

City of Fayetteville Item Review Form

2014-0150

Legistar File Number

April 15, 2014

City Council Meeting Date - Agenda Item Only

N/A for Non-Agenda Item

Yolanda Fields

Submitted By

Development Services

Department

Action Required:

Approval of the purchase order for building updates to LifeSource building at 602 S. School as part of the Community Development Block Grant subrecipient program

Does this item have a cost?  Yes

\$26,050.00

Cost of this request

\$27,000.00

Category or Project Budget

2180.4990.5390.51

Account Number

\$0.00

Funds Used to Date

\$950.00

Remaining Balance

Community Development

Fund Name

Budgeted Item?  Yes

Budget Adjustment Attached?  No

V20130812

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Comments:

Staff recommends approval of PO

*[Signature]* 3/27/14

Paul a. Barber 3-27-2014

Ann Man 3-31-14

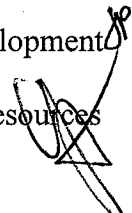
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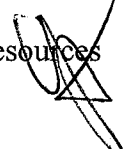


## CITY COUNCIL AGENDA MEMO

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**To:** City Council

**Thru:** Jeremy Pate, Dir. Community Development 

**From:** Yolanda Fields, Dir. Community Resources 

**Date:** March 25, 2014

**Subject:** Approval of Purchase Order for CDBG Public Facilities Project at LifeSource

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### PROPOSAL:

LifeSource International (602 S. School) applied for and received funding through the Community Development Block Grant subrecipient program for building improvements. This project was approved by the City Council as part of the CDBG 2013 Action Plan in the amount of \$27,000 per Resolution #35-13. The improvements being made are listed below:

- Add new walls to make rooms permanent
- Drywall trim and paint new walls
- Add baby changing stations
- Add electrical plugs
- Apply new commercial tile floors to designated rooms
- Replace garage door

There were six contractors requesting bids for this project, with five actually submitting bids. Joe Perme Construction Inc. was awarded the bid for the project.

### RECOMMENDATION:

Staff recommends the approval of the purchase order for this project located at 602 S. School.

### BUDGET IMPACT:

Project cost is approximately \$26,050.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION TO AWARD BID #LS-2014 TO JOE PERME CONSTRUCTION INC. FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REHABILITATION AT LIFESOURCE INTERNATIONAL (602 S. SCHOOL) AND TO APPROVE A PURCHASE ORDER IN THE AMOUNT OF \$26,050.00

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1. That the City Council of the City of Fayetteville, Arkansas hereby awards Bid #LS-2014 to Joe Perme Construction Inc. for Community Development Block Grant (CDBG) rehabilitation at LifeSource International (602 S. School) and approves a purchase order, attached as Exhibit "A", in the amount of \$26,050.00.

**PASSED and APPROVED** this 15<sup>th</sup> day of April, 2014.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN, Mayor**

By: \_\_\_\_\_  
**SONDRA E. SMITH, City Clerk/Treasurer**

# City Of Fayetteville - Purchase Order (PO) Request

(Not a Purchase Order)

**All purchases under \$2500 shall be used on a P-Card unless medical or 1099 service related. (Call x256 with questions)**  
**All PO Request shall be scanned to the Purchasing e-mail: Purchasing@ci.fayetteville.ar.us**

Requisition No.: \_\_\_\_\_ Date: A. 2  
 P.O Number: \_\_\_\_\_ B. ~~3/25/2014~~ Joe Perme Construction, Inc.  
 Expected Delivery Date: \_\_\_\_\_ Page 4 of 28  
**ASAP**

Vendor #: **16969** Vendor Name: **Joe Perme Construction Inc.** Mail Yes:\_\_\_ No:\_\_\_

Address: **1874 S. Doral Dr.** Fob Point: \_\_\_\_\_ Taxable Yes:\_\_\_ No:\_\_\_ Quotes Attached Yes: X No:\_\_\_

City: **Fayetteville** State: **AR** Zip Code: **72701** Ship to code: \_\_\_\_\_ Divison Head Approval: \_\_\_\_\_

Requester: **Cherrell Lee** Requester's Employee #: **3386** Extension: **8260**

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Numbers	Project/Subproject #	Inventory #	Fixed Asset #
1	Building improvements to LifeSource at 602 S. School	1		26,050.00	\$26,050.00	2180.4990.5390.51			
2					\$0.00				
3					\$0.00				
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions: \_\_\_\_\_

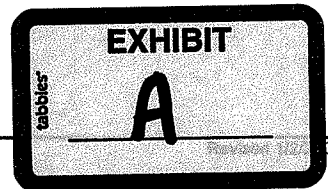
Subtotal: **\$26,050.00**  
 Tax: \_\_\_\_\_  
 Total: **\$26,050.00**

