTLE

1. Construct a minimum 22" x 30" scuttle attic access within the heated area of the dwelling unit.

KITCHEN AND BATH

1. Kitchen Countertops: Provide and install new countertops to replace existing countertops in kitchen. High-pressure laminated plastic. Post formed top with front edge and integral 4" back splash wherever cabinet meets wall. Formica, Wilsonart or equal.
2. Kitchen Cabinets: Provide and install new cabinets in kitchen. Stock design from manufacturer's standard line. Completely prefinished. (30" wall cabinets with two adjustable shelves.) Base cabinets to have fixed plywood shelves. Color to be selected by Owner. Manufacturer and style of cabinets shall comply with ANSI/KCMA A161.1, Recommended Minimum Construction & Performance Standards for Kitchen Cabinets, and shall be labeled same. Apply silicone sealant around cabinets, countertop and bath vanity.
3. Bathroom Cabinets: Remove existing cabinets in quantity specified in Bid Schedule. Provide and install an equivalent height vanity or height specified in Work Write-Up. Base of vanity to be prefinished. Manufacturer and style of cabinets shall comply with ANSI/KCMA A161.1, Recommended Minimum Construction & Performance Standards for Cabinets, and shall be labeled same.
4. Bathroom Countertops: Vanity tops to have min. 4" backsplash at back and/or wherever to meets the wall. Top to be Formica, Wilsonart or equal. If specified in Work Write-Up, install new molded cultured marble lavatory. Color to be selected by Owner.
5. Bath Accessories: Install new chrome finish (24") towel bar(s). Install a chrome toilet paper holder. Install a chrome metal shower rod for shower curtain. Provide and install with screws to wood studs, 16" x 20" bathroom medicine cabinet(s) with mirror and shelves. All accessories to be anchored in stud walls or with hollow wall anchors.
6. Submittal: Submit specifications, manufacturer's installation instructions, and color samples for selection and approval.

INSULATION

1. Preparation: Clean, repair/prepare the surfaces to receive insulation in accordance with the manufacturer's instructions.
2. Crawl Space Insulation: Install R-21 fiberglass batt insulation in crawl space and secure in place with metal "tiger claws" or other acceptable method approved by owner. Crawl space floor shall be covered with minimum 6 mil. Poly, lapped 6 inches and turned up 6 inches on the foundation walls and secured.
3. Wall Cavity Insulation: Fill wall cavity with fiberglass batt insulation to achieve the greatest R-value possible.
4. Ceiling/Attic Insulation: Add blown-in or batt insulation for a total R-value of 30. Install baffles or air chutes as necessary to contain the insulation and ensure proper ventilation of the attic.
5. Certification: The contractor shall certify R-values by placing a certification tag in a visible space within the attic near the scuttle cover. Insulate scuttle cover.

COMPOSITION SHINGLE ROOF REPLACEMENT

1. Removal of Existing Shingles: Remove existing shingles and the building paper underlayment.
2. Roof Sheathing: Repair or replace roof sheathing as necessary to match existing materials and meet current structural requirements. Remove and replace any damaged or deteriorated sheathing. At a minimum a nominal ½" CDX grade plywood or OSB roof sheathing with plyclips shall be used.
3. Underlayment: 15 lb. asphalted-saturated building felt installed in accordance with the shingle manufacturer's instructions. If slope of roof is less than 4/12 then 2 layers of 15 lb. felt shall be used. Provide valley flashing per manufacturer's instruction.
4. Shingles: Contractor shall provide and install asphalt shingles warranted by the manufacturer for at least 20 years over entire roof. Asphalt shingles must be installed on a roof slope of 2/12 or greater.
5. Accessories: Furnish ridge shingles and drip edging. Replace flashing with corrosion resistant sheet metal. Flashing at masonry flues should be let-in to mortar joints. All roof edges shall be provided with metal drip edge. Install new step metal flashing around chimney.
6. Vents Caps: Replace all plumbing roof vents with lead boots.
7. Submittal: Submit specifications and color samples for selection and approval.
8. Ventilation: Provide appropriate roof ventilation with continuous ridge, off ridge or gable end vents.

PROVIDE REPLACEMENT WINDOWS

1. Removal of Existing Windows: For all windows identified for replacement remove the window frame and repair and/or modify the opening to receive the new replacement window and insect screen.
2. Replacement Windows: The window must be designed and constructed as a replacement type window and shall be installed in accordance with manufacturer's instructions. The minimum requirements are:

- a. Window Performance Standard: Exterior windows and glass doors shall be tested by an approved independent laboratory, and bear a label identifying manufacturer, performance characteristics and approved inspection agency to indicate compliance with the requirements of the ANSI/AAMA/NWDA 101/I.S.2 as per Florida Building Code. Windows must be double pane insulated glass assemblies. Windows must have a U-factor of 0.35 or less. Insect screens shall conform to ASTM D 3656, 18 x 16 or 18 x 14 mesh of plastic-coated glass fiber threads, woven and fused to form fabric mesh which is resistant to corrosion, shrinkage, stretch, impact damage, and weather deterioration; black or dark gray. Comply with FS L-S-125. Insect screen frames shall be aluminum, complete with all necessary hardware, and shall have a baked enamel finish to match window frame color.
- b. Warranty: Exterior windows and glass doors shall be provided with the following minimum manufacturer's warranty (for owner occupied single family homes, original purchaser):

Vinyl or Aluminum Frame & Sash	Lifetime of Original Homeowner
Insulated Glass	Twenty Years

In order to determine whether or not a window submittal meets these criteria, the submittal must include verification from the manufacturer's literature of letter of certification from the manufacturer.

- c. Low Maintenance: Windows should be maintenance free, not required painting, resist decay, and enhance the building in which they are installed.
 - d. Windows must have an "Energy Star" designation.
3. Install Windows: Install window frames, glass and glazing in accordance with manufacturer's instructions. Anchors and fasteners shall be compatible with adjoining construction. Area between window frame and framed opening shall be insulated, trimmed, weatherstripped, and caulked so as to minimize air infiltration to the maximum extent possible. The window shall freely and easily operate and shall not bind or be restricted in any way from improper installation. Install replacement window, install or re-install molding and perform other duties as required to deliver a finish product.

EXTERIOR DOORS, STORM DOORS and INTERIOR DOORS

- 1. Preparation: Remove existing jamb and framework unless Work Write-Up requires just door replacement in existing frame. Repair and clean the door opening as necessary.
- 2. Exterior Door: Install pre-hung, pre-drilled, steel or heavy duty wood frame, and steel insulated entrance door (no vinyl or plastic trim). Door shall come with magnetic weather-stripping.
- 3. Exterior doors must have an "Energy Star" designation and be a minimum 3'-0" opening.
- 4. Interior Doors: Remove and replace interior doors in the quantity specified in the Work Write-Up. Replace doors with 1 3/8" hollow core doors unless otherwise noted in Work Write-Up. Reuse existing hinges and strike plates, when possible. Provide new latchsets. Remove door stops and replace with new door stops, as specified.

5. Threshold and weather-stripping: Aluminum/vinyl thermal break threshold at exterior doors to accommodate the door and provide weather tight seal. Jamb and head weather-stripping aluminum anodized clear/or vinyl. Set all thresholds in caulk.
6. Storm Door: Provide and install a storm door as specified locations shown in Work Write-Up. Storm door shall be a durable steel 1-1/4 inch thick with hardware and frame that will be compatible with the steel entrance door. The door shall have full glazing with operable sash, insect screen, weather-stripping, and vinyl door sweep, pneumatic closer and pushbutton latch.
7. Hardware: Provide a keyed entrance door lock for the entrance door. Provide single cylinder keyed deadbolt latchset. Use medium priced hardware such as Schlage or equal.
8. Submittal: Submit specifications and color samples for selection and approval.

PAINTING

1. Surface Preparation: Clean and prepare the surfaces to be painted. Chip and scrape all loose paint and clean according to paint manufacturer's instructions all exterior trim, siding, wood porch and step railings, garage door, and carport ceiling as applicable to the structure. Treat mildewed surfaces with a solution of one quart hypochlorite bleach to a half cup of detergent to one gallon of water. Rinse and allow to dry prior to painting.
2. Application: Apply paint only when moisture content of surfaces is within limits recommended in product data. Apply paint materials using clean brushes, rollers or spraying equipment. Apply at rate not exceeding that recommended in product data. Comply with drying time. Sand and dust between coats to remove defects visible from distance of 2'-0". Finish coats shall be smooth, free of brush marks, streaks, laps or pile-up of paint, skipped or missed areas. Application shall be such that drips, spatters, flaws, streaking, shadowing or other types of inferior workmanship does not occur.
3. Manufacturers: The use of a manufacturer's name is for the purpose of establishing the standard of quality desired. Products of Pittsburg Paint and Sherwin-Williams meeting the requirements.
4. Prime Coats: Prime coat shall be tinted to approximate finish color. Back prime exterior and interior finish carpentry and millwork with material specified for prime coat, without runs on face. Finish cut edges prior to installation.
5. Exterior Finish Coats: Provide, at a minimum, two coats, with the first coat being a primer and the second coat being 100% acrylic latex semigloss or provide, at a minimum one coat of 100% acrylic latex semigloss. Paint shall have a 10-year warranty. Semi-gloss finish, enamel or equal. Paint shall be applied uniformly and shall fully cover the existing paint. The newly painted exterior surface shall have a consistent appearance. If additional coats are required to cover over existing paint, contractor shall provide the additional coats at the contractor's expense.
6. Interior Finish Coats: Paint ceiling with two coats of white 100% acrylic latex ceiling paint. Paint walls with two coats of 100% acrylic latex paint. Apply color specified as neutral finish. Final selection of color will be by Owner with flat or semigloss finish. Bath(s) and Kitchen shall have satin finish.
7. Guarantee: Guarantee against defects in materials for ten (10) years and workmanship for a period of one (1) year from date of Substantial Completion. Any defects occurring during this

warranty period shall be repaired at no cost to the Owner. This guarantee shall include, but shall not be limited to, blistering, peeling, sagging, flaking, chalking or alligatoring.

8. Submittal: Submit paint specifications and color samples for selection and approval.

VINYL SIDING/ALUMINUM SOFFIT

1. Preparation: Remove all existing siding and trim that is damaged or decayed. Replace deteriorated siding and trim with exterior grade plywood and/or exterior grade trim or other substrate approved for use by the siding manufacturer. Secure any loose but usable existing siding. Clean and prepare the surface of application in accordance with the manufacturer's instructions. Provide insulation board underlayment where required to ensure smooth surface behind siding.
2. Air Infiltration Barrier: Install an air infiltration barrier if required in the manufacturer's instructions.
3. Vinyl Siding: Provide and install new vinyl siding and trim over the entire dwelling exterior or area designated in the Work Write-Up. Vinyl siding shall comply with ASTM D 3679. Vinyl siding shall be from the same manufacturer's lot number and installed in accordance with the manufacturer's instructions. Siding shall be installed in accordance with ASTM D 4756 "Standard Practice for Installation of Rigid Poly Siding and Soffit" and "Vinyl Siding Installation, A How-To Guide" by the Vinyl Siding Institute.
4. Accessories: Install accessories for vinyl siding in accordance with the vinyl siding manufacturer's instruction.
5. Wood Trim: All exposed wood trim (Fascia, rake, etc.) to be covered aluminum.
6. Soffits: Remove existing plywood soffits or provide openings in the existing plywood soffits to allow adequate ventilation through new soffits. Install new vinyl or aluminum perforated soffit. Aluminum Soffit and Fascia to conform to AAMA Specifications 1402-86 "Standard Specifications for Aluminum Siding" and HUD Minimum Property Standard 4900.1 for One and Two Family Dwellings. Provide adequate backing for new soffits according to manufacturer's requirements.
7. Warranty: Product Lifetime
8. Submittal: Submit specifications, manufacturer's installation instructions, and color samples for selection and approval.

FIBER CEMENT SIDING

1. Preparation: Remove all existing siding and trim that is damaged or decayed. Replace deteriorated siding and trim with exterior grade plywood and/or exterior grade trim or other substrate approved for use by the siding manufacturer. Secure any loose but usable existing siding. Clean and prepare the surface of application in accordance with the manufacturer's instructions. Provide insulation board underlayment where required to ensure smooth surface behind siding.
2. Air Infiltration Barrier: Install an air infiltration barrier (tyvek housewrap or equal).
3. Siding: Install as per manufacturer's recommendation.
4. Accessories: Install accessories (trim) for siding in accordance with the siding manufacturer's instruction.

5. Submittal: Submit specifications and manufacturer's installation instructions for approval.

CERAMIC TILE

1. Installation: Follow (TCA "Handbook for Ceramic Tile Installation"); comply TCA installation methods and the following:
 - a. Extend tile work into recesses and under or behind equipment and fixtures to form a complete covering without interruptions, obstructions, edges and corners without disrupting pattern or joint alignments.
 - b. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish or build-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures and other penetrations so that plates, collars, or covers overlap tile.
 - c. Jointing Patterns: Unless otherwise indicated, lay tile in grid pattern. Align joints when adjoining tiles on floor, base, walls and trim. Lay out work and center tile fields in both directions in each space or on each wall area. Adjust to minimize tile cutting. Provide uniform joint widths, unless otherwise shown.
 - d. Grout tile to comply with referenced installation standards, using grout materials indicated in manufacturer's directions.
2. Products: All tile products, grouts, trims, mortars, cleaners, thinset, etc. shall be checked for compatibility with substrate and adjacent materials by Contractor prior to purchasing material. Where indicated in Work Write-Up, provide Premium Grade tile in compliance with ANSI A137.1 and suitable for use on bathroom walls. At showers and any wet areas, provide Tile Backer Board.
3. Trim Units: Size shall be as coordinated with sizes and coursing of adjoining flat tile. Shapes shall be as follows: Base – Coved, External Corners – Surface Bullnose, Internal Corners – Field-buttet square corners, except use internal cove and cap angle pieces designed to member with stretcher shapes.
4. Setting Materials: All setting beds throughout this project shall be Portland Cement based mix equal to Bonsal.
5. Grouting Materials: Use proprietary pre-blended compound of Portland cement, selected and graded aggregates, color pigments and chemical additives gauged with latex additive to comply with manufacturer's directions.
6. Cleaning: Clean tile surfaces as thoroughly as possible on completion of grouting. Remove all grout haze, observing tile manufacturer's recommendations as to use of acid and chemical cleaners. Rinse tile work thoroughly with clean water before and after using chemical cleaners. Polish tile work with soft cloth.
7. Submittal: Submit manufacturer's technical information, installation instructions and color samples for materials required.

CARPET

1. Subfloor Preparation: Strip the floor of the existing carpet, pad, tack strips, or method of adhesion. Clean and repair the subflooring as necessary and in accordance with the carpet manufacturer's instruction.
2. Padding: Provide new carpet pad (7/16 or ½ inch thick) rebond of urethane with a 5 or 6 pound density.
3. Carpet: All carpet shall be from the same manufacturer's dye lot. In addition, carpet shall meet the following specifications (FHA approved).
 - Carpet Fiber: Nylon, Polypropylene, or Nylon/Polypropylene Blend or similar.
 - Backing: Primary and Secondary Backing of Jute or Synthetic Jute
 - Carpet Pile: Level Loop (preferred) or Cut Pile
 - Pile Height: ¼ (0.25) inch (as necessary for density factor)
 - Yarn Weight: 28 ounce per sq. yard (as necessary for density factor)
 - Density Factor: 3000 Minimum (36 x yarn weight, divided by pile height)
 - Colors: As specified in Bid Schedule
 - Warranty: 10 year Wear Warranty
4. Installation: Installation shall be professional and all seams shall be consistent with the run of the carpet and be unnoticeable to the casual observer. Provide adequate tack strips and stretch the carpet as necessary. Carpet installation shall be in accordance with carpet manufacturer's instruction.
5. Cleaning: After installation, clean the carpet of all loose material yarn and have ready for occupancy.
6. Submittal: Submit carpet specifications and color samples for selection and approval.

VINYL FLOOR

1. Remove existing floor covering and trim and replace with sheet vinyl of minimum thickness of 10-mil. Color and pattern to be selected by owner. Installation shall be in accordance with manufacturer's recommendations inclusive of floor preparation. Pattern to match with all seams parallel (individual room). Splices to be inconspicuous, located away from the center of room and heavy traffic areas, and not permitted in rooms having a dimension of 12 feet or less. Caulk wall/floor joint to eliminate air infiltration. Install 2 ½" wood base and quarter round molding at edges of vinyl along walls, throughout dwelling where sheet/tile is replaced. All corner joints of base trim and quarter molding shall be miter cut. Molding shall be stained/painted to match wall covering and as approved by owner.
2. Provide and install metal seam strip in door openings.

APPLIANCES

1. Kitchen Equipment: Range hood 160 cfm, minimum 2 speed or variable speed fan, 1 60-watt light with switch (lamp included). Range to be new 30" electric with four burners and oven, including power cord. Home owner shall select one color for all appliances.
2. All appliances to have an "Energy Star" designation, if available.

NEW HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM

1. Remove existing heat pump or HVAC unit and install new heat pump (minimum SEER 14) of HVAC unit. Contractor to provide calculations to County showing proper size unit to be installed. New unit shall be installed with all necessary clearances, electrical, venting, supply and return ducts, plumbing, thermostats, etc. as required to provide adequate heating and cooling to each individual room. All ductwork in unconditioned spaces is required to be insulated, all ductwork shall be adequately secured and all new work shall comply with codes. Any gas lines need to be checked by a qualified serviceman.
2. Exhaust Fans: Inspect existing exhaust fans in bathroom(s). Check to make sure fan is exhausted to the outside. If it is not, install discharge duct to the exterior with a backdraft damper or install 100 cfm fan in bathroom with discharge duct to the exterior equipped with a backdraft damper. As specified in the Work Write-Up.

PLUMBING

1. Water Service: All corroded, compressed, or damaged supply lines shall be removed. Replace with new supply lines. All new supply lines shall be copper, CPVC, (or other materials conforming to Florida Building/Plumbing Codes). All plumbing shall be adequately secured. Supply water line to be $\frac{3}{4}$ ", branch lines to be $\frac{1}{2}$ ".
2. Fixtures: All damaged, corroded, dripping or inadequate plumbing fixtures and appliances shall be replaced as specified in the Work Write-Up. Contractor to submit specifications of new fixtures to County for selection and approval.
3. Drain, Waste, Vent (DWV) Lines: Replace all inadequate, corroded, or damaged DWV lines. New DWV lines shall be Schedule 40 PVC or other material approved by code. All penetrations through the roof to be with lead flashing.
4. Insulation: All hot water piping shall have 1" thick pipe insulation. All cold water lines located in uninsulated areas shall have 1" insulation.
5. Washer/Dryer Rough-In: Install a washing machine supply and drain complete with single 110v and single 220v electrical outlets for washer and dryer. Provide and install $\frac{1}{2}$ " hot water and $\frac{1}{2}$ " cold water with valve and 1 $\frac{1}{2}$ " drain for washer. Provide vent through wall complete with backdraft damper and exterior cover. Trim, caulk, and seal all openings.
6. Wall hydrant: Provide frost proof wall faucet with $\frac{3}{4}$ " male hose thread. Provide $\frac{1}{2}$ " water connection.
7. Provide and install sewer drain cleanout 36" from structure with top of sewer drain cleanout cover 2" to 4" above grade and located within 5' of structure.
8. Provide and install new vitreous china toilet(s), including shut-off valve on supply line. Homeowner to select color of toilet(s). Toilet(s) shall have an energy star designation.
9. Provide and install single lever or dual control chrome finished faucet, medium grade Delta or equal.
10. Certification: All work shall be performed by a licensed plumber in accordance the Florida Building/Plumbing Codes. Inspect all plumbing and upgrade to meet plumbing code.
11. Septic tank and drain lines shall be tested and certified. Any required additional work as a result of testing will be provided by change order.

HOT WATER HEATER

1. Preparation: Remove existing water heater and replace with water heater specified in Work Write-Up.
2. Water Heater: Provide and install a new minimum 40 gallon capacity, automatic vertical storage type water heater. Cap off any unused piping. Seal any new penetrations in the walls. Where water heaters are installed on or above the ground floor elevation, water heaters shall be installed in a metal pan having a minimum thickness of 24 gage, 0.0276 inch or in a high impact plastic pan of at least 0.0625 inch thickness. Provide for and install electrical or gas hookup.
3. Shut Off: Provide shut off valves on the supply and discharge lines of the water heater.
4. Relief valve: Provide relief valve to within 5" of floor, outside building, or into a waste receptor.
5. Certification: All new materials and installation to met the current Florida Plumbing Code.
6. Water Heater must have an "Energy Star" designation.

ELECTRICAL

1. Provide and install new 200 amp (min.) residential electrical service entrance, including circuit panel box, circuit breakers and main breaker, meter socket, ground rod, steel mast, weather head and up to 5 feet of service entrance cable beyond the meter base that is tied into the circuit panel box as per the electric code. Panel box shall be located inside house recessed into wall with all circuits labeled on panel box. In some cases the service panel must be on the exterior but the interior is preferred.
2. Provide proper mast support and flashing where mast penetrates roof.
3. Provide 3-wire grounded electrical wiring and rewire entire structure as necessary as per electrical code.
4. Provide 4-wire grounded electrical wiring and circuit for range outlet and dryer outlet as necessary as per electrical code.
5. Provide and install switchplates and duplex outlet covers with matching color.
6. Provide and install wall switches at each exterior and interior entryway to kitchen, living room, family room, bedrooms, hall and utility room(s). Wall switches and associated wiring shall be enclosed within the wall unless wall structure prevents this. If surface mounted is required, wire mold boxes and raceways shall be required.
7. Receptacles installed in the kitchen to serve counter top surfaces shall be supplied by not less than 2 small appliance branch 20 amp circuits.
8. Provide and install new GFCI (Ground Fault Circuit Interrupter) duplex outlets so that no point along the counter space wall line is more than 24", measured horizontally, from a GFCI duplex outlet in kitchen. GFCI duplex outlets shall be installed at each wall counter space 12" or wider.
9. Provide and install 1 new GFCI duplex outlet adjacent to lavatory in bathrooms.
10. Provide and install 1 new exterior Ground fault Circuit Interrupter (GFCI) duplex outlet and moisture resistant cover no greater than 6'-0" in height at all entrances of the heated area of structure.

11. Provide and install 1 new single bulb light fixture, with cover, within 6' of any equipment in attic. If no equipment is in the attic, no light will be required. A switch will be required in close proximity of the attic access. Lamp included.
12. Provide and install new two-bulb ceiling light fixtures with glass globes in all bedrooms, living room and family room. Light fixture to be wall switched. Light fixtures shall be the same style and finish for all rooms. Lamps included.
13. Provide and install new 48" two-lamp fluorescent ceiling light fixtures with covers in kitchen, bathrooms, walk-in closet(s) and utility room(s). Light fixtures are to be wall switched. All fluorescent light fixtures shall include 2 fluorescent lamps.
14. All light fixtures installed shall be "Energy Star" designated.

SMOKE ALARMS

1. Provide and install new hard wired electric smoke alarms with battery backup in accordance with code. Associated wiring to install smoke alarm shall be enclosed within the walls.
2. Smoke alarms shall be wired in such a manner that the activation of one alarm will actuate all alarms in the structure.

CARBON MONOXIDE DETECTORS

1. Provide and install new hard wired electric with battery backup carbon monoxide detectors according to code. Associated wiring to install carbon monoxide detector shall be enclosed within wall.

CONSTRUCT ASSESSIBLE RAMP

1. General: Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp. As specified in the Work Write-Up, modify or construct the current accessible route to comply with this specification.
2. Slope and Rise: The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 inches.
3. Clear Width: The minimum clear width of a ramp shall be 30 inches.
4. Landings: Ramps shall have level landings at the bottom and top of each run. Landings shall have the following features:
 - (1) The landing shall be at least as wide as the ramp run leading to it.
 - (2) The landing length shall be a minimum of 60 inches clear.
 - (3) If ramps change direction at landings, the minimum landing size shall be 60 inches by 60 inches.
 - (4) If a doorway is located at a landing, then the area in front of the doorway shall comply with 4.13.6 of UFAC (Uniform Federal Accessibility Standards).
5. Handrails: If a ramp run has a rise greater than 6 inches or a horizontal projection greater than 72 inches, then it shall have handrails on both sides. Handrails are not required on curb ramps. Handrails shall be 1-1/4 inches to 1-1/2 inches in diameter. Handrails shall comply with 4.26 of UFAS and shall have the following features:

- (1) Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.
- (2) If handrails are not continuous, they shall extend at least 12 inches beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface.
- (3) The clear space between the handrail and the wall shall be 1-1/2 inches.
- (4) Gripping surfaces shall be continuous.
- (5) Top of handrail gripping surfaces shall be mounted between 30 inches and 34 inches above ramp surfaces.
- (6) Ends of handrails shall be either rounded or returned smoothly to floor, wall or post.
- (7) Handrails shall not rotate within their fittings.
6. Cross Slope and Surfaces: The cross slope of ramp surfaces shall be no greater than 1:50. Ramp surfaces shall comply with 4.5 of UFAS.
7. Edge Protection: Ramps and landings with drop-offs shall have curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp. Curbs shall be a minimum of 2 inches high (see Figure 1).
8. Outdoor Conditions: Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.

REINFORCED WALLS FOR GRAB BARS

1. Guideline: Reinforced bathroom walls to allow installation for grab bars around the toilet, tub, shower stall and shower seat, where grab bars will be mounted. (For example, see Fig. 3, 4 and 5.) Where the toilet is not placed adjacent to a side wall, the bathroom would comply if provision was made for installation of floor mounted, foldaway or similar alternative grab bars. Note: Reinforcement for grab bars may be provided in a variety of ways (for example, by plywood or wood blocking) so long as the necessary reinforcement is placed so as to permit installation of appropriate grab bars.

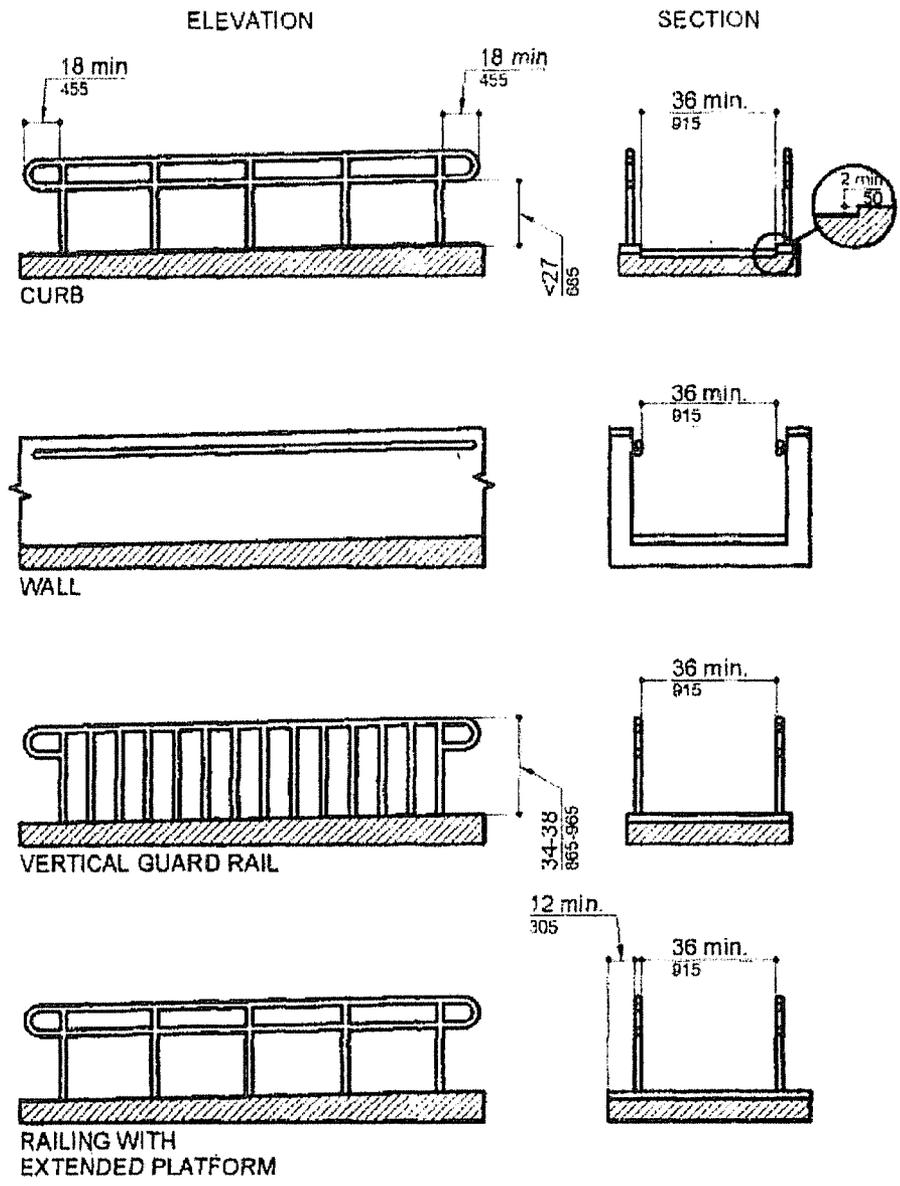
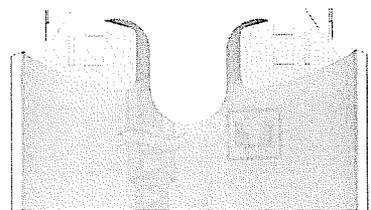
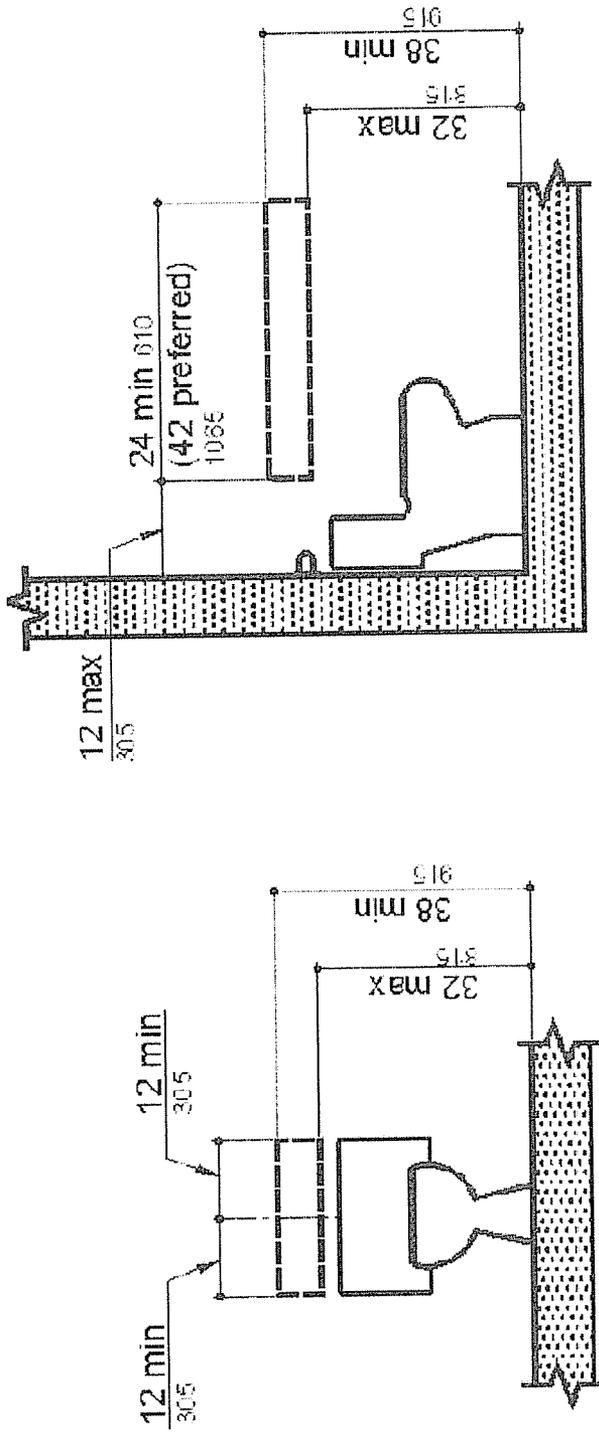


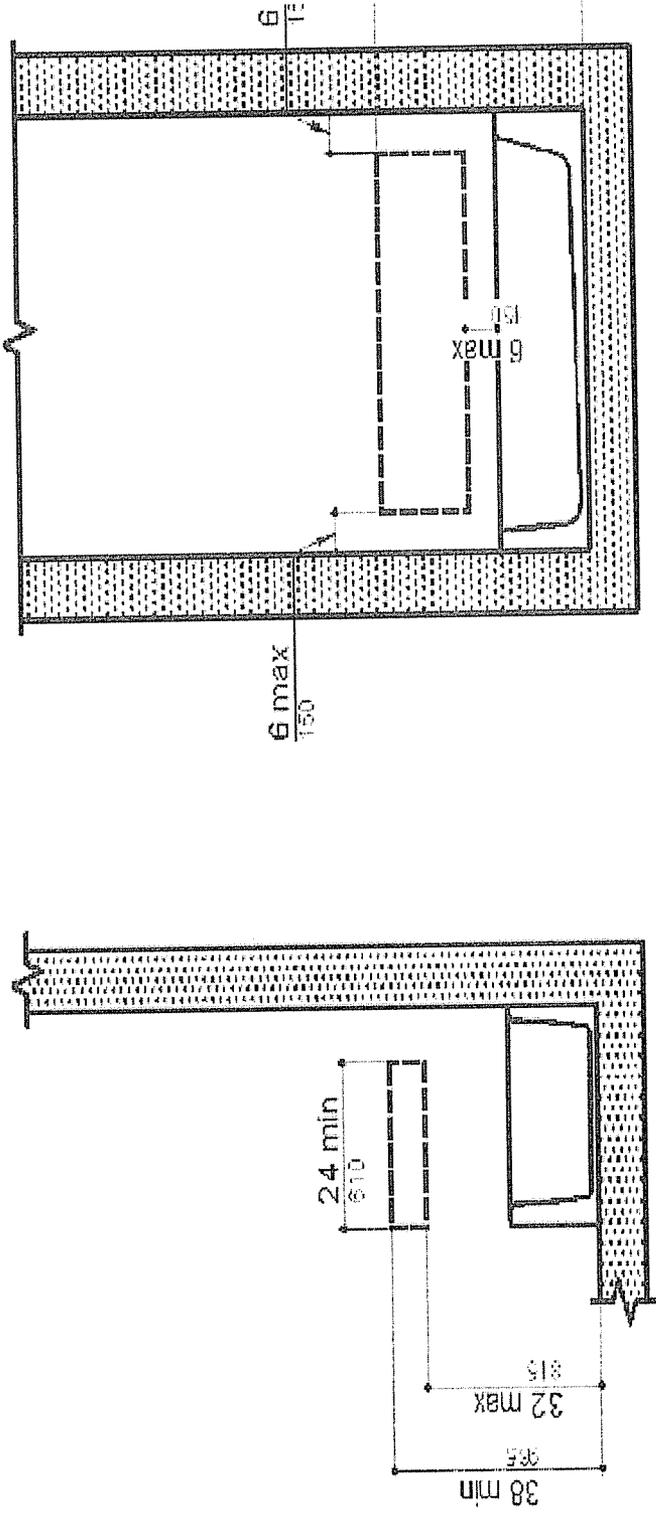
Figure 1





Reinforced areas for installation of Grab Bars

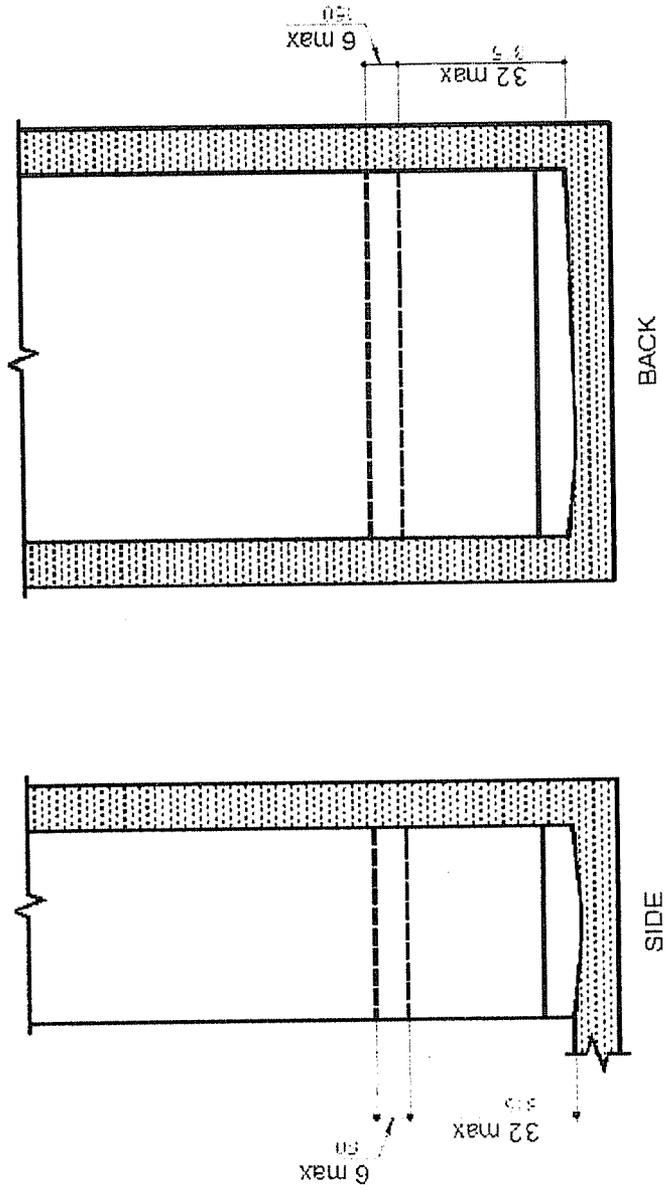
FIGURE 3 WATER CLOSETS IN ADAPTABLE BATHROOMS



NOTE: The areas outlined in dashed lines represent locations of grab bars for typical fixture configurations.