Approvals:

Mayor: \_\_\_\_\_ Department Director: \_\_\_\_\_ Purchasing Manager: \_\_\_\_\_

Finance & Internal Services Director: \_\_\_\_\_ Budget Manager: \_\_\_\_\_ IT Manager: \_\_\_\_\_

Dispatch Manager: \_\_\_\_\_ Utilities Manager: \_\_\_\_\_ Other: \_\_\_\_\_



**RECEIPT OF BIDS**

OWNER(S): City of Fayetteville

ADDRESS: 602 S. School Ave. PROJECT No: LS-2014

PROJECT TITLE: Public Facilities Rehabilitation at LifeSource

BID CLOSING DAY/DATE/TIME: March 17, 2014, 4:00 P.M.

CONTRACTOR: Kim Hoadley Construction Co. BID AMOUNT: \$ 32,935

\* DQ - no bid bond present

CONTRACTOR: Mahan Construction BID AMOUNT: \$ 34,452

- PA 1 - 2,800  
- PA 2 - 1,325  
- PA 3 - 3,800  
\$ 27,027

CONTRACTOR: Rip Gresham Construction BID AMOUNT: \$ 34,654.85

- PA 1 - \$ 2,185  
- PA 2 - \$ 736  
- PA 3 - \$ 402.5  
\$ 27,708.85

CONTRACTOR: Joe Perme Construction BID AMOUNT: \$ 32,250

- PA 1 - \$ 3,500  
- PA 2 - \$ 2,700  
\$ 26,050

CONTRACTOR: Handy John's Restoration BID AMOUNT: \$ 37,079.98

- PA 1 - \$ 3,754.80  
- PA 2 - \$ 1,783.40 = \$ 51,541.78  
- PA 3 - \$ 1,763.06 = \$ 29,578.72

Certified by: [Signature] Date: 3/17/2014

Witness: [Signature] Date: 3/17/2014

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**STANDARD BID PROPOSAL FORM**

**PROJECT NUMBER:** LS-2014    **DATE ISSUED:** 03-3-2014

**DATE AND TIME OF OPENING:** Monday, 4:00 pm, March 17, 2014

**OWNER'S NAME:** City of Fayetteville

**PROJECT ADDRESS:** 602 S. School Ave., Fayetteville, AR 72701

**ATTENTION**

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

\*In blanks below please quote price for each item and the total for project at the bottom.

- A) Walls for Rooms: 4,100<sup>00</sup>
- B) Electrical: 300<sup>00</sup>
- C) Doors & Trim: 1,800<sup>00</sup>
- D) Paint: 2,400<sup>00</sup>
- E) Baby Changing Stations: 900<sup>00</sup>
- F) Floors (Kitchen): 2,700<sup>00</sup>
- F) Floors (Green Shading minus kitchen): 13,300<sup>00</sup>
- F) Floors (Pink Shading): 3,500<sup>00</sup>
- G) Garage Door: 600.00
- H) Cleanup: 350.00
- I) Other: 2,300<sup>00</sup>

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 32,250<sup>00</sup>

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: Joe Perme Construction Phone # 479-409-1101

Commercial Contractor's License number 0061550313

Street address or P O Box 1874 S. Doral Dr.

City / State / Zip Code Fayetteville, AR 72701

Printed Name: Joe Perme

Signature:  Title: Vice-President

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**STANDARD BID PROPOSAL FORM**

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**DATE AND TIME OF OPENING:** Monday, 4:00 pm, March 17, 2014

**OWNER'S NAME:** City of Fayetteville

**PROJECT ADDRESS:** 602 S. School Ave., Fayetteville, AR 72701

**ATTENTION**

**The City has the right to select which of the items listed below will be completed based on the amount of funds available.**

\*In blanks below please quote price for each item and the total for project at the bottom.

A) Walls for Rooms:

8278.00

B) Electrical:

1552.50

C) Doors & Trim:

4777.10

D) Paint:

4025.00

E) Baby Changing Stations:

1759.50

F) Floors (Kitchen):

736.00

F) Floors (Green Shading minus kitchen):

6045.55

F) Floors (Pink Shading):

2185.00

G) Garage Door:

1725.00

H) Cleanup:

2012.50

I) Other:

909.00



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 34654 <sup>85</sup>/<sub>XX</sub>

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

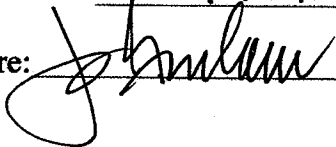
Name of Firm: R.P. GRESHAM CONSTRUCTION Phone # 501-454-4849

Commercial Contractor's License number 0153160510

Street address or P O Box 4809 Willowridge Way

City / State / Zip Code Rogers, AR 72758

Printed Name: J.S. GRESHAM

Signature:  Title: MANAGING MEMBER



THE CITY OF FAYETTEVILLE, ARKANSAS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**STANDARD BID PROPOSAL FORM**

**PROJECT NUMBER:** LS-2014    **DATE ISSUED:** 03-3-2014

**DATE AND TIME OF OPENING:** Monday, 4:00 pm, March 17, 2014

**OWNER'S NAME:** City of Fayetteville

**PROJECT ADDRESS:** 602 S. School Ave., Fayetteville, AR 72701

**ATTENTION**

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

\*In blanks below please quote price for each item and the total for project at the bottom.