FIGURE 4 LOCATION OF GRAB BAR REINFORCEMENTS FOR ADAPTABLE BATHTUBS

NOTE: The areas outlined in dashed lines represent locations for backing installations of grab bars for typical fixture configurations.



NOTE: The areas outlined in dashed lines represent locations for future installation of grab bars

FIGURE 5 LOCATION OF GRAB BAR REINFORCEMENTS FOR ADAPTABLE SHOWERS

SECTION I
LEAD-BASED PAINT INSPECTION/ASSESSMENT

LEAD-BASED PAINT INSPECTION REPORT

REPORT NUMBER: 1/14/12 14:40

INSPECTION FOR: Martha Orthoefer, AICP
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, Florida 32653-1603
Contract #11DB-L4-03-22-01-H20

ADDRESS INSPECTED: **Petronia Kay Johnson**
457 SW Tina Gin
Lake City, Florida

INSPECTION DATE: 1/14/12

YEAR CONSTRUCTED: Pre 1978

INSTRUMENT TYPE: R M D MODEL LPA-1
XRF TYPE ANALYZER / SERIAL #1121

HRS RADIATION LICENSE: 2615-1

ACTION LEVEL: 1.0 MG/CM**2

OPERATOR LICENSE: U.S. Environmental Protection Agency / Florida
Certification No. FL-R-4850-3

I hereby certify that to the best of my knowledge, the following report reflects the true lead content of the painted surfaces as tested by XRF at the above address.

SIGNED _____



DATE _____

1/15/12

Anthony C. Penna - President
Associated Consulting Professionals, Inc.
1759 Bayhill Drive
Oldsmar, Fl 34677
Phone (727) 773-9200 Fax (727) 787-2898

INSPECTION REPORT CONTENTS: 457 SW Tina Gin, Lake City, Florida

COVER PAGE

SUMMARY

XRF INSPECTION NOTES

XRF COMPUTER GENERATED REPORT

SUMMARY

The results listed below, of this inspection, indicate if and where lead-based paint was located. The inspection was performed using the inspection protocol in Chapter 7 of the HUD *Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing (1997 Revision)*. Lead, defined as amounts greater than or equal 1.0 mg/squared centimeter in paint.

This report should be kept by the Owner and all future Owners *for the life of the dwelling*.

The following room equivalents contain items, as described, which have intact lead-based paint that equals or exceeds the HUD definition of lead (1.0 mg/cm^{**2})

Interior: None

Exterior: None

XRF INSPECTION NOTES

1. The XRF used on this project (RMD LPA-1, serial #1121) was purchased on 9/25/05. The performance characteristics sheet (PCS) data for this machine is available upon request.
2. What does location Wall A,B,C,D mean? Pursuant to the 1995 HUD Guidelines, Wall A identifies the wall that relates to the numbered entry to the residence. For this residence Wall A the **South** wall in all rooms. The other walls are lettered clockwise from Wall A.

SUMMARY REPORT OF LEAD PAINT INSPECTION FOR: 457 SW Tina Gin, Lake City, Florida

Inspection Date: 01/14/12
Report Date: 1/15/2012
Abatement Level: 1.0
Report No. 01/14/12 14:40
Total Readings: 88 Actionable: 0
Job Started: 01/14/12 14:40
Job Finished: 01/14/12 15:17

Reading No.	Wall	Structure	Location	Member	Paint Cond	Substrate	Color	Lead (mg/cm ²)	Mode
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----- End of Readings -----

DETAILED REPORT OF LEAD PAINT INSPECTION FOR: 457 SW Tina Gin, Lake City, Florida

Inspection Date: 01/14/12
 Report Date: 1/15/2012
 Abatement Level: 1.0
 Report No. 01/14/12 14:40
 Total Readings: 88
 Job Started: 01/14/12 14:40
 Job Finished: 01/14/12 15:17

Reading No.	Wall	Structure	Location	Member	Paint Cond	Substrate	Color	Lead (mg/cm ²)	Mode
Exterior Room 001 House									
007	A	Fascia			I	Wood	N/A	-0.4	QM
006	A	Soffit			I	Wood	N/A	-0.3	QM
017	A	Door	Lft	Rgt jamb	I	Wood	N/A	0.0	QM
016	A	Door	Lft	U Ctr	I	Metal	N/A	-0.1	QM
011	A	Door	Ctr	Rgt jamb	I	Wood	N/A	-0.1	QM
010	A	Door	Ctr	U Rgt	I	Metal	N/A	-0.2	QM
005	A	Beam	Lft		I	Wood	N/A	-0.1	QM
008	A	Carpt. Ceil.	Lft		I	Wood	N/A	-0.2	QM
012	A	Floor	Lft		I	Concrete	N/A	-0.1	QM
004	A	Shutter	Ctr		I	Wood	N/A	0.0	QM
009	A	Scrn Door	Ctr		I	Metal	N/A	-0.2	QM
015	B	Door	Ctr	Rgt jamb	I	Wood	N/A	-0.1	QM
014	B	Door	Ctr	U Ctr	I	Metal	N/A	-0.1	QM
013	B	Scrn Door	Ctr		I	Metal	N/A	-0.2	QM
Comment: Body of house is unpainted brick.									
Interior Room 001 Utility									
019	A	Wall	U Rgt		I	N/A	N/A	-0.2	QM
018	A	Ceiling			I	N/A	N/A	0.0	QM
022	A	Door	Ctr	Lft casing	I	N/A	N/A	0.0	QM
023	A	Door	Ctr	U Ctr	I	N/A	N/A	0.0	QM
020	B	Wall	U Ctr		I	N/A	N/A	-0.1	QM
021	C	Wall	U Lft		I	N/A	N/A	-0.1	QM
Interior Room 002 Living Rm									
025	A	Wall	U Ctr		I	N/A	N/A	-0.2	QM
024	A	Ceiling			I	N/A	N/A	-0.1	QM
030	A	Door	Rgt	Lft casing	I	N/A	N/A	-0.1	QM
031	A	Door	Rgt	U Ctr	I	N/A	N/A	-0.1	QM
026	B	Wall	U Ctr		I	N/A	N/A	0.0	QM
027	C	Wall	U Ctr		I	N/A	N/A	-0.1	QM
029	C	Baseboard	Ctr		I	N/A	N/A	-0.1	QM
028	D	Wall	U Ctr		I	N/A	N/A	0.0	QM
Interior Room 003 Kit./Dine									
037	A	Wall	L Ctr		I	N/A	N/A	-0.2	QM
033	A	Wall	U Ctr		I	N/A	N/A	0.0	QM
032	A	Ceiling			I	N/A	N/A	-0.2	QM
034	B	Wall	U Ctr		I	N/A	N/A	-0.1	QM
038	B	Door	Lft	Rgt jamb	I	N/A	N/A	-0.1	QM
039	B	Door	Lft	U Ctr	I	N/A	N/A	-0.2	QM
035	C	Wall	U Ctr		I	N/A	N/A	0.0	QM
036	D	Wall	U Ctr		I	N/A	N/A	0.0	QM
Interior Room 004 Hallway									
041	A	Wall	U Ctr		I	N/A	N/A	-0.1	QM
044	A	Baseboard	Ctr		I	N/A	N/A	-0.3	QM
040	A	Ceiling			I	N/A	N/A	-0.1	QM
045	A	Door	Lft	Rgt casing	I	N/A	N/A	-0.1	QM

DETAILED REPORT OF LEAD PAINT INSPECTION FOR: 457 SW Tina Gin, Lake City, Florida

Reading No.	Wall	Structure	Location	Member	Paint Cond	Substrate	Color	Lead (mg/cm ²)	Mode
046	A	Door	Lft	U Ctr	I	N/A	N/A	-0.2	QM
042	C	Wall	U Ctr		I	N/A	N/A	-0.4	QM
043	D	Wall	U Ctr		I	N/A	N/A	0.0	QM
Interior Room 005 Hall Bath									
048	A	Wall	U Ctr		I	N/A	N/A	-0.2	QM
047	A	Ceiling			I	N/A	N/A	-0.1	QM
052	A	Door	Rgt	Lft casing	I	N/A	N/A	-0.1	QM
053	A	Door	Rgt	U Ctr	I	N/A	N/A	-0.3	QM
049	B	Wall	U Ctr		I	N/A	N/A	-0.2	QM
051	B	Baseboard	Ctr		I	N/A	N/A	-0.1	QM
050	D	Wall	U Ctr		I	N/A	N/A	-0.2	QM
Comment: Wall C is covered in unpainted tile.									
Interior Room 006 Master Bed									
055	A	Wall	U Ctr		I	N/A	N/A	-0.1	QM
054	A	Ceiling			I	N/A	N/A	0.0	QM
060	A	Door	Lft	Rgt casing	I	N/A	N/A	-0.1	QM
061	A	Door	Lft	U Ctr	I	N/A	N/A	-0.2	QM
056	B	Wall	U Ctr		I	N/A	N/A	-0.1	QM
059	B	Baseboard	Ctr		I	N/A	N/A	0.0	QM
057	C	Wall	U Ctr		I	N/A	N/A	-0.2	QM
058	D	Wall	U Ctr		I	N/A	N/A	-0.2	QM
Interior Room 007 Master Bath									
063	A	Wall	U Ctr		I	N/A	N/A	0.0	QM
062	A	Ceiling			I	N/A	N/A	-0.1	QM
064	B	Wall	U Ctr		I	N/A	N/A	0.0	QM
065	C	Wall	U Ctr		I	N/A	N/A	-0.1	QM
066	D	Wall	U Ctr		I	N/A	N/A	0.0	QM
067	D	Baseboard	Ctr		I	N/A	N/A	0.0	QM
068	D	Door	Lft	Rgt casing	I	N/A	N/A	0.0	QM
069	D	Door	Lft	U Ctr	I	N/A	N/A	-0.1	QM
Interior Room 008 SE Bed									
071	A	Wall	U Ctr		I	N/A	N/A	0.0	QM
070	A	Ceiling			I	N/A	N/A	-0.1	QM
072	B	Wall	U Ctr		I	N/A	N/A	0.0	QM
073	C	Wall	U Ctr		I	N/A	N/A	-0.1	QM
076	C	Door	Lft	Rgt casing	I	N/A	N/A	-0.1	QM
077	C	Door	Lft	U Ctr	I	N/A	N/A	-0.1	QM
074	D	Wall	U Ctr		I	N/A	N/A	-0.1	QM
075	D	Baseboard	Ctr		I	N/A	N/A	0.0	QM
Interior Room 009 South Bed									
079	A	Wall	U Ctr		I	N/A	N/A	0.0	QM
078	A	Ceiling			I	N/A	N/A	0.0	QM
080	B	Wall	U Ctr		I	N/A	N/A	-0.1	QM
081	C	Wall	U Ctr		I	N/A	N/A	0.1	QM
083	C	Baseboard	Ctr		I	N/A	N/A	0.0	QM
084	C	Door	Rgt	Lft casing	I	N/A	N/A	-0.1	QM
085	C	Door	Rgt	U Rgt	I	N/A	N/A	0.0	QM
082	D	Wall	U Ctr		I	N/A	N/A	-0.2	QM
Calibration Readings								0.7	Std
001								0.7	Std
002									

CONTRACTOR'S NAME

HOUSING REHABILITATION

COLUMBIA COUNTY FY09

FLORIDA SMALL CITIES

COMMUNITY DEVELOPMENT

BLOCK GRANT

PROJECT NUMBER 11DB-L4-03-22-01-H20

PROPERTY OWNER:

**THELMA SIMS
119 NE FRYER STREET
LAKE CITY, FL 32055**

UNIT NO. 09-09

FEBRUARY 3, 2012

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SECTION A
ADVERTISEMENT FOR BIDS

ADVERTISEMENT FOR BIDS
REHABILITATION AND DEMOLITION/REPLACEMENT

Project No. 11DB-L4-03-22-01-H20
Project ID: 2012-C

Columbia County (herein referred to as the "Owner")

Sealed bids marked "Sealed Bid - Columbia County Small Cities Community Development Block Grant Project for Fiscal Year 2009, Housing Rehabilitation Grant" to be financed by the State of Florida Department of Economic Opportunity under the provisions, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended, will be received by the County for rehabilitation or demolition/replacement dwelling units on behalf of the following owners for the following units:

Rehabilitation

Unit 09-6, John Woods, 204 SE Suzanne Way, Lake City;
Unit 09-7, Petronia Kay Johnson, 457 SW Tina Glen, Lake City;
Unit 09-10, Lessie McClain, 169 NE Bristol Place, Lake City; and

Demolition/Replacement

Unit No. 09-9, Thelma Sims, 119 NE Fryer Street, Lake City.

The owners listed above invite bids for the rehabilitation or demolition/replacement of the above referenced properties. In order to be considered, the proposal must be made upon the Bid Proposal Form and in accordance with the Instructions to Bidders. Copies of these forms can be obtained from the Building and Zoning Department, located at 135 NE Hernando Street, Suite B-21, Lake City, Florida on February 3, 2012 at 9:00 a.m. Eastern Standard Time.

In order for your firm to submit a bid on the project located at 119 NE Fryer Street, Lake City, you, your employees and any subcontractors, including electrical, plumbing and mechanical subcontractors, and their employees performing work on components painted with lead-based paint must have completed a United States Department of Housing and Urban Development approved "Lead-Safe Work Practices" training course.

The improvements are to be made for and under contract to the owners of the subject properties as described above. Disbursements for funds for the improvements will be made by the County on behalf of the owners.

Bids will be received at the Office of the County Manager, located at 135 NE Hernando Street, Suite 203, P. O. Box 1529, Lake City, Florida, 32055, not later than 10:00 a.m. Eastern Standard Time on February 13, 2012. Bids must be enclosed in a sealed envelope marked with the property owner's name and address. Bids will not be accepted if they are turned in later than the deadline specified above. No electronic or facsimile bids will be accepted. The sealed bids will be publicly opened and read aloud at 10:00 a.m. Eastern Standard Time on February 13, 2012 at the Office of the County Manager, located at 135 NE Hernando Street, Lake City, FL.

CONTRACTORS, please note that the County will need to know the following information: 1) Your state of licensure, 2) Your license number, 3) Your license class, 4) Certificate of Completion of Lead-Safe Work Practices Training and 5) Your insurance coverage.

A "walk through" of the above properties is scheduled for February 3, 2012 at 9:00 a.m. Eastern Standard Time. Please meet at the Building and Zoning Department, located at 135 NE Hernando Street, Suite B-21, Lake City, Florida, 32055, prior to going to the units. If you plan to submit a bid, a representative of your firm must attend the "walk through" of the units to become familiar with the properties and the work to be completed.

No contractor shall visit the subject property for any reason without first making arrangements with the County and owner.

No Bidder may withdraw his/her bid within sixty (60) days after the actual date of the opening thereof.

A FAIR HOUSING/EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESS JURISDICTION

Publish in the legal section on January 26, 2012.

SECTION B
EQUAL OPPORTUNITY PROVISIONS

EQUAL OPPORTUNITY PROVISIONS

A. Activities and Contracts Not Subject to Executive Order 11246, as Amended

(Applicable to Federally assisted construction contracts and related subcontracts \$10,000 and under.)

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- (2) The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) Contractors shall incorporate foregoing requirements in all subcontracts.

B. Executive Order 11246 (contracts/subcontracts above \$10,000)

1. Section 202 Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment,

upgrading, demotion or transfer; recruitment, or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representative of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, pursuant thereto, and will permit access to his/her books, documents, papers and records, and accounts by the County, the Florida Department of Economic Opportunity, the U. S. Department of Housing and Urban Development and the Comptroller General of the United States, and any of their duly authorized representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Contractor will include the provisions of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.
2. Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246). (Applicable to contracts/subcontracts exceeding \$10,000).
- (1) The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
- (2) The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for Minority Participation	Goals for Female Participation
22.2%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or Federally assisted) performed in the covered area. If the Contractor performs construction work in a geographic area located outside of the covered area, it shall apply the goals established for such geographic area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its Federally involved and non-Federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 31 CFR Part 60-4.3 (a), and its efforts to meet the goals established for the geographical area where the contract minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is Columbia County.

(1) Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246) as used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- b. "Director" means Director, Officer of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.

- d. "Minority" includes:
- (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); and
 - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identifications).
- (2) Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
- (3) If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the plan goals and timetables.

- (4) The Contractor shall implement specific affirmative action standards provided in paragraphs 7a through p of these Contract Documents. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing contracts in geographical areas where they do not have a Federal or Federally-assisted construction contract shall apply the minority and female goals established for the geographic area where the contract is being performed. Goals are published periodically in the Federal Register in notice form and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.
- (5) Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement to refer to either minorities or women shall excuse the Contractor's obligations under this contract, Executive Order 11246, or the regulations promulgated pursuant thereto.
- (6) In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.
- (7) The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

- a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to minority or female individuals working at such sites or in such facilities.
- b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
- c. Maintain a current file of the names, addresses, and telephone numbers of each minority or female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organizations and of what action was taken with respect to each such individual. If such individual was sent to the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.
- d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or women sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the U.S. Department of Labor. The Contractor shall provide notice of these programs to the sources complied under 7b above.

- f. Disseminate the Contractor's Equal Employment Opportunity policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its Equal Employment Opportunity obligations; by including it in any policy manual, and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and posting the company Equal Employment Opportunity policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's Equal Employment Opportunity policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the Contractor's Equal Employment Opportunity policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's Equal Employment Opportunity policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer, and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
- m. Ensure that seniority practices, job classification, work assignment and other personnel practices, do not have a discriminating effect by continually monitoring all personnel and employment related activities to ensure that the Equal Employment Opportunity policy and the Contractor's obligations under these Contract Documents are being carried out.
- n. Ensure that all facilities and company activities are nonsegregated except that separate or single-used toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
- o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
- p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's Equal Employment Opportunity policies and affirmative action obligations.

- (8) Contractors are encouraged to participate in voluntary associations which assist in fulfilling their affirmative action obligations. The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the Contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under this contract provided that the Contractor actively participates in the group, makes every effort to assure that the groups have a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation shall not be defense for the Contractor's noncompliance.
- (9) A single goal for minorities and separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and nonminority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).
- (10) The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
- (11) The Contractor shall not enter into any subcontract with any person or firm debarred from Government contract pursuant to Executive Order 11246.
- (12) The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these Contract Documents and Executive Order 11246, as amended.

- (13) The Contractor, in fulfilling its obligations under this contract, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of this contract, so as to achieve maximum results from its efforts to ensure equal opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these Contract Documents, the Director shall proceed in accordance with 41 CFR 60-4.8.
- (14) The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company Equal Employment Opportunity policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee, the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number where assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and location at which the work is performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.
- (15) Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

C. Certification of Nonsegregated Facilities (over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that she/he does not maintain or provide for his/her employees any segregated facility at any of his/her establishments, and that she/he does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. She/he certifies further that she/he will not maintain or provide for employees any segregated facilities at any of his/her establishments, and she/he will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause of this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, *transportation and housing facilities provided for employees which are segregated on the basis of race, color, religion, or are in fact segregated on the basis of race, color, religion, or otherwise. She/he further agrees that (except where she/he has obtained identical certifications from proposed subcontractors for specific time periods) she/he will obtain identification certification from proposed subcontractors exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that she/he will retain such certifications in his/her files; and that she/he will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

*parking lots, drinking fountains, recreation or entertainment areas.

D. Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1974, no person shall, on the grounds of race, color, age, national origin or mental or physical handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

E. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

F. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 required of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by Secretary of Housing and Urban Development set forth in 24 CFR 134, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The Contractor will send to each labor organization or representative or workers with which he/she has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or workers' representative of his/her commitments under this notice in conspicuous places available to employees and applicant for employment or training.
- d. The Contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors or subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

SECTION C
CONTRACT DOCUMENTS

COLUMBIA COUNTY
FISCAL YEAR 2009 - HOUSING REHABILITATION
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1.0 CONTRACT FOR DEMOLITION AND CONSTRUCTION OF DWELLING UNIT

DCA Contract No: 11DB-L4-03-22-01-H20

This Contract made this _____ day of _____ 2012 by and between

_____, _____,
_____, Florida _____, hereinafter referred to as the "Owner" and _____,
_____, hereinafter referred to as "Contractor", with the Board of County
Commissioners of Columbia County, P. O. Box 1529, Lake City, Florida 32056-1529, hereinafter referred to as the
"County", acting as the Owner's agent.

W I T N E S S E T H

The Owner does hereby employ the Contractor pursuant to the County's Fiscal Year 2009 Community Development Block Grant Program Housing Assistance Plan to do all the work and provide all materials, tools, machinery, supervision, etc., necessary for the construction of the single family dwelling unit located on the property described as follows:

for the total sum of _____ Dollars and _____ Cents (\$ _____), all in accordance with the Bid Proposal and Specifications contained in Section F of the Contract Documents a and expressly incorporated herein by reference and made a part hereof.

This contract is funded with _____ (_____) of Community Development Block Grant funds for payment of all other line items not listed above.

- 1.1 The Contractor does hereby agree that he/she will perform the work diligently and in a good workmanship manner, using the materials specified or materials of at least equal or better quality.
- 1.2 The Contractor shall be responsible for obtaining all necessary permits for the work to be performed including timely recording of the Notice of Commencement, and the work being done or any part thereof shall not be deemed complete until same has been accepted as satisfactory by the Owner and the County as Owner's Agent.
- 1.3 When adjacent property is affected or endangered by any work done under this Contract, it shall be the responsibility of the Contractor to take whatever steps are necessary for the protection of the adjacent property and to notify the Owner and County thereof of such hazard.
- 1.4 The Contractor hereby agrees not to assign or sublet this Contract without the written consent of the Owner and County. The request for assignment shall be addressed to the County c/o the Office of the County Manager.
- 1.5 In the event of any breach of this contract, the Owner and County may, at their option, engage the services of another contractor to complete the work and deduct the cost of such completion from the amount due the Contractor hereunder and if the amount due is insufficient, then charge the Contractor for the cost of completing the work.

- 1.6 Upon satisfactory completion of one hundred percent (100%) of the work, and the Owner signing a written Acceptance of Work, the Contractor shall immediately file the Acceptance of Work with the Office of the County Manager.

Payments shall be made in accordance with the following conditions:

1. A payment for the demolition when the demolition is completed satisfactorily.
 2. A partial payment of fifty percent (50%), less a ten percent (10%) retainage, shall be made when at least fifty percent (50%) of the Community Development Block Grant work is satisfactorily completed. Percentages are based on the amount of the bid that is for construction.
 3. A second partial payment, less a ten percent (10%) retainage, shall be made when one hundred percent (100%) of the Community Development Block Grant work is satisfactorily completed.
 4. The final payment, consisting of the ten percent (10%) retainage, shall be made after the expiration of forty-five (45) days from the date of the signing of the notice of Acceptance of Work if all outstanding work items have been addressed by the Contractor to the satisfaction of the Owner, County and Grant Administrator.
- 1.7 The Contractor covenants and agrees to, and does hereby indemnify and hold harmless and defend the Owner, County, and State of Florida, their agents, servants or employees, from and against any and all claims for injuries or damages to persons or property of whatsoever kind or character, whether real or asserted, arising out of this Contract for the work to be performed hereunder. The Contractor hereby assumes all liability and responsibility for injuries, claims or suits for damages, to persons or property of whatsoever kind or character, whether real or asserted, occurring during the time the work is being performed and arising out of the performance of same.
- 1.8 Neither the Contractor nor any subcontractor shall commence work under this Contract until all insurance required under this paragraph has been secured and such insurance has been approved by the County.

Workmen's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract, Workmen's Compensation Insurance as required by the State of Florida for all of his/her employees at the site of the project; and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all the subcontractor's employees.

Public Liability and Property Damage Insurance: The Contractor shall take out and maintain during the life of this Contract, such public liability and property damage insurance as shall protect Owner, County, him/her and any subcontractor performing work covered by this Contract from claims for damages or personal injury, including accidental death, as well as from claims for property damage which may arise from operation, default, negligence, or any act or omission of Contractor, its employees, agents, and subcontractors under this Contract, whether such operation be by himself/herself or by one directly or indirectly employed by either of them; and the amounts of such insurance shall be as follows:

Public Liability Insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000) for injuries, including accidental death, to any one person; and in an amount of not less than Three Hundred Thousand Dollars (\$300,000) on account of one accident.

Property Damage Insurance in an amount not less than Two Hundred Thousand Dollars (\$200,000) for damages to any one item; and in an amount of not less than Three Hundred Thousand Dollars (\$300,000) on account of one accident.

Builder's Risk Insurance: It is further agreed that the Contractor, at his/her sole cost and expense, shall acquire and maintain fire and extended coverage insurance upon the entire structure on which the work on this Contract is to be done, to one hundred percent (100%) of the insurable value, on a form of policy approved by the Insurance Commissioner of the State of Florida or an agency duly delegated by him/her for insuring such a risk in the State of Florida. Loss, if any, is to be payable to the Owner having legal title to

the property that is to be rehabilitated, except in such cases as may require payment of the proceeds of such insurance to a mortgagee as his/her interests may appear. Owner and County shall be named additional insured on all liability policies.

- 1.9 It is agreed that the County is hereby obligated to issue a written Notice to Proceed order to the Contractor following execution of this contract. It is further agreed that the Contractor will, after the receipt of such order, begin the work to be performed under this Contract. The Contractor hereby agrees to complete the same within sixty (60) calendar days from the date of the Notice to Proceed, time being of the essence. If the Contractor fails to complete the work within sixty (60) calendar days, liquidated damages may be assessed by the Owner and County against the Contractor at a rate of One Hundred Dollars (\$100) for each consecutive calendar day thereafter.
- 1.10 Contractor hereby guarantees the improvements herein provided for, for a period of one (1) year from the date of final acceptance of all work required by this Contract. It is further agreed that the Contractor will furnish the County with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under this Contract.
- 1.11 The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by his/her employees at work; and at the completion of the work he/she shall remove all his/her rubbish from and about the building and all his/her tools, scaffolding and surplus materials and shall leave his/her work "broom clean" or its equivalent. It is further agreed that all materials and equipment that have been removed and replaced as a part of the work hereunder shall belong to the Contractor, unless otherwise provided for in the Notice to Proceed.
- 1.12 Final payment of the Contract amount will be made only after final inspection and acceptance of all work to be performed by the Contractor, and the Contractor provides to the County satisfactory releases of liens or claims for liens by the Contractor, subcontractors, laborers and material suppliers.
- 1.13 The Contractor, his/her employees and any subcontractors, including electrical, plumbing and mechanical subcontractors and their employees, performing work on components painted with lead-based paint shall have completed a United States Department of Housing and Urban Development approved Lead-Safe Work Practices training course.
- 1.14 This instrument constitutes the entire agreement between the parties and no written or oral agreement of any kind exists to change the provisions hereof. No other work shall be done, nor additional monies paid, unless provided for in a previously written contract, signed by the parties hereto, and approved in writing by the County.
- 1.15 The Contractor shall maintain his/her reports, records and data for this project for a period of six (6) years from the date the County makes final approval and all other pending matters are closed. Such records shall be made available for inspection by the Owner, County, Florida Department of Economic Opportunity, U.S. Department of Housing and Urban Development or any of their authorized representatives during regular business hours.
- 1.16 Termination for Cause - In the event that any of the provisions of this Contract are violated by the Contractor, or by any of his/her subcontractors, the Owner may serve written notice upon the Contractor of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangements of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate, except the provisions of indemnity in paragraph 1.7 shall survive termination of the Contract. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date, less costs of completing the work exceeding the original Contract sum.

Termination for Convenience of the Owner - The Owner may terminate this Contract at any time by giving at least ten (10) days' notice in writing to the Contractor. If this Contract is terminated by the Owner, the Contractor will be paid for work satisfactorily completed up to the termination date.

Termination by Contractor - The Contractor may terminate this Contract at any time because of default by Owner or County by giving at least ten (10) days' notice in writing to the Owner and County. If this Contract is terminated by the Contractor, the Contractor will be paid for work satisfactorily completed up to the termination date.

- 1.17 The County Project Superintendent shall give all orders and directions contemplated under this Contract relative to the execution of the work. The County Project Superintendent shall determine the amount, quality, acceptability, and fitness of the work, and materials which are to be paid for under this Contract and shall decide all questions which may arise in relation to said work and the construction thereof. The County Project Superintendent's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said Contract, the determination or decision of the County Project Superintendent shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this Contract affected in any manner or to any extent by such question.

The County Project Superintendent shall decide the meaning and intent of any portion of the Work Write-up where the same may be found obscure or be in dispute.

The Contractor shall have the right to appeal any decision of the County Project Superintendent to the County Manager. The County Manager's decision concerning all such appeals shall be final.

- 1.18 The Owner agrees to vacate the property during the period the work is being performed under this Contract. The Owner further agrees to only visit the property once a week at a time mutually agreed upon by the Owner and the Contractor's Job Superintendent. All such visits by the Owner shall occur only in the presence of the Contractor's Job Superintendent and the County Building Official. During such visits, the Contractor's Job Superintendent shall be available to review work to date and answer questions that the Owner may have concerning work completed to date.

- 1.19 The Owner, Contractor and County agree the work to be performed under this Contract will bring the structure into compliance with the International Property Maintenance Code. The Owner agrees all the improvements he/she may want to have made to the structure may not be completed under this Contract. In the case of repairs and renovations to existing structures, due to the age of the structure, the Owner further agrees that all floors, walls, ceilings, doors and windows may not be plumb, level and square when the work is completed under this Contract.

- 1.20 The Contractor hereby agrees that if after all work is completed and the dwelling unit fails to pass the lead based paint clearance test, the Contractor hereby further agrees that any and all costs associated with any and all retesting for lead-based paint clearance shall be borne solely by the Contractor. The Contractor hereby further agrees that any and all amounts remaining due from the Contractor after forty-five (45) days from the date of Acceptance of Work for any such additional lead-based paint clearance retesting may be deducted from the ten (10) percent retainage payment due to the Contractor

- 1.21 The Owner agrees to not perform or have performed any work on the structure during the period that the Community Development Block Grant work is being performed under this Contract.

1.22 AGE DISCRIMINATION ACT OF 1975

Under 42 U.S.C. et seq. and 45 CFR 91, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

1.23 REHABILITATION ACT OF 1973 (SECTION 504)

Under 29 U.S.C. 794 and 45 CFR 84, no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

1.24 ARCHITECTURAL BARRIERS ACT OF 1968

Under the Architectural Barriers Act of 1968 all Federally funded construction shall be so designed as to be accessible to the physically handicapped. This Act shall be applicable to any building or facility, the intended use of which either will require that it (a) be accessible to the public or (b) result in the employment or residence therein of a physically handicapped person.

1.25 LEAD-BASED PAINT POISONING PREVENTION ACT

Under Public Law 91-695 as amended by Public Law 93-151 and Public Law 94-317, no lead based paint shall be used in the course of rehabilitation work done to housing units rehabilitated under this Contract.

1.26 TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968

Under Public Law 90-284, as amended, there shall be no discrimination on the basis of race, color, religion, sex, ancestry, place of birth, handicap or familial status in the sale or rental of housing.

1.27 EXECUTIVE ORDER 11063, EQUAL OPPORTUNITY IN HOUSING

Under Executive Order 11063, as amended by Executive Order 12259, no person shall be discriminated against because of race, color, religion, sex, ancestry, place of birth, handicap or familial status in housing owned or operated by the Federal government or provided with federal assistance.

1.28 PROTECTION OF WETLANDS AND FLOOD PLAIN MANAGEMENT

Flood Disaster Protection Act of 1973: Not Applicable

National Flood Insurance Act of 1968: Not Applicable

1.29 CONFLICTS WITH OTHER CLAUSES

In the event there is any conflict between the provisions of this Contract and the provisions of the Specifications contained in Section F of the Contract Documents, the provisions of this Contract shall in all cases prevail.

1.30 REMEDIES AND VENUE

Unless otherwise provided in this Contract, all claims, counter-claims, disputes and other matters in question between the parties to this Contract, arising out of or relating to this Contract, or breach of it, will be decided by litigation and construed according to the laws of the State of Florida. Venue shall be exclusively in Columbia County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Columbia County, Florida.

1.31 ENERGY EFFICIENCY

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

IN WITNESS WHEREOF, the parties have duly executed this Contract on the day and year first above written.

Signed, Sealed and Delivered
in Our Presence

[CONTRACTOR]

Witness

Contractor's Signature

Witness

Print or Type Name and Title of Contractor

Witness

Property Owner's Signature

Witness

Print or Type Name of Property Owner

ATTEST:

BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY

P. DeWitt Cason, County Clerk

Jody DuPree, Chairman

CORPORATE CERTIFICATION (if applicable)

I, _____, hereby certify that I am the _____
of the corporation named as Contractor herein, that _____,
who signed this Contract on behalf of the Contractor, was then _____
of said corporation and that said Contract was and is within the scope of his/her corporate powers.

Corporate Seal

Print or Type Name and Title of Corporate Official

Corporate Official's Signature

2.0 CERTIFICATE OF COUNTY ATTORNEY

I, the undersigned, Marlin Feagle, the duly authorized and acting legal representative of the Board of County Commissioners of Columbia County, Florida do hereby certify, as follows:

I have examined the attached contract and the manner of execution hereof, and I am of the opinion the foregoing agreement constitutes valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Marlin Feagle, County Attorney

Date

SECTION D
INFORMATION FOR BIDDERS

1.0 INFORMATION FOR BIDDERS

1.1 GENERAL REQUIREMENTS

1. The Bidder must submit a copy of a current Contractor license, Certificate of Completion of Lead-Safe Work Practices Training, if applicable, and proof of workmen's compensation insurance and liability insurance in the amounts specified in the Contract for the work described herein with his/her bid.
2. The Contractor must obtain all required building permits prior to starting construction.
3. The Contractor must agree that he will conform to the local Housing Assistance Plan.

1.2 DOCUMENTS

One original with original signatures of the following documents must be submitted as part of the bid proposal package. No facsimile or electronic mail copies will be accepted.

- | | |
|-----------------|---|
| Section F - 1.0 | Bid Proposal Form |
| 2.0 | Non-Collusion Affidavit of Prime Bidder |
| 3.0 | Certification Regarding Debarment, Suspension, and Other
Responsibility Matters Primary Covered Transactions |
| 4.0 | Bidder's Experience List |
| 5.0 | Subcontractors List |
| | Contractor's License |
| | Certificate of Completion of Lead-Safe Work Practices Training,
if applicable |
| | Certificate of Insurance |

1.3 INSTRUCTIONS

1. The Bidder must inspect the property and use the Work Write-up as the basic document in the preparation of the bid proposal. Please read these instructions carefully before preparing the bid proposal. Failure to adhere to these instructions could result in a bid proposal being rejected.
2. Submit proposal to:

Office of the County Manager
135 NE Hernando Street
Lake City, Florida 32055
or
P. O. Box 1529
Lake City, Florida 32056-1529

3. If a review of a bid proposal indicates that minor corrections for clarity or more detailed information is required, the Bidder will be requested to submit such information.
4. If a review of a bid proposal indicates the proposal requires major changes, it will not be accepted and returned to the Bidder with an appropriate explanation.
5. The successful Bidder is hereby notified that no work shall be undertaken until a Notice to Proceed has been issued by the County subsequent to the signing of a three party contract between the Contractor, Owner and County. The successful Bidder shall not request the homeowner to sign a contract, sales agreement or any other binding instrument.
6. The Contractor and all subcontractors shall comply with provisions of Section 3, the regulations set forth in 24 Code of Federal Regulations Part 135, Executive Order 11246 and all applicable rules and regulations of the U.S. Department of Housing and Urban Development and the Florida Department of Economic Opportunity. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area (the area located within the incorporated area of the County) and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the County.
7. The County may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the County all such information and data for this purpose as the County may request.
8. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

**Columbia County, Florida
Purchasing Department
General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with Columbia County.
 - E. The suitability of equipment or material for county use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.

32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.
33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; other wise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
 - A. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
 - B. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

SECTION E
CONTRACTOR AND SUBCONTRACTOR
PRECONSTRUCTION CONFERENCE FORMS

1.0 CERTIFICATION OF BIDDER (CONTRACTOR) REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF BIDDER: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Bidder has not filed a compliance report due under applicable instructions, such Bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

NAME AND ADDRESS OF BIDDER (include ZIP Code)

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Bidder has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____ None required _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.1 CERTIFICATION OF PROPOSED ELECTRICAL SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED ELECTRICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.2 CERTIFICATION OF PROPOSED MECHANICAL SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED MECHANICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

1.3 CERTIFICATION OF PROPOSED PLUMBING SUBCONTRACTOR REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

NAME OF PROPOSED PLUMBING SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 C.F.R. 12319-25). The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Subcontractor has not filed a compliance report due under applicable instructions, such Subcontractor shall be required to submit a compliance report before the Owner approves the Subcontract or permits work to begin under the Subcontract.

SUBCONTRACTOR'S CERTIFICATION

NAME AND ADDRESS OF SUBCONTRACTOR (Include ZIP Code)

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
Yes _____ No _____
2. Compliance reports were required to be filed in connection with such contract or subcontract.
Yes _____ No _____
3. Subcontractor has filed all compliance reports due under applicable instructions, including SF.100.
Yes _____ No _____
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?
Yes _____ No _____

Signature

Date

Print or Type Name and Title

2.0 CERTIFICATION OF BIDDER (CONTRACTOR) REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF BIDDER: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.1 CERTIFICATION OF PROPOSED ELECTRICAL SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED ELECTRICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.2 CERTIFICATION OF PROPOSED MECHANICAL SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED MECHANICAL SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

2.3 CERTIFICATION OF PROPOSED PLUMBING SUBCONTRACTOR REGARDING SECTION 3 AND SEGREGATED FACILITIES

NAME OF PROPOSED PLUMBING SUBCONTRACTOR: _____

PROJECT NAME: Columbia County Fiscal Year 2009 Florida Small Cities
Community Development Block Grant

PROJECT NUMBER: 11DB-L4-03-22-01-H20

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract;
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000); and
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Signature

Date

Print or Type Name and Title

3.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED ELECTRICAL SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

3.1 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED MECHANICAL SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

3.2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER TIER COVERED TRANSACTION

PROPOSED PLUMBING SUBCONTRACTOR

- 1) The prospective lower tier participant certifies, by submission of this document, that neither it nor its principals is presently debarred, suspected, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to the above statement, the prospective participant shall attach an explanation to this form.

Signature

Date

Print or Type Name and Title

Columbia County FY09
Florida Small Cities CDBG
Housing Rehabilitation
Project Name

Print or Type Name of Proposed Mechanical Subcontractor

11DB-L4-03-22-01-H20
Project Number

Address

City, State, Zip Code

4.0 CONTRACTOR SECTION 3 PLAN

A. OVERVIEW

Regulations implementing Section 3 require recipients of Community Development Block Grant funds and the contractors they employ to help ensure that the economic opportunities generated by Community Development Block Grant funds are provided to local low- and very low-income persons and the businesses that serve them. The purpose of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) is to:

“ensure that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low- and very low-income persons.”

B. THRESHOLDS

Compliance with Section 3 is required for local governments with grant awards of over \$200,000 or contracts or subcontracts over \$100,000.

C. GOALS

The Contractor hereby establishes the following goals.

Hiring:

At least 10% of the aggregate number of new hires by the Contractor funded with Community Development Block Grant funds should be Section 3 residents.

Contracts:

1. At least 10% of the total dollar amount of all Community Development Block Grant funded contracts for building trades work should be awarded to Section 3 business concerns; and

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

2. At least 3% of the total dollar amount of all other Community Development Block Grant funded contracts should be awarded to Section 3 business concerns.

Failure to meet these goals does not constitute noncompliance with Section 3 regulations and shall not result in sanctions against the Contractor. It means that the burden shifts to the Contractor to demonstrate why it was not possible to achieve the numerical goals. If challenged on the issue of compliance with Section 3 requirements, the Contractor will need to demonstrate that it strived, but was unable, to reach these levels.

D. SECTION 3 RESIDENT PREFERENCES

Among Section 3 eligible citizens, the following preferences shall be given:

1. Where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act, homeless person(s) residing in the service area or neighborhood shall receive the highest priority;
2. Section 3 residents residing in the service area or neighborhood in which the project is located;
3. Participants in U.S. Department of Housing and Urban Development Youthbuild Programs; and
4. Other Section 3 residents.

E. COMPLIANCE

The Contractor has a responsibility to comply with Section 3 requirements in its own operations. If numerical goals of Section 3 compliance are not achieved, documentation of Contractor efforts to achieve those goals may be used to document compliance with Section 3 requirements:

This responsibility includes, but is not limited to, the actions listed below that can document efforts to comply with Section 3 requirements:

1. documenting actions taken to comply with the Section 3 requirements and the results of those actions;
2. notifying Section 3 residents and business concerns about economic opportunities connected with Community Development Block Grant funded projects;

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

3. informing potential subcontractors for Section 3 covered projects of their obligations under Section 3, and incorporating Section 3 clauses in all solicitations and subcontracts which spells out the responsibilities and commitments of all parties involved;
4. facilitating activities to reach the Section 3 numerical goals for the training and employment of Section 3 residents and the award of contracts to Section 3 subcontractors; and
5. assisting and actively cooperating with the U.S. Department of Housing and Urban Development Assistant Secretary in obtaining the compliance of subcontractors with Section 3 requirements and refraining from entering into any subcontracts with a subcontractor who has been found in violation of the Section 3 requirements.

Section 3 requirements do not require the creation of economic opportunities for low- and very low-income persons, simply for the sake of creating jobs, but requires that when jobs are generated because a project or activity necessitates the employment of additional personnel, preference must be given to Section 3 qualified individuals. If, however, the Section 3 covered assistance is awarded and the Contractor has no need for additional employees or the Contractor has no need to subcontract for work, the Section 3 preference requirements do not apply.

There are four basic ways to obtain compliance with Section 3 requirements:

1. document that the project is not a Section 3 covered project;
2. document that no additional personnel or subcontract work was necessary to complete the assisted activity;
3. document the achievement of Section 3 numerical goals, in the absence of evidence to the contrary; or
4. document efforts undertaken to achieve Section 3 numerical goals and specific reasons why it was not feasible to meet those numerical goals.

A complaint process open to any Section 3 resident or subcontractor requires that complaints be submitted to the U.S. Department of Housing and Urban Development. Complaints will then be referred to the local government for an attempted resolution. Failure to comply with Section 3 requirements can result in suspension of the contract or debarment from participation in U.S. Department of Housing and Urban Development funded programs.

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

F. SUMMARY

Section 3 is an essential component of the U.S. Department of Housing and Urban Development's comprehensive approach to "creating communities of opportunity." It can establish a sound foundation for long-term economic growth and recovery in distressed areas by increasing employment, developing a more skilled local workforce, and fostering community-based businesses. By directing economic opportunity to low- and very low-income persons, Section 3 requirements help more families move toward economic empowerment and self-sufficiency. It represents one positive step toward reversing the discrimination and disinvestment that has destabilized many low- and very low-income neighborhoods.

G. DEFINITIONS

1. Section 3 Covered Contract: is a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure within a Section 3 covered project.
2. Section 3 Covered Project: is the construction, re-construction, conversion or rehabilitation of housing (including lead based paint abatement), and other public construction which includes buildings or improvements (regardless of ownership) assisted with Housing or Community Development Assistance.
3. Section 3 Business Concern:
 - a. is a business that is 51% or more owned by Section 3 residents; or
 - b. is a business whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents; or
 - c. is a business that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the preceding requirements.

4.0 CONTRACTOR SECTION 3 PLAN (Continued)

As an officer and representative of _____,
(Name of Contractor)

I, the undersigned, have read and fully agree to this Section 3 Plan, and become a party to the full implementation of this program.

Signature

Date

Print or Type Name and Title

Print or Type Name of Contractor

SECTION F
BID PROPOSAL FORM

1.0 BID PROPOSAL FORM

Columbia County
Fiscal Year 2009
Community Development Block Grant Program
DCA Contract No. 11DB-L4-03-22-01-H20

Submitted to: Office of the County Manager
135 NE Hernando Street
Lake City, Florida 32055
or
P. O. Box 1529
Lake City, Florida 32056-1529

Name of Bidder _____

Address _____

Work Phone _____

Other Phone _____

Facsimile Phone _____

E-mail Address _____

Federal Employer Identification Number _____

Property Owner's Name _____

Address of Property _____

GUARANTEE OF PROPOSAL

The Bidder certifies that this offer will not be withdrawn or changed for a period of sixty (60) days after the date received by the County.

COMPLETION TIME

If awarded this work, the Bidder agrees to complete the entire project within sixty (60) days of the ordered proceed date.

CONDITIONS OF BID

The Bidder warrants he/she has carefully examined the Work Write-up and the site where the work is to be performed. The Bidder is certain of the conditions at the site and has a clear understanding of the work to be completed.

The Bidder agrees that he/she shall execute a Contract among the Contractor, Owner and County, if this Bid Proposal is accepted by the Owner and County.

COLUMBIA COUNTY
 FISCAL YEAR 2009
 FLORIDA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
 CONTRACT NO. 11DB-L4-03-22-01-H20
 FORM OF BID PROPOSAL FOR NEW CONSTRUCTION SERVICES
 FEBRUARY 3, 2012

DESCRIPTION	UNIT	LUMP SUM AMOUNT
BASE BID		
1. Demolish one dwelling unit, including porch and steps, and remove and dispose of all debris in accordance with State and local regulations and provide fill dirt as required to provide positive drainage away from the building site on the property located at 119 NE Fryer Street, Lake City, Florida. Ensure property passes lead clearance test.		
2. Construct a minimum 899 square foot two bedroom unit, per floor plan and attached specifications, Sections G and H. Appliances to include are: stove and oven combination, hot water heater, furnace forced air heating system with air conditioning and refrigerator. Ramp to be installed at one entrance. Home shall be constructed in accordance with State and local regulations but not limited to the Florida Building Code, including connection to existing on-site potable water well and septic system. Dwelling shall also be wired for telephone and cable. All appliances, windows and doors installed shall have an Energy Star designation .		
Unit No. 09-09 Thelma Sims 119 Northeast Fryer Street, Lake City, FL	Demolition 1 Dwelling	\$ _____ \$ _____
TOTAL BID		\$ _____

Total Bid in Words: _____
(words)

Enter all prices and amounts in dollars and cents.

The successful bidder must provide building plans, including foundation plan, roof truss specifications, and typical wall section for structure as per Florida Building Code at the time application is made for a building permit.

The contractor shall complete the demolition and construction of the dwelling unit within ninety (60) days from date of notice to proceed.

The Bidder hereby certifies that he/she has not entered into a collusive agreement with any person in respect to this Bid or any other Bid or the submitting of Bids for the work for which this Bid is submitted.

I hereby agree to the terms and conditions outlined above and certify that I am authorized to sign this bid for the Bidder.

Signature

Date

Name and Title of Signatory
(Type or Print)

Name of Individual or Firm
(Type or Print)

Mailing Address of Individual or Firm
(Type or Print)

Telephone Number of Individual or Firm
(Type or Print)

Federal Employer Identification Number

Email Address of Bidder

2.0 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that;
(Name of Individual)

- (1) He/she is _____ of _____, the Bidder that has submitted the attached Bid;
(Title) (Company Name)
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of his/her agents, representatives, owners, employees or parties in interest, including this affiant.

Business Name of Bidder

Authorized Signature of Bidder

Print or Type Name and Title of Bidder

Note: Authorized Signature must be Owner.
Authorized Signature must be Officer, if Incorporated.

STATE OF FLORIDA
COUNTY OF _____

I, an officer according to the laws of the State of Florida, duly qualified and acting, HEREBY CERTIFY that

_____ to me personally known, or

_____ having produced a valid driver's license or other form of personal identification,

this day acknowledged before me that he/she executed the foregoing document, and I FURTHER CERTIFY that I know the said person making said acknowledgment to be the individual described in and who executed the said document.

IN WITNESS WHEREOF, I hereunto set my hand and official seal at _____, State of Florida, this
_____ day _____ of A.D. _____.

Notary Public

My Commission expires: _____

3.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

PRIMARY COVERED TRANSACTIONS

The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Date

Print or Type Name and Title

Columbia County Fiscal Year 2009
Florida Small Cities
Community Development Block Grant
Housing Rehabilitation

Project Name

Print or Type Name of Contractor

11DB-L4-03-22-01-H20

Project Number

Address

City, State, Zip

24 CFR 24.510 & 24 CFR, Part 24, Appendix A

4.0 BIDDERS EXPERIENCE LIST

The following are Contracts similar in scope to this Project which the Contractor has performed within the past five (5) years.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

5.0 SUBCONTRACTOR'S LIST

The following are proposed Subcontractors which will perform work on this Project.

<u>Name and Address</u>	<u>Description of Work</u>
_____	<u>Electrical</u> _____

_____	<u>Mechanical</u> _____

_____	<u>Plumbing</u> _____

_____	<u>Other</u> _____

6.0 BIDDER'S CHECKLIST

One original with original signatures of the following documents must be completed and submitted as part of the bid proposal package. No facsimile or electronic mail copies will be accepted.

- _____ 1.0 Bid Proposal Form
- _____ 2.0 Non-Collusion Affidavit of Prime Bidder
- _____ 3.0 Certification Regarding Debarment, Suspension,
and Other Responsibility Matters Primary Covered Transactions
- _____ 4.0 Bidder's Experience List
- _____ 5.0 Subcontractors List
- _____ Contractor's License
- _____ Certificate of Completion of Lead-Safe Work Practices Training, if applicable
- _____ Certificate of Insurance

SECTION G
WORK WRITE-UP

THELMA SIMS
119 NE FRYER STREET
LAKE CITY, FL

NEW CONSTRUCTION SERVICES SPECIFICATIONS

WORK WRITE-UP
FEBRUARY 3, 2012

A. Exterior

1. Treat grounds for infestation by subterranean termites by a licensed, certified and bonded pest control company with a one year warranty.
2. Construct 6'0" x 8'0" roof covered concrete slab and necessary foundation at front entrance and 4'0" x 4'0" concrete slab at rear entrance with elevation no greater than 1-1/2" below door threshold. Provide and install a ramp in accordance with building codes at one entrance.
3. Finished floor must be at least one foot above street elevation or engineer approved elevation.
4. Minimum 4:12 roof pitch.
5. Exterior doors must be Energy Star designated and have a 3'0" opening.
6. Landscaping: Mulch a 3'0" width along front of dwelling unit. Provide and install North Florida friendly plants appropriately spaced. County to provide final approval prior to purchase and planting.

B. Plumbing

1. Electric water heater, including shut-off valve on water supply line at water heater as per plumbing code. Water heater must be Energy Star designated.
2. Vitreous white china handicapped toilet per plumbing code, including shut-off valve and grab bars.
3. Vanity per plumbing code with 1 door panel and 3 drawers and molded cultured marble sink.
4. Fiberglass white shower unit, handicapped accessible, including grab bars, as per code.
5. 16" x 20" bathroom medicine cabinet with mirror and shelves in bathroom.
6. Washer and dryer hookups.

C. Heating/HVAC

1. Electric furnace forced air heating system, with air conditioning installed. Minimum seasonal energy efficiency rating shall be 14.

D. Appliances

1. 30" electric range with four burners. Homeowner to select color of appliances.
2. 18 cubic foot refrigerator.
3. Fan and range hood.

THELMA SIMS
119 NE FRYER STREET
LAKE CITY, FL

NEW CONSTRUCTION SERVICES SPECIFICATIONS

WORK WRITE-UP
FEBRUARY 3, 2012

E. Interior

1. Kitchen: 6'0" of wall, including 2'6" of wall cabinets 2'0" in height above range, 6'0" of base, excluding area under sink, including 6 feet of kitchen counter top. Minimum 2' x 3' x 8' pantry.
2. Hard wired electric smoke alarm detector and carbon monoxide detector with battery backup in each bedroom and in family room.
3. Construct a 22" x 36" scuttle access to attic.
4. FHA approved carpet and 1/2" rebond pad over entire floor area in living room, hall and bedroom(s), including closets. Homeowner shall select same style and color of carpet for all rooms.
5. 10-mil sheet vinyl floor covering, including base trim and quarter round molding and metal seam strip in door openings, in accordance with manufacturer's specifications over the entire floor area in kitchen and bathroom. Homeowner shall select same style and color of flooring for all rooms.
6. Insulation shall be a minimum of R-13 in the walls and R-30 in ceiling.
7. All interior and exterior doors shall have a 36" opening.

F. Well and Septic

1. Abandon existing septic tank and connect dwelling unit to City sewer. Include cost of assessments and fees in bid.
2. Dwelling unit to be connected to City water. Include the cost of assessments and fees for water in bid.

NOTES: All bid prices to include labor, materials and new equipment specified in this work write-up.

All plumbing fixtures must be metal with chrome finish. No plastic fixtures.

All work shall comply with the adopted Building Code of the State of Florida and local codes.

The contractor is responsible for all permits and sales tax. No permit fees will be waived.

No metal frame shall be used in framing the dwelling unit.

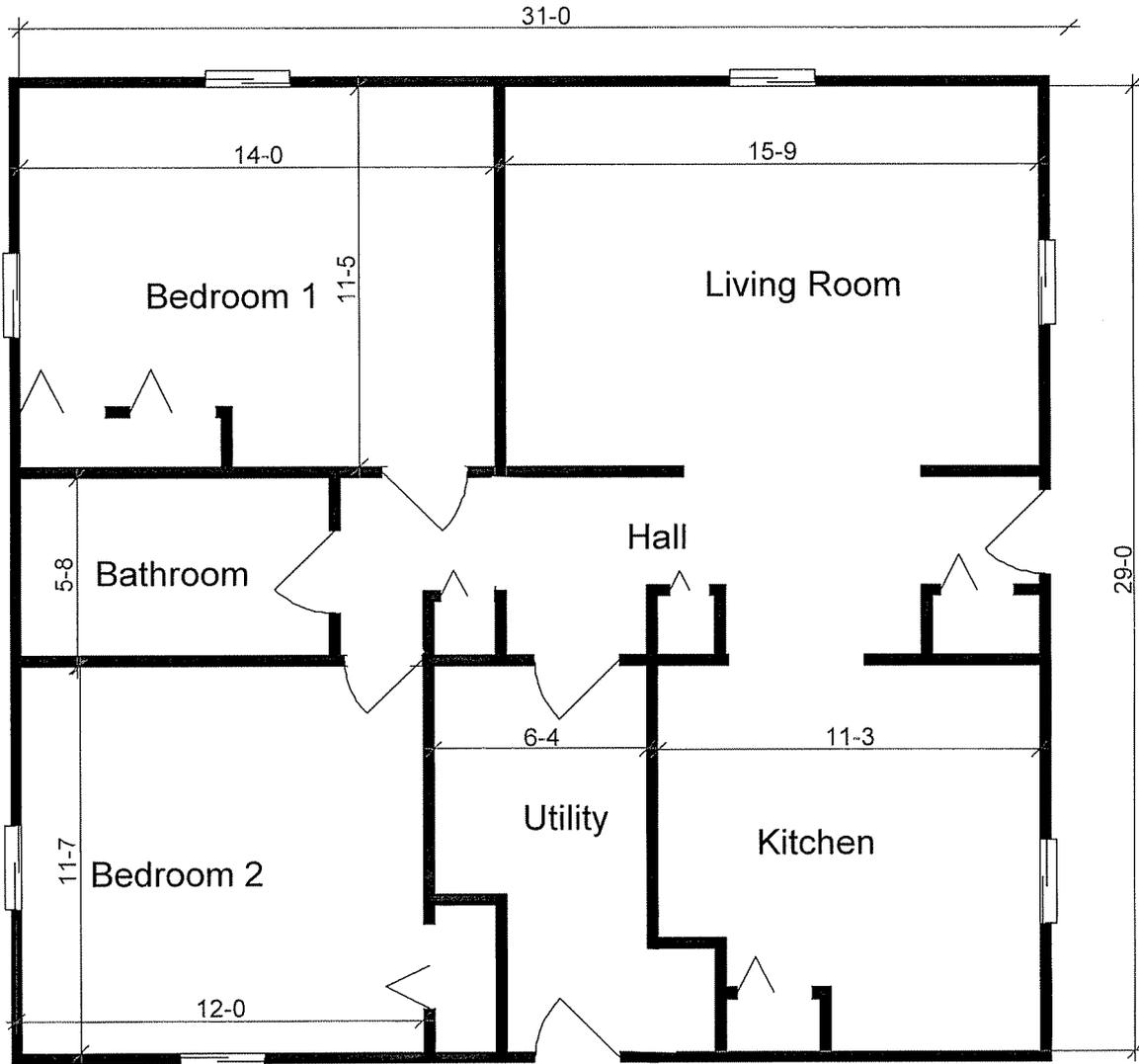
All new appliances, doors, windows and lighting fixtures shall have an Energy Star designation.

The attached specifications shall become a binding part of these requirements.

Specifications Page 2 of 2

G-3

Columbia County FY09
Two Bedroom Floor Plan
DCA Contract #: 11DB-L4-03-22-01-H20



SECTION H
SUPPLEMENTAL SPECIFICATIONS

SINGLE FAMILY HOUSING NEW SITE BUILT OR EXISTING HOME REPAIR SPECIFICATIONS

GENERAL

1. Submittals: When required in these specifications, provide product data such as illustrations, installation instructions, color samples, brochures and other information to illustrate a material, product or system for some portion of the Work.
2. By submitting product data, the Contractor represents that he/she has checked and coordinated the information with the requirements of the specifications.
3. No portion of the Work requiring submission of product data shall commence until the submittal has been approved by the County and color selection has been confirmed by the Owner.

TERMITE TREATMENT

1. Inspect existing structure (if applicable) and treat grounds for infestation by subterranean termites by a licensed, certified and bonded pest control company to provide a chemical barrier.
2. Provide a one year damage warranty to the homeowner.

CONCRETE DRIVEWAY and SIDEWALKS

1. Preparation: The soil under the concrete slab needs to be undisturbed soil or compacted and moist, but not powdery dry or muddy. Place 4 inches of concrete over the native prepared and compacted soil.
2. Concrete: Provide 4" thick sidewalks and driveways. Concrete shall have a 28-day compressive strength of 2500 psi in accordance with "Building Code Requirements for Reinforced Concrete" (A.C.I. 318-Latest Edition) and with "Details and Detailing of Concrete Reinforcement" – A.C.I. 315-Latest Edition. When concrete placement is authorized during cold weather (ambient air temperature less than 50 degrees Fahrenheit), the concrete shall be kept at a temperature of at least 50 degrees for not less than 6 days by the use of concrete blankets or other approved means. Concrete placed during weather exceeding 90 degrees shall be protected from exposure to the sun, wind, and from excessive moisture loss. Moist cure for 7 days. Do not add water to the mix after it reaches the construction site (5" max. slump) and do not add water to the surface during finishing operations.
3. Aggregate: Concrete aggregate shall be 1 inch diameter crushed quarried rock or washed river gravel free of organic materials.
4. Reinforcing: Concrete driveways shall contain 6 x 6 – W1.4 x W1.4 welded wire mesh or fibermesh.
5. Joints: Control joints shall be struck or sawed the width of the driveway and not more than 12'-0" o.c. Control joints for sidewalks shall be 5'-0" on center. Provide expansion joints between new and existing concrete/materials and at intervals of no greater than 30 feet for sidewalks.
6. Finish: Concrete shall be broom finished.
7. Ramps: Shall comply with the Uniform Federal Accessibility Standards.

8. Soil Treatment: Soil Treatment must be applied under all exterior concrete or grade within 1'-0" of the structure sidewalls. Florida Building Code 1816.1.6.

WOOD FLOOR REPAIR

1. Utilities: Contractor to disconnect water, sewer, electrical, plumbing fixtures, appliances, etc. as required to repair floor structure.
2. Structure: Remove and replace rotten, insect damaged, or structural inadequate floor framing members as required to level floor. Provide and install additional joists, girders, concrete pier pads, piers, etc. as required to provide adequate strength (40# live load) for the floor. All wood within 8" of ground to be treated lumber.
3. Floor: Remove and replace damaged floor sheathing to match existing sheathing height.
4. Floor Covering: Remove and replace existing covering with new floor covering.
5. Reconnect: Reconnect all water, sewer, electrical, appliances, etc.

SCUTTLE

1. Construct a minimum 22" x 30" scuttle attic access within the heated area of the dwelling unit.

KITCHEN AND BATH

1. Kitchen Countertops: Provide and install new countertops to replace existing countertops in kitchen. High-pressure laminated plastic. Post formed top with front edge and integral 4" back splash wherever cabinet meets wall. Formica, Wilsonart or equal.
2. Kitchen Cabinets: Provide and install new cabinets in kitchen. Stock design from manufacturer's standard line. Completely prefinished. (30" wall cabinets with two adjustable shelves.) Base cabinets to have fixed plywood shelves. Color to be selected by Owner. Manufacturer and style of cabinets shall comply with ANSI/KCMA A161.1, Recommended Minimum Construction & Performance Standards for Kitchen Cabinets, and shall be labeled same. Apply silicone sealant around cabinets, countertop and bath vanity.
3. Bathroom Cabinets: Remove existing cabinets in quantity specified in Bid Schedule. Provide and install an equivalent height vanity or height specified in Work Write-Up. Base of vanity to be prefinished. Manufacturer and style of cabinets shall comply with ANSI/KCMA A161.1, Recommended Minimum Construction & Performance Standards for Cabinets, and shall be labeled same.
4. Bathroom Countertops: Vanity tops to have min. 4" backsplash at back and/or wherever to meets the wall. Top to be Formica, Wilsonart or equal. If specified in Work Write-Up, install new molded cultured marble lavatory. Color to be selected by Owner.
5. Bath Accessories: Install new chrome finish (24") towel bar(s). Install a chrome toilet paper holder. Install a chrome metal shower rod for shower curtain. Provide and install with screws to wood studs, 16" x 20" bathroom medicine cabinet(s) with mirror and shelves. All accessories to be anchored in stud walls or with hollow wall anchors.
6. Submittal: Submit specifications, manufacturer's installation instructions, and color samples for selection and approval.

INSULATION

1. Preparation: Clean, repair/prepare the surfaces to receive insulation in accordance with the manufacturer's instructions.
2. Crawl Space Insulation: Install R-21 fiberglass batt insulation in crawl space and secure in place with metal "tiger claws" or other acceptable method approved by owner. Crawl space floor shall be covered with minimum 6 mil. Poly, lapped 6 inches and turned up 6 inches on the foundation walls and secured.
3. Wall Cavity Insulation: Fill wall cavity with fiberglass batt insulation to achieve the greatest R-value possible.
4. Ceiling/Attic Insulation: Add blown-in or batt insulation for a total R-value of 30. Install baffles or air chutes as necessary to contain the insulation and ensure proper ventilation of the attic.
5. Certification: The contractor shall certify R-values by placing a certification tag in a visible space within the attic near the scuttle cover. Insulate scuttle cover.

COMPOSITION SHINGLE ROOF REPLACEMENT

1. Removal of Existing Shingles: Remove existing shingles and the building paper underlayment.
2. Roof Sheathing: Repair or replace roof sheathing as necessary to match existing materials and meet current structural requirements. Remove and replace any damaged or deteriorated sheathing. At a minimum a nominal ½" CDX grade plywood or OSB roof sheathing with plyclips shall be used.
3. Underlayment: 15 lb. asphalted-saturated building felt installed in accordance with the shingle manufacturer's instructions. If slope of roof is less than 4/12 then 2 layers of 15 lb. felt shall be used. Provide valley flashing per manufacturer's instruction.
4. Shingles: Contractor shall provide and install asphalt shingles warranted by the manufacturer for at least 20 years over entire roof. Asphalt shingles must be installed on a roof slope of 2/12 or greater.
5. Accessories: Furnish ridge shingles and drip edging. Replace flashing with corrosion resistant sheet metal. Flashing at masonry flues should be let-in to mortar joints. All roof edges shall be provided with metal drip edge. Install new step metal flashing around chimney.
6. Vents Caps: Replace all plumbing roof vents with lead boots.
7. Submittal: Submit specifications and color samples for selection and approval.
8. Ventilation: Provide appropriate roof ventilation with continuous ridge, off ridge or gable end vents.

PROVIDE REPLACEMENT WINDOWS

1. Removal of Existing Windows: For all windows identified for replacement remove the window frame and repair and/or modify the opening to receive the new replacement window and insect screen.
2. Replacement Windows: The window must be designed and constructed as a replacement type window and shall be installed in accordance with manufacturer's instructions. The minimum requirements are:

- a. Window Performance Standard: Exterior windows and glass doors shall be tested by an approved independent laboratory, and bear a label identifying manufacturer, performance characteristics and approved inspection agency to indicate compliance with the requirements of the ANSI/AAMA/NWDA 101/I.S.2 as per Florida Building Code. Windows must be double pane insulated glass assemblies. Windows must have a U-factor of 0.35 or less. Insect screens shall conform to ASTM D 3656, 18 x 16 or 18 x 14 mesh of plastic-coated glass fiber threads, woven and fused to form fabric mesh which is resistant to corrosion, shrinkage, stretch, impact damage, and weather deterioration; black or dark gray. Comply with FS L-S-125. Insect screen frames shall be aluminum, complete with all necessary hardware, and shall have a baked enamel finish to match window frame color.
- b. Warranty: Exterior windows and glass doors shall be provided with the following minimum manufacturer's warranty (for owner occupied single family homes, original purchaser):

Vinyl or Aluminum Frame & Sash
Insulated Glass

Lifetime of Original Homeowner
Twenty Years

In order to determine whether or not a window submittal meets these criteria, the submittal must include verification from the manufacturer's literature of letter of certification from the manufacturer.

- c. Low Maintenance: Windows should be maintenance free, not required painting, resist decay, and enhance the building in which they are installed.
 - d. Windows must have an "Energy Star" designation.
3. Install Windows: Install window frames, glass and glazing in accordance with manufacturer's instructions. Anchors and fasteners shall be compatible with adjoining construction. Area between window frame and framed opening shall be insulated, trimmed, weatherstripped, and caulked so as to minimize air infiltration to the maximum extent possible. The window shall freely and easily operate and shall not bind or be restricted in any way from improper installation. Install replacement window, install or re-install molding and perform other duties as required to deliver a finish product.

EXTERIOR DOORS, STORM DOORS and INTERIOR DOORS

- 1. Preparation: Remove existing jamb and framework unless Work Write-Up requires just door replacement in existing frame. Repair and clean the door opening as necessary.
- 2. Exterior Door: Install pre-hung, pre-drilled, steel or heavy duty wood frame, and steel insulated entrance door (no vinyl or plastic trim). Door shall come with magnetic weather-stripping.
- 3. Exterior doors must have an "Energy Star" designation and be a minimum 3'-0" opening.
- 4. Interior Doors: Remove and replace interior doors in the quantity specified in the Work Write-Up. Replace doors with 1 3/8" hollow core doors unless otherwise noted in Work Write-Up. Reuse existing hinges and strike plates, when possible. Provide new latchsets. Remove door stops and replace with new door stops, as specified.

5. Threshold and weather-stripping: Aluminum/vinyl thermal break threshold at exterior doors to accommodate the door and provide weather tight seal. Jamb and head weather-stripping aluminum anodized clear/or vinyl. Set all thresholds in caulk.
6. Storm Door: Provide and install a storm door as specified locations shown in Work Write-Up. Storm door shall be a durable steel 1-1/4 inch thick with hardware and frame that will be compatible with the steel entrance door. The door shall have full glazing with operable sash, insect screen, weather-stripping, and vinyl door sweep, pneumatic closer and pushbutton latch.
7. Hardware: Provide a keyed entrance door lock for the entrance door. Provide single cylinder keyed deadbolt latchset. Use medium priced hardware such as Schlage or equal.
8. Submittal: Submit specifications and color samples for selection and approval.

PAINTING

1. Surface Preparation: Clean and prepare the surfaces to be painted. Chip and scrape all loose paint and clean according to paint manufacturer's instructions all exterior trim, siding, wood porch and step railings, garage door, and carport ceiling as applicable to the structure. Treat mildewed surfaces with a solution of one quart hypochlorite bleach to a half cup of detergent to one gallon of water. Rinse and allow to dry prior to painting.
2. Application: Apply paint only when moisture content of surfaces is within limits recommended in product data. Apply paint materials using clean brushes, rollers or spraying equipment. Apply at rate not exceeding that recommended in product data. Comply with drying time. Sand and dust between coats to remove defects visible from distance of 2'-0". Finish coats shall be smooth, free of brush marks, streaks, laps or pile-up of paint, skipped or missed areas. Application shall be such that drips, spatters, flaws, streaking, shadowing or other types of inferior workmanship does not occur.
3. Manufacturers: The use of a manufacturer's name is for the purpose of establishing the standard of quality desired. Products of Pittsburg Paint and Sherwin-Williams meeting the requirements.
4. Prime Coats: Prime coat shall be tinted to approximate finish color. Back prime exterior and interior finish carpentry and millwork with material specified for prime coat, without runs on face. Finish cut edges prior to installation.
5. Exterior Finish Coats: Provide, at a minimum, two coats, with the first coat being a primer and the second coat being 100% acrylic latex semigloss or provide, at a minimum one coat of 100% acrylic latex semigloss. Paint shall have a 10-year warranty. Semi-gloss finish, enamel or equal. Paint shall be applied uniformly and shall fully cover the existing paint. The newly painted exterior surface shall have a consistent appearance. If additional coats are required to cover over existing paint, contractor shall provide the additional coats at the contractor's expense.
6. Interior Finish Coats: Paint ceiling with two coats of white 100% acrylic latex ceiling paint. Paint walls with two coats of 100% acrylic latex paint. Apply color specified as neutral finish. Final selection of color will be by Owner with flat or semigloss finish. Bath(s) and Kitchen shall have satin finish.
7. Guarantee: Guarantee against defects in materials for ten (10) years and workmanship for a period of one (1) year from date of Substantial Completion. Any defects occurring during this

warranty period shall be repaired at no cost to the Owner. This guarantee shall include, but shall not be limited to, blistering, peeling, sagging, flaking, chalking or alligating.

8. Submittal: Submit paint specifications and color samples for selection and approval.

VINYL SIDING/ALUMINUM SOFFIT

1. Preparation: Remove all existing siding and trim that is damaged or decayed. Replace deteriorated siding and trim with exterior grade plywood and/or exterior grade trim or other substrate approved for use by the siding manufacturer. Secure any loose but usable existing siding. Clean and prepare the surface of application in accordance with the manufacturer's instructions. Provide insulation board underlayment where required to ensure smooth surface behind siding.
2. Air Infiltration Barrier: Install an air infiltration barrier if required in the manufacturer's instructions.
3. Vinyl Siding: Provide and install new vinyl siding and trim over the entire dwelling exterior or area designated in the Work Write-Up. Vinyl siding shall comply with ASTM D 3679. Vinyl siding shall be from the same manufacturer's lot number and installed in accordance with the manufacturer's instructions. Siding shall be installed in accordance with ASTM D 4756 "Standard Practice for Installation of Rigid Poly Siding and Soffit" and "Vinyl Siding Installation, A How-To Guide" by the Vinyl Siding Institute.
4. Accessories: Install accessories for vinyl siding in accordance with the vinyl siding manufacturer's instruction.
5. Wood Trim: All exposed wood trim (Fascia, rake, etc.) to be covered aluminum.
6. Soffits: Remove existing plywood soffits or provide openings in the existing plywood soffits to allow adequate ventilation through new soffits. Install new vinyl or aluminum perforated soffit. Aluminum Soffit and Fascia to conform to AAMA Specifications 1402-86 "Standard Specifications for Aluminum Siding" and HUD Minimum Property Standard 4900.1 for One and Two Family Dwellings. Provide adequate backing for new soffits according to manufacturer's requirements.
7. Warranty: Product Lifetime
8. Submittal: Submit specifications, manufacturer's installation instructions, and color samples for selection and approval.

FIBER CEMENT SIDING

1. Preparation: Remove all existing siding and trim that is damaged or decayed. Replace deteriorated siding and trim with exterior grade plywood and/or exterior grade trim or other substrate approved for use by the siding manufacturer. Secure any loose but usable existing siding. Clean and prepare the surface of application in accordance with the manufacturer's instructions. Provide insulation board underlayment where required to ensure smooth surface behind siding.
2. Air Infiltration Barrier: Install an air infiltration barrier (tyvek housewrap or equal).
3. Siding: Install as per manufacturer's recommendation.
4. Accessories: Install accessories (trim) for siding in accordance with the siding manufacturer's instruction.

5. Submittal: Submit specifications and manufacturer's installation instructions for approval.

CERAMIC TILE

1. Installation: Follow (TCA "Handbook for Ceramic Tile Installation"); comply TCA installation methods and the following:
 - a. Extend tile work into recesses and under or behind equipment and fixtures to form a complete covering without interruptions, obstructions, edges and corners without disrupting pattern or joint alignments.
 - b. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish or build-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures and other penetrations so that plates, collars, or covers overlap tile.
 - c. Jointing Patterns: Unless otherwise indicated, lay tile in grid pattern. Align joints when adjoining tiles on floor, base, walls and trim. Lay out work and center tile fields in both directions in each space or on each wall area. Adjust to minimize tile cutting. Provide uniform joint widths, unless otherwise shown.
 - d. Grout tile to comply with referenced installation standards, using grout materials indicated in manufacturer's directions.
2. Products: All tile products, grouts, trims, mortars, cleaners, thinset, etc. shall be checked for compatibility with substrate and adjacent materials by Contractor prior to purchasing material. Where indicated in Work Write-Up, provide Premium Grade tile in compliance with ANSI A137.1 and suitable for use on bathroom walls. At showers and any wet areas, provide Tile Backer Board.
3. Trim Units: Size shall be as coordinated with sizes and coursing of adjoining flat tile. Shapes shall be as follows: Base – Coved, External Corners – Surface Bullnose, Internal Corners – Field-buttet square corners, except use internal cove and cap angle pieces designed to member with stretcher shapes.
4. Setting Materials: All setting beds throughout this project shall be Portland Cement based mix equal to Bonsal.
5. Grouting Materials: Use proprietary pre-blended compound of Portland cement, selected and graded aggregates, color pigments and chemical additives gauged with latex additive to comply with manufacturer's directions.
6. Cleaning: Clean tile surfaces as thoroughly as possible on completion of grouting. Remove all grout haze, observing tile manufacturer's recommendations as to use of acid and chemical cleaners. Rinse tile work thoroughly with clean water before and after using chemical cleaners. Polish tile work with soft cloth.
7. Submittal: Submit manufacturer's technical information, installation instructions and color samples for materials required.

CARPET

1. Subfloor Preparation: Strip the floor of the existing carpet, pad, tack strips, or method of adhesion. Clean and repair the subflooring as necessary and in accordance with the carpet manufacturer's instruction.
2. Padding: Provide new carpet pad (7/16 or ½ inch thick) rebond of urethane with a 5 or 6 pound density.
3. Carpet: All carpet shall be from the same manufacturer's dye lot. In addition, carpet shall meet the following specifications (FHA approved).
Carpet Fiber: Nylon, Polypropylene, or Nylon/Polypropylene Blend or similar.
Backing: Primary and Secondary Backing of Jute or Synthetic Jute
Carpet Pile: Level Loop (preferred) or Cut Pile
Pile Height: ¼ (0.25) inch (as necessary for density factor)
Yarn Weight: 28 ounce per sq. yard (as necessary for density factor)
Density Factor: 3000 Minimum (36 x yarn weight, divided by pile height)
Colors: As specified in Bid Schedule
Warranty: 10 year Wear Warranty
4. Installation: Installation shall be professional and all seams shall be consistent with the run of the carpet and be unnoticeable to the casual observer. Provide adequate tack strips and stretch the carpet as necessary. Carpet installation shall be in accordance with carpet manufacturer's instruction.
5. Cleaning: After installation, clean the carpet of all loose material yarn and have ready for occupancy.
6. Submittal: Submit carpet specifications and color samples for selection and approval.

VINYL FLOOR

1. Remove existing floor covering and trim and replace with sheet vinyl of minimum thickness of 10-mil. Color and pattern to be selected by owner. Installation shall be in accordance with manufacturer's recommendations inclusive of floor preparation. Pattern to match with all seams parallel (individual room). Splices to be inconspicuous, located away from the center of room and heavy traffic areas, and not permitted in rooms having a dimension of 12 feet or less. Caulk wall/floor joint to eliminate air infiltration. Install 2 ½" wood base and quarter round molding at edges of vinyl along walls, throughout dwelling where sheet/tile is replaced. All corner joints of base trim and quarter molding shall be miter cut. Molding shall be stained/painted to match wall covering and as approved by owner.
2. Provide and install metal seam strip in door openings.

APPLIANCES

1. Kitchen Equipment: Range hood 160 cfm, minimum 2 speed or variable speed fan, 1 60-watt light with switch (lamp included). Range to be new 30" electric with four burners and oven, including power cord. Home owner shall select one color for all appliances.
2. All appliances to have an "Energy Star" designation, if available.

NEW HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM

1. Remove existing heat pump or HVAC unit and install new heat pump (minimum SEER 14) of HVAC unit. Contractor to provide calculations to County showing proper size unit to be installed. New unit shall be installed with all necessary clearances, electrical, venting, supply and return ducts, plumbing, thermostats, etc. as required to provide adequate heating and cooling to each individual room. All ductwork in unconditioned spaces is required to be insulated, all ductwork shall be adequately secured and all new work shall comply with codes. Any gas lines need to be checked by a qualified serviceman.
2. Exhaust Fans: Inspect existing exhaust fans in bathroom(s). Check to make sure fan is exhausted to the outside. If it is not, install discharge duct to the exterior with a backdraft damper or install 100 cfm fan in bathroom with discharge duct to the exterior equipped with a backdraft damper. As specified in the Work Write-Up.

PLUMBING

1. Water Service: All corroded, compressed, or damaged supply lines shall be removed. Replace with new supply lines. All new supply lines shall be copper, CPVC, (or other materials conforming to Florida Building/Plumbing Codes). All plumbing shall be adequately secured. Supply water line to be $\frac{3}{4}$ ", branch lines to be $\frac{1}{2}$ ".
2. Fixtures: All damaged, corroded, dripping or inadequate plumbing fixtures and appliances shall be replaced as specified in the Work Write-Up. Contractor to submit specifications of new fixtures to County for selection and approval.
3. Drain, Waste, Vent (DWV) Lines: Replace all inadequate, corroded, or damaged DWV lines. New DWV lines shall be Schedule 40 PVC or other material approved by code. All penetrations through the roof to be with lead flashing.
4. Insulation: All hot water piping shall have 1" thick pipe insulation. All cold water lines located in uninsulated areas shall have 1" insulation.
5. Washer/Dryer Rough-In: Install a washing machine supply and drain complete with single 110v and single 220v electrical outlets for washer and dryer. Provide and install $\frac{1}{2}$ " hot water and $\frac{1}{2}$ " cold water with valve and 1 $\frac{1}{2}$ " drain for washer. Provide vent through wall complete with backdraft damper and exterior cover. Trim, caulk, and seal all openings.
6. Wall hydrant: Provide frost proof wall faucet with $\frac{3}{4}$ " male hose thread. Provide $\frac{1}{2}$ " water connection.
7. Provide and install sewer drain cleanout 36" from structure with top of sewer drain cleanout cover 2" to 4" above grade and located within 5' of structure.
8. Provide and install new vitreous china toilet(s), including shut-off valve on supply line. Homeowner to select color of toilet(s). Toilet(s) shall have an energy star designation.
9. Provide and install single lever or dual control chrome finished faucet, medium grade Delta or equal.
10. Certification: All work shall be performed by a licensed plumber in accordance the Florida Building/Plumbing Codes. Inspect all plumbing and upgrade to meet plumbing code.
11. Septic tank and drain lines shall be tested and certified. Any required additional work as a result of testing will be provided by change order.

HOT WATER HEATER

1. Preparation: Remove existing water heater and replace with water heater specified in Work Write-Up.
2. Water Heater: Provide and install a new minimum 40 gallon capacity, automatic vertical storage type water heater. Cap off any unused piping. Seal any new penetrations in the walls. Where water heaters are installed on or above the ground floor elevation, water heaters shall be installed in a metal pan having a minimum thickness of 24 gage, 0.0276 inch or in a high impact plastic pan of at least 0.0625 inch thickness. Provide for and install electrical or gas hookup.
3. Shut Off: Provide shut off valves on the supply and discharge lines of the water heater.
4. Relief valve: Provide relief valve to within 5" of floor, outside building, or into a waste receptor.
5. Certification: All new materials and installation to met the current Florida Plumbing Code.
6. Water Heater must have an "Energy Star" designation.

ELECTRICAL

1. Provide and install new 200 amp (min.) residential electrical service entrance, including circuit panel box, circuit breakers and main breaker, meter socket, ground rod, steel mast, weather head and up to 5 feet of service entrance cable beyond the meter base that is tied into the circuit panel box as per the electric code. Panel box shall be located inside house recessed into wall with all circuits labeled on panel box. In some cases the service panel must be on the exterior but the interior is preferred.
2. Provide proper mast support and flashing where mast penetrates roof.
3. Provide 3-wire grounded electrical wiring and rewire entire structure as necessary as per electrical code.
4. Provide 4-wire grounded electrical wiring and circuit for range outlet and dryer outlet as necessary as per electrical code.
5. Provide and install switchplates and duplex outlet covers with matching color.
6. Provide and install wall switches at each exterior and interior entryway to kitchen, living room, family room, bedrooms, hall and utility room(s). Wall switches and associated wiring shall be enclosed within the wall unless wall structure prevents this. If surface mounted is required, wire mold boxes and raceways shall be required.
7. Receptacles installed in the kitchen to serve counter top surfaces shall be supplied by not less than 2 small appliance branch 20 amp circuits.
8. Provide and install new GFCI (Ground Fault Circuit Interrupter) duplex outlets so that no point along the counter space wall line is more than 24", measured horizontally, from a GFCI duplex outlet in kitchen. GFCI duplex outlets shall be installed at each wall counter space 12" or wider.
9. Provide and install 1 new GFCI duplex outlet adjacent to lavatory in bathrooms.
10. Provide and install 1 new exterior Ground fault Circuit Interrupter (GFCI) duplex outlet and moisture resistant cover no greater than 6'-0" in height at all entrances of the heated area of structure.

11. Provide and install 1 new single bulb light fixture, with cover, within 6' of any equipment in attic. If no equipment is in the attic, no light will be required. A switch will be required in close proximity of the attic access. Lamp included.
12. Provide and install new two-bulb ceiling light fixtures with glass globes in all bedrooms, living room and family room. Light fixture to be wall switched. Light fixtures shall be the same style and finish for all rooms. Lamps included.
13. Provide and install new 48" two-lamp fluorescent ceiling light fixtures with covers in kitchen, bathrooms, walk-in closet(s) and utility room(s). Light fixtures are to be wall switched. All fluorescent light fixtures shall include 2 fluorescent lamps.
14. All light fixtures installed shall be "Energy Star" designated.

SMOKE ALARMS

1. Provide and install new hard wired electric smoke alarms with battery backup in accordance with code. Associated wiring to install smoke alarm shall be enclosed within the walls.
2. Smoke alarms shall be wired in such a manner that the activation of one alarm will actuate all alarms in the structure.

CARBON MONOXIDE DETECTORS

1. Provide and install new hard wired electric with battery backup carbon monoxide detectors according to code. Associated wiring to install carbon monoxide detector shall be enclosed within wall.

CONSTRUCT ASSESSIBLE RAMP

1. General: Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp. As specified in the Work Write-Up, modify or construct the current accessible route to comply with this specification.
2. Slope and Rise: The least possible slope shall be used for any ramp> The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 inches.
3. Clear Width: The minimum clear width of a ramp shall be 30 inches.
4. Landings: Ramps shall have level landings at the bottom and top of each run. Landings shall have the following features:
 - (1) The landing shall be at least as wide as the ramp run leading to it.
 - (2) The landing length shall be a minimum of 60 inches clear.
 - (3) If ramps change direction at landings, the minimum landing size shall be 60 inches by 60 inches.
 - (4) If a doorway is located at a landing, then the area in front of the doorway shall comply with 4.13.6 of UFAC (Uniform Federal Accessibility Standards).
5. Handrails: If a ramp run has a rise greater than 6 inches or a horizontal projection greater than 72 inches, then it shall have handrails on both sides. Handrails are not required on curb ramps. Handrails shall be 1-1/4 inches to 1-1/2 inches in diameter. Handrails shall comply with 4.26 of UFAS and shall have the following features:

- (1) Handrails shall be provided along both sides of ramp segments. The inside handrail on switchback or dogleg ramps shall always be continuous.
- (2) If handrails are not continuous, they shall extend at least 12 inches beyond the top and bottom of the ramp segment and shall be parallel with the floor or ground surface.
- (3) The clear space between the handrail and the wall shall be 1-1/2 inches.
- (4) Gripping surfaces shall be continuous.
- (5) Top of handrail gripping surfaces shall be mounted between 30 inches and 34 inches above ramp surfaces.
- (6) Ends of handrails shall be either rounded or returned smoothly to floor, wall or post.
- (7) Handrails shall not rotate within their fittings.
6. Cross Slope and Surfaces: The cross slope of ramp surfaces shall be no greater than 1:50. Ramp surfaces shall comply with 4.5 of UFAS.
7. Edge Protection: Ramps and landings with drop-offs shall have curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp. Curbs shall be a minimum of 2 inches high (see Figure 1).
8. Outdoor Conditions: Outdoor ramps and their approaches shall be designed so that water will not accumulate on walking surfaces.

REINFORCED WALLS FOR GRAB BARS

1. Guideline: Reinforced bathroom walls to allow installation for grab bars around the toilet, tub, shower stall and shower seat, where grab bars will be mounted. (For example, see Fig. 3, 4 and 5.) Where the toilet is not placed adjacent to a side wall, the bathroom would comply if provision was made for installation of floor mounted, foldaway or similar alternative grab bars. Note: Reinforcement for grab bars may be provided in a variety of ways (for example, by plywood or wood blocking) so long as the necessary reinforcement is placed so as to permit installation of appropriate grab bars.

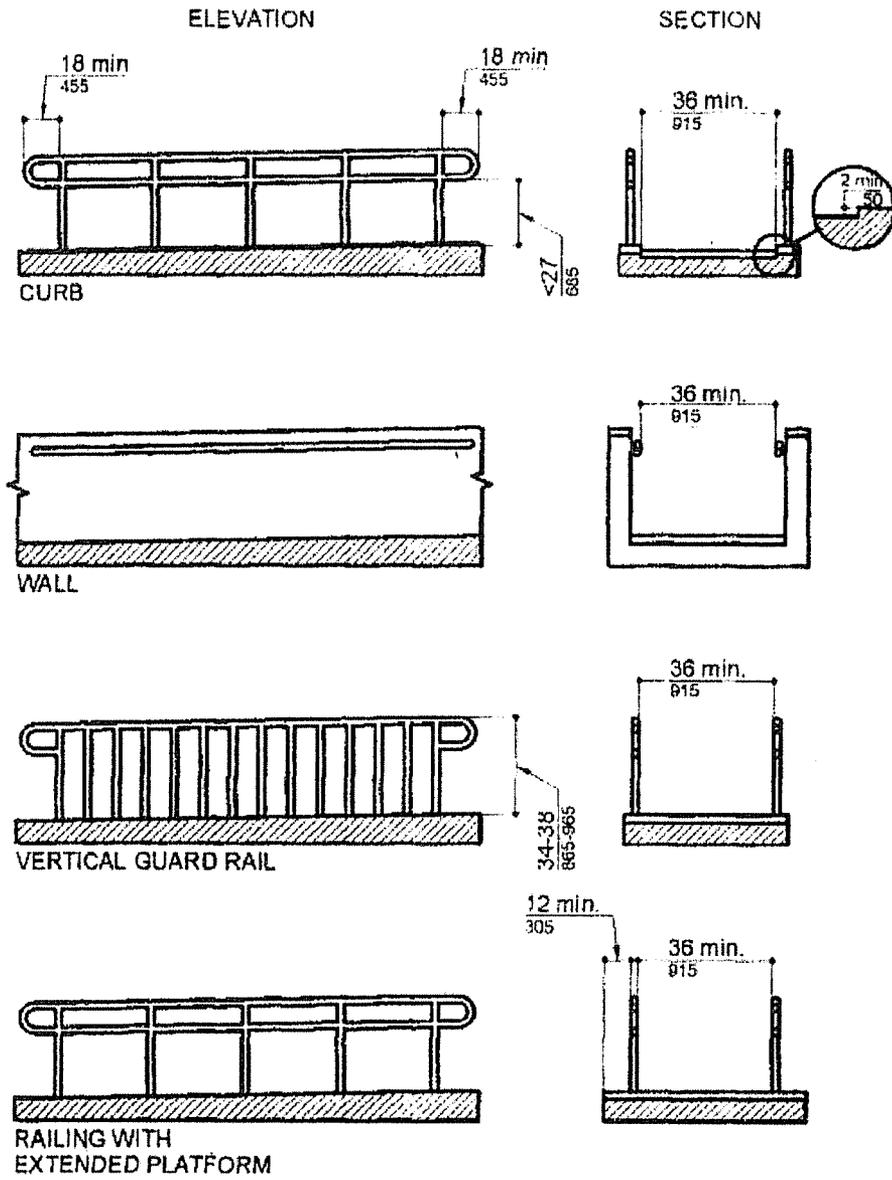
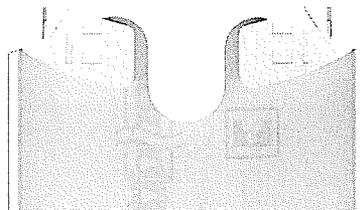
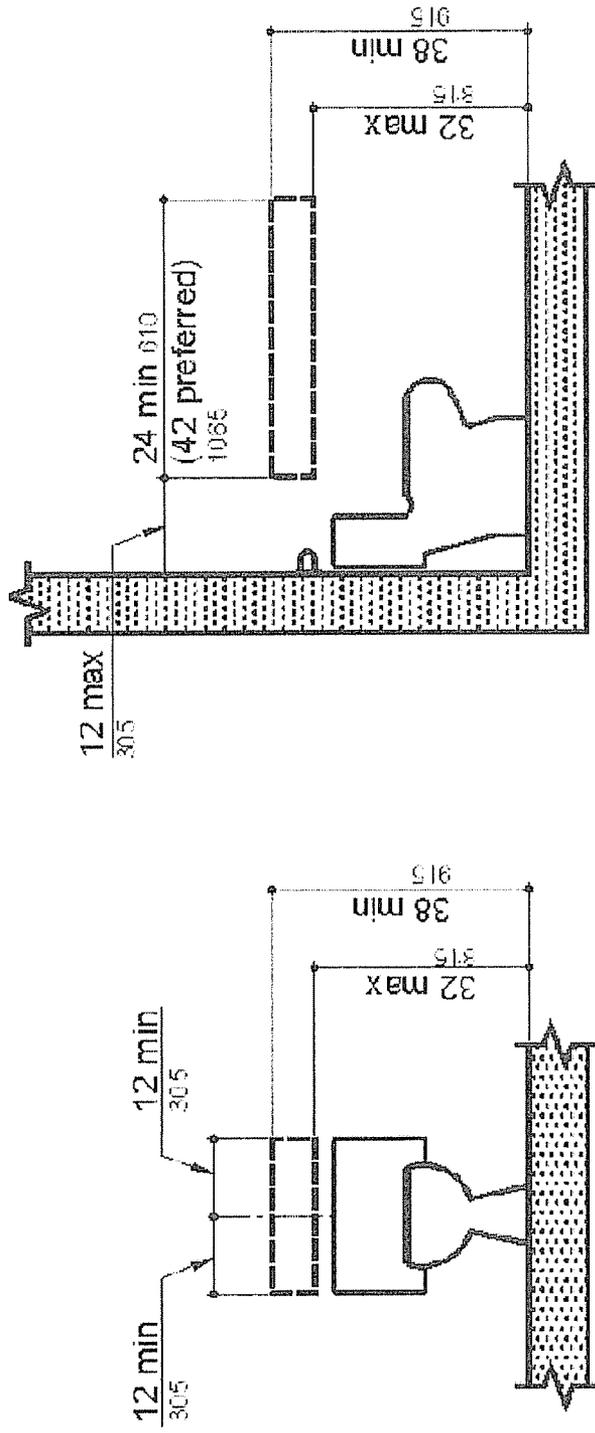


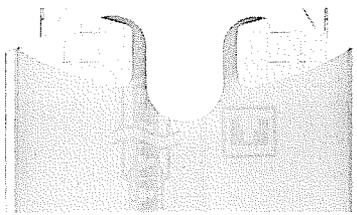
Figure 1

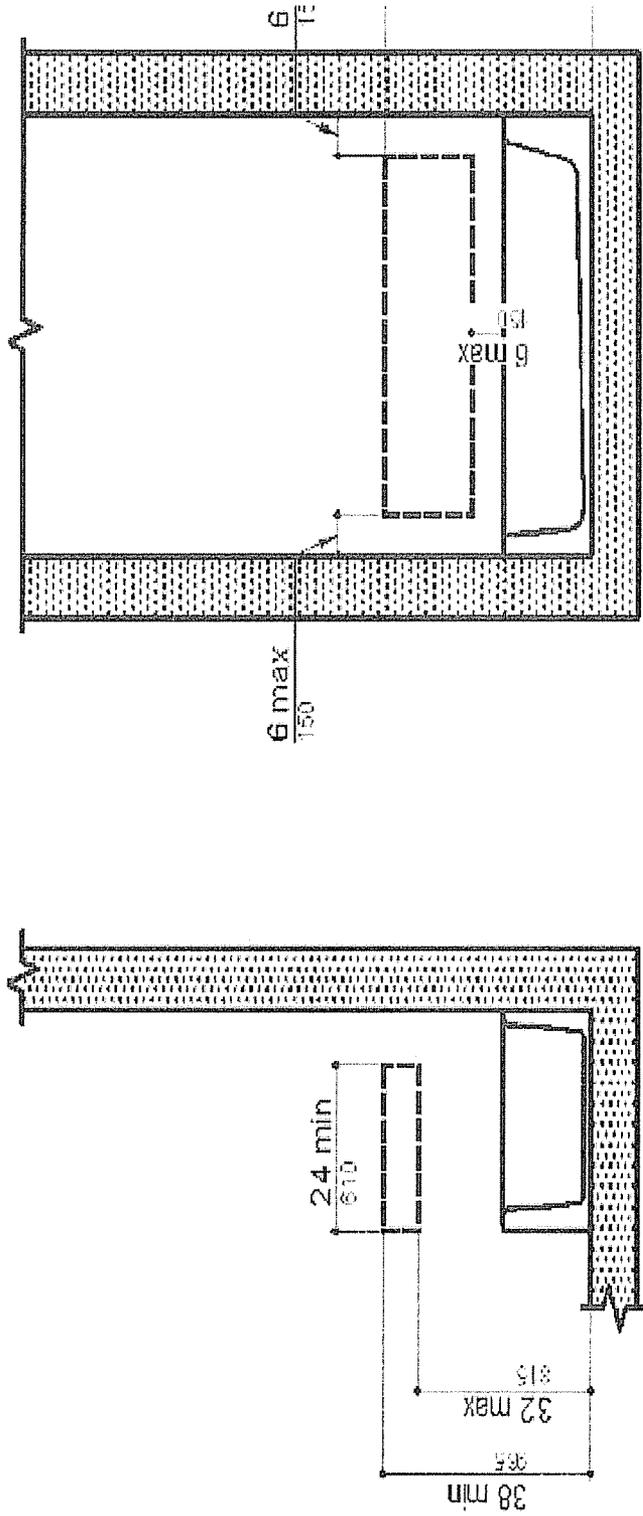




Reinforced areas for installation of Grab Bars

FIGURE 3 WATER CLOSETS IN ADAPTABLE BATHROOMS

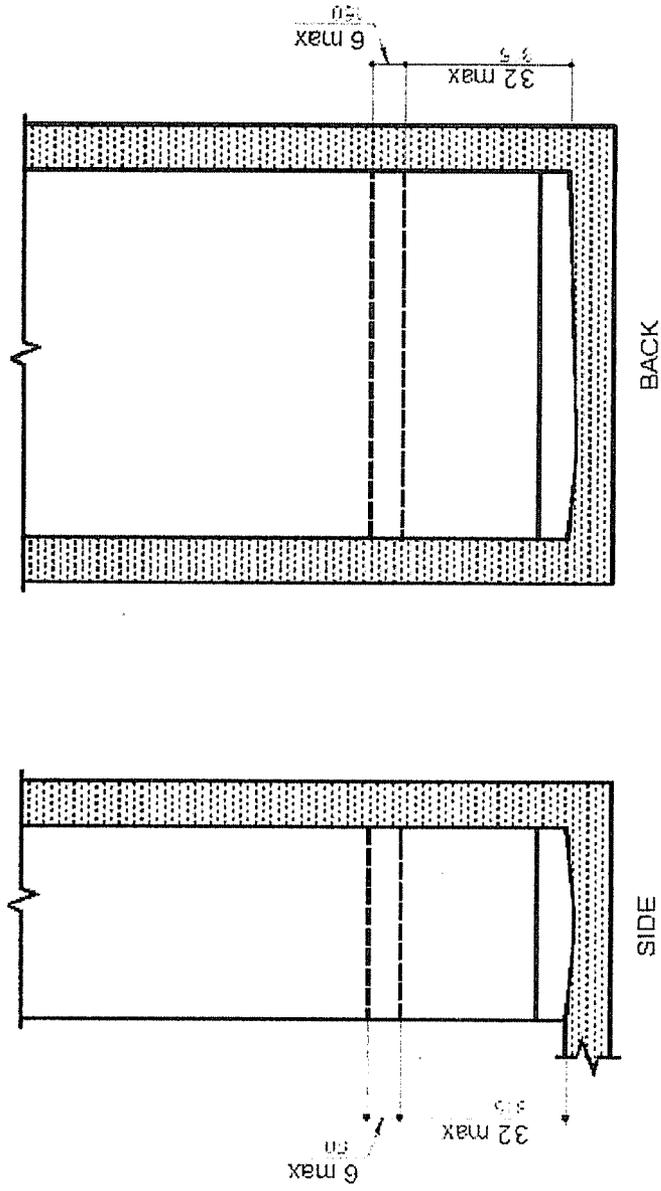




NOTE: The areas outlined in dashed lines represent locations of grab bars for typical fixture configurations.

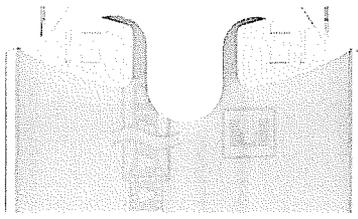
FIGURE 4 LOCATION OF GRAB BAR REINFORCEMENTS FOR ADAPTABLE BATHTUBS

NOTE: The areas outlined in dashed lines represent locations for backing installations of grab bars for typical fixture configurations.



NOTE: The areas outlined in dashed lines represent locations for future installation of grab bars

FIGURE 5 LOCATION OF GRAB BAR REINFORCEMENTS FOR ADAPTABLE SHOWERS



SECTION I
LEAD-BASED PAINT INSPECTION/ASSESSMENT

LEAD-BASED PAINT RISK ASSESSMENT

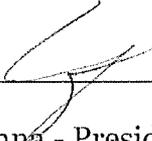
ADDRESS INSPECTED: Thelma Simms
119 NE Fryer Street
Lake City, Florida

INSPECTION DATE: 12/20/11

INSPECTION FOR: Martha Orthoefer, AICP
North Central Florid Regional Planning Council
2009 NW 67th Place
Gainesville, Florida 32653-1603
Contract # 11DB-L4-03-22-01-H20

OPERATOR LICENSE: U.S. Environmental Protection Agency / Florida
Risk Assessor Certification No. FL-R-4850-3

SIGNED _____



DATE _____

12/21/11

Anthony C. Penna - President
Associated Consulting Professionals, Inc.
1759 Bayhill Drive
Oldsmar, Fl 34677
Phone (727) 773-9200 Fax (727) 787-2898

Part 1: Identifying information

A lead-based paint risk assessment was conducted at 119 NE Fryer Street, Lake City, Florida on 12/20/11 for The North Central Florida Regional Planning Council. The risk assessment was performed by Anthony C. Penna, EPA certified Risk Assessor No. FI-R-4850-3.

Laboratory analysis was performed by Schneider Laboratories (see attachment).

Part 2: List of Locations and Type of Identified Lead Hazards

While the building and its paint are in fair condition overall. The risk assessment showed that lead-based paint hazards (as defined in Title X of the 1992 Housing and Community Development Act) exist in the following locations:

A. Lead dust hazard(s) -

None

B. Lead-in-soil areas at residence drip lines (composite (3) sampling)

None

We also performed a lead-based paint inspection at this property utilizing XRF technology as recommended by the current HUD Guidelines (as revised in 1997). Lead-based paint which is still attached to the building is at the following locations:

A. Exterior: None

B. Interior:

Rear Bedroom entry door Casings

Part 3: Remediation of lead dust, lead in soil and lead-based paint

Note: All abatement work is to be performed and/or supervised by an EPA Lead-based Paint Supervisor/Contractor and EPA certified Lead-based Paint Workers who are employed by and EPA certified lead-based paint Firm (exception - structural work may be performed by a General Contractor aided by a Lead-based Paint Supervisor). It is the responsibility of the Contractor to ensure that all OSHA and EPA requirements are employed and work shall be performed utilizing approved government methods, i.e. HUD's "Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing".

Abatement means any measure designed to permanently eliminate lead-based paint hazards in accordance with standards established by the EPA Administrator pursuant to Title IV of the Toxic Substances Control Act (TSCA).

Clearance verification shall be accomplished upon notification for the Abatement Contractor. Clearance includes a visual inspection for paint chips, dust and debris and laboratory testing of dust wipes and composite soil sampling. Clearance must be performed by an Independent Lead Inspector or Risk Assessor and typically cost about \$450. Repeated clearance inspections shall be charged back to the Abatement Contractor at the rate of \$450 each.

Waste disposal is to be performed according to RCRA and/or EPA Guidelines.

Interior:

1) Rear Bedroom (north) door Casings - Remove

Remove and Replace with lead-free materials.

Interior/Exterior Cleaning for Clearance:

Interior of residence does not exhibit lead dust hazard(s). However, during the process of lead abatement lead chips and or dust may enter the house. It is recommended that all of the walls, sills and floors shall be cleaned by Hepa Vac / Mop / Hepa Vac method to ensure a lead safe jobsite at completion.

SCHNEIDER LABORATORIES GLOBAL

INCORPORATED

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804-353-6778 • 800-785-LABS (5227) • (FAX) 804-359-1475

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LABORATORY ANALYSIS REPORT

Sample Preparation based on HUD Appendix 14.2, Lead Analysis based on EPA 7000B Method
Using SLI P27 A14

ACCOUNT #: 3696-11-509
CLIENT: Associated Consulting Professionals, Inc
ADDRESS: 1759 Bayhill Dr.
Oldsmar, FL 34677
PROJECT NAME: Thelma Simms
JOB LOCATION: 119 NE Fryer Street
PROJECT NO.: Lake City, FL
PO NO.: Sample Type: COMPWIPE

SLI Sample No.	Client Sample No.	Collection Date	Sample Description	Sample Area (ft ²)	Total Lead (µg)*	Lead Conc (µg/ft ²)
31300727	1	12/20/2011	10:00 AM Floor Composite	4.00	15.0	3.7
31300728	2	12/20/2011	10:00 AM Window Sill Composite	4.24	170.1	40.1

Analysis Run ID: 49250

Analyst: HANY IBRAHIM

Total Number of Pages in Report: 1

Results relate only to samples as received by the laboratory.

Final concentration calculations are based on client supplied information.



Reviewed By

Tammie Olagbaju, QA Analyst

Visit www.slabinc.com for current certifications.

*Minimum Reporting Limit: 10.0 µg. Analysis of composite wipe samples is not covered under AIHA's ELLAP certification. EPA Final Rule requires the result of the comp. sample to be compared to the clearance standard divided by half the number of subsamples in the composite. EPA Clearance Standards are 40 µg/ft² for floors, 250 µg/ft² for interior window sills, 400 µg/ft² for window troughs. Industrial projects may have limits established per project. *Data precision justifies 2 sig figures. Unusual sample conditions, if any, are described.*

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LABORATORY ANALYSIS REPORT

Lead Analysis based on EPA 7000B Method

Using SLI P26 A14

ACCOUNT #: 3696-11-508
CLIENT: Associated Consulting Professionals, Inc
ADDRESS: 1759 Bayhill Dr.
Oldsmar, FL 34677
PROJECT NAME: Thelma Simms
JOB LOCATION: 119 NE Fryer Street
PROJECT NO.: Lake City, FL
PO NO.: Sample Type: SOIL

DATE RECEIVED: 12/24/2011
DATE ANALYZED: 12/24/2011
DATE REPORTED: 12/27/2011

SLI Sample No.	Client Sample No.	Collection Date	Sample Description	Sample Wt (mg)	Total Lead (µg)*	Lead Conc (% by wt)	Lead Conc PPM
31300724	CS-1	12/20/2011 10:00 AM	Compostie Soil A&B	505	21.0	0.004	42

Analysis Run ID: 49250

Analyst: HANY IBRAHIM

Total Number of Pages in Report: 1

Results relate only to samples as received by the laboratory.


Reviewed By **Tammie Olagbaju, QA Analyst**
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*Minimum Reporting Limit: 10.0 µg. EPA Soil Std for bare residential soil: 400 ppm by wt in play areas; 1200 ppm by wt in bare soil in the remainder of the yard based on an avg of all other samples collected. EPA does not distinguish between lead-contaminated soil and soil-lead hazards. Soil samples are tested as received unless noted as "Dried before analysis." *Data precision justifies 2 sig. figures. All internal QC parameters were met. Unusual sample conditions, if any, are described.*

LEAD-BASED PAINT INSPECTION REPORT

REPORT NUMBER: 12/20/11 10:20

INSPECTION FOR: Martha Orthoefer, AICP
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, Florida 32653-1603
Contract #11DB-L4-03-22-01-H20

ADDRESS INSPECTED: **Thelma Simms**
119 NE Fryer Street
Lake City, Florida

INSPECTION DATE: 12/20/11

YEAR CONSTRUCTED: Pre 1978

INSTRUMENT TYPE: R M D MODEL LPA-1
XRF TYPE ANALYZER / SERIAL #1121

HRS RADIATION LICENSE: 2615-1

ACTION LEVEL: 1.0 MG/CM**2

OPERATOR LICENSE: U.S. Environmental Protection Agency / Florida
Certification No. FL-R-4850-3

I hereby certify that to the best of my knowledge, the following report reflects the true lead content of the painted surfaces as tested by XRF at the above address.

SIGNED _____ DATE 12/21/11

Anthony C. Penna - President
Associated Consulting Professionals, Inc.
1759 Bayhill Drive
Oldsmar, Fl 34677
Phone (727) 773-9200 Fax (727) 787-2898

INSPECTION REPORT CONTENTS: Thelma Simms, 119 NE Fryer Street, Lake City, Florida

COVER PAGE

SUMMARY

XRF INSPECTION NOTES

XRF COMPUTER GENERATED REPORT

SUMMARY

The results listed below, of this inspection, indicate if and where lead-based paint was located. The inspection was performed using the inspection protocol in Chapter 7 of the HUD *Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing (1997 Revision)*. Lead, defined as amounts greater than or equal 1.0 mg/squared centimeter in paint.

This report should be kept by the Owner and all future *Owners for the life of the dwelling*.

The following room equivalents contain items, as described, which have intact lead-based paint that equals or exceeds the HUD definition of lead (1.0 mg/cm^{**2})

Exterior: None

Interior: Rear (north) Bedroom Door Casing

XRF INSPECTION NOTES

1. The XRF used on this project (RMD LPA-1, serial #1121) was purchased on 9/25/05. The performance characteristics sheet (PCS) data for this machine is available upon request.
2. What does location Wall A,B,C,D mean? Pursuant to the 1995 HUD Guidelines, Wall A identifies the wall that relates to the numbered entry to the residence. For this residence Wall A the **South** wall in all rooms. The other walls are lettered clockwise from Wall A.

SUMMARY REPORT OF LEAD PAINT INSPECTION FOR: 119 NE Fryer Street, Lake City, Florida

Inspection Date: 12/20/11
Report Date: 12/21/2011
Abatement Level: 1.0
Report No. 12/20/11 10:20
Total Readings: 49 Actionable: 1
Job Started: 12/20/11 10:20
Job Finished: 12/20/11 10:47

Reading No.	Wall	Structure	Location	Member	Paint Cond	Substrate	Color	Lead (mg/cm ²)	Mode
040	A	Door	Rgt	Lft casing	P	N/A	N/A	>9.9	QM

Calibration Readings

----- End of Readings -----

DETAILED REPORT OF LEAD PAINT INSPECTION FOR: 119 NE Fryer Street, Lake City, Florida

Inspection Date: 12/20/11
 Report Date: 12/21/2011
 Abatement Level: 1.0
 Report No. 12/20/11 10:20
 Total Readings: 49
 Job Started: 12/20/11 10:20
 Job Finished: 12/20/11 10:47

Reading No.	Wall	Structure	Location	Member	Paint Cond	Substrate	Color	Lead (mg/cm ²)	Mode
Exterior Room 001 House									
004	A	Wall	L Rgt		I	Concrete	N/A	0.1	QM
007	A	Fascia			I	Wood	N/A	-0.2	QM
005	A	Window	Ctr	Lft casing	I	Wood	N/A	-0.2	QM
011	A	Door	Lft	Rgt casing	I	Wood	N/A	-0.2	QM
014	A	Door	Lft	Rgt casing	I	Wood	N/A	-0.2	QM
012	A	Door	Lft	U Ctr	I	Metal	N/A	0.1	QM
013	A	Door	Lft	U Ctr	I	Metal	N/A	0.2	QM
006	A	Railing	Lft	Railing	I	Wood	N/A	-0.2	QM
008	A	Beam	Lft		I	Wood	N/A	-0.1	QM
009	A	Overhang	Lft		I	Wood	N/A	-0.1	QM
010	A	Post	Lft		I	Wood	N/A	-0.3	QM
015	A	Floor	Lft		I	Concrete	N/A	0.1	QM
017	B	Wall	L Lft		I	Concrete	N/A	-0.3	QM
016	B	Wall	L Rgt		I	Wood	N/A	-0.2	QM
018	C	Wall	L Ctr		I	Concrete	N/A	-0.3	QM
019	D	Wall	L Ctr		I	Concrete	N/A	-0.2	QM
Interior Room 001 Living Rm									
021	A	Wall	U Rgt		I	N/A	N/A	0.1	QM
020	A	Ceiling			I	N/A	N/A	0.1	QM
023	B	Door	Ctr	U Ctr	I	N/A	N/A	-0.1	QM
022	C	Wall	U Ctr		I	N/A	N/A	0.0	QM
024	C	Window	Lft	Rgt jamb	I	N/A	N/A	0.0	QM
Comment: Walls B & D are not painted.									
Interior Room 002 Kitchen									
026	A	Wall	U Ctr		I	Paneling	N/A	0.1	QM
025	A	Ceiling			I	Wood	N/A	-0.1	QM
027	A	Door	Lft	Lft jamb	I	N/A	N/A	-0.1	QM
Interior Room 003 Hallway									
029	A	Wall	U Lft		I	N/A	N/A	-0.2	QM
028	A	Ceiling			I	N/A	N/A	-0.1	QM
031	A	Door	Rgt	Lft jamb	I	N/A	N/A	0.2	QM
030	B	Wall	U Ctr		I	N/A	N/A	-0.2	QM
Comment: Many locations of all rooms missing paint. They were not tested.									
Interior Room 004 Bathroom									
033	A	Wall	U Ctr		I	N/A	N/A	-0.2	QM
032	A	Ceiling			I	N/A	N/A	-0.2	QM
Interior Room 005 NE Bed									
035	A	Wall	U Ctr		I	N/A	N/A	-0.1	QM
034	A	Ceiling			I	N/A	N/A	0.0	QM
040	A	Door	Rgt	Lft casing	P	N/A	N/A	>9.9	QM
039	A	Door	Rgt	Lft jamb	I	N/A	N/A	0.1	QM
036	B	Wall	U Ctr		I	N/A	N/A	0.0	QM
037	C	Wall	U Ctr		I	N/A	N/A	-0.1	QM
038	D	Wall	U Ctr		I	N/A	N/A	0.0	QM

DETAILED REPORT OF LEAD PAINT INSPECTION FOR: 119 NE Fryer Street, Lake City, Florida

Reading No.	Wall	Structure	Location	Member	Paint Cond	Substrate	Color	Lead (mg/cm ²)	Mode
Interior Room 006 SE Bed									
042	A	Wall	U Rgt		I	N/A	N/A	-0.2	QM
041	A	Ceiling			I	N/A	N/A	0.0	QM
043	B	Wall	U Ctr		I	N/A	N/A	-0.1	QM
044	C	Wall	U Ctr		I	N/A	N/A	0.0	QM
046	C	Door	Lft	Lft casing	I	N/A	N/A	-0.2	QM
045	D	Wall	U Ctr		I	N/A	N/A	-0.1	QM
Calibration Readings									
001								1.1	Std
002								1.3	Std
003								1.0	Std
047								1.0	Std
048								0.8	Std
049								1.0	Std
----- End of Readings -----									