A) Walls for Rooms:	<u>\$6,255.00</u>
B) Electrical:	<u>\$1,980.00</u>
C) Doors & Trim:	<u>\$1,650.00</u>
D) Paint:	<u>\$3,300.00</u>
E) Baby Changing Stations:	<u>\$1,062.00</u>
F) Floors (Kitchen):	<u>\$1,325.00</u>
F) Floors (Green Shading minus kitchen):	<u>\$7,255.00</u>
F) Floors (Pink Shading):	<u>\$2,800.00</u>
G) Garage Door:	<u>\$775.00</u>
H) Cleanup:	<u>\$3,080.00</u>
I) Other:	<u>\$4,950.00</u>



THE CITY OF FAYETTEVILLE, ARKANSAS

www.accessfayetteville.org

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 34,452.00**

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: **Mahan Construction Inc.** Phone # **501-335-7777**

Commercial Contractor's License number **0075900414**

Street address or P O Box **643 Rabbit Ridge Road,**

City / State / Zip Code **Bee Branch, AR 72013**

Printed Name: **Rick Redden**

Signature:  Title: **Estimator / Project Manager**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## STANDARD BID PROPOSAL FORM

**PROJECT NUMBER:** LS-2014    **DATE ISSUED:** 03-3-2014

**DATE AND TIME OF OPENING:** Monday, 4:00 pm, March 17, 2014

**OWNER'S NAME:** City of Fayetteville

**PROJECT ADDRESS:** 602 S. School Ave., Fayetteville, AR 72701

### ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

\*In blanks below please quote price for each item and the total for project at the bottom.

A) Walls for Rooms:	<u>\$3,766.50</u>
B) Electrical:	<u>\$2,520.85</u>
C) Doors & Trim:	<u>\$2,187.39</u>
D) Paint:	<u>\$1,763.06</u>
E) Baby Changing Stations:	<u>\$1,719.30</u>
F) Floors (Kitchen):	<u>\$1,983.40</u>
F) Floors (Green Shading minus kitchen):	<u>\$13,219.50</u>
F) Floors (Pink Shading):	<u>\$3,754.80</u>
G) Garage Door:	<u>\$1,973.18</u>
H) Cleanup:	<u>\$2,342.00</u>
I) Other:	<u>\$1,850.00</u>

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 37,079.98

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

HANDY JOHN'S RESTORATION

Name of Firm: Construction & Remodeling Co. Phone # (479) 857-8976

Commercial Contractor's License number \_\_\_\_\_

Street address or P O Box 605 east L street

City / State / Zip Code Russellville AR 72801

Printed Name: Juan Garcia

Signature: Juan Garcia Title: owner

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**STANDARD BID PROPOSAL FORM**

**PROJECT NUMBER:** LS-2014    **DATE ISSUED:** 03-3-2014

**DATE AND TIME OF OPENING:** Monday, 4:00 pm, March 17, 2014

**OWNER'S NAME:** City of Fayetteville

**PROJECT ADDRESS:** 602 S. School Ave., Fayetteville, AR 72701

**ATTENTION**

**The City has the right to select which of the items listed below will be completed based on the amount of funds available.**

\*In blanks below please quote price for each item and the total for project at the bottom.

- A) Walls for Rooms: 6200<sup>00</sup>
- B) Electrical: 2431<sup>00</sup>
- C) Doors & Trim: 2600<sup>00</sup>
- D) Paint: 1580<sup>00</sup>
- E) Baby Changing Stations: 600<sup>00</sup>
- F) Floors (Kitchen): 853<sup>00</sup>
- F) Floors (Green Shading minus kitchen): 11448<sup>00</sup>
- F) Floors (Pink Shading): 3813<sup>00</sup>
- G) Garage Door: 1450<sup>00</sup>
- H) Cleanup: 1000<sup>00</sup>
- I) Other: Band 3% 960<sup>00</sup>

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 32,935<sup>00</sup>

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: Kim Hoadley Const. Co. Phone # 479-236-2300

Commercial Contractor's License number AR0068030414

Street address or P O Box 2848 N Quail Creek Dr

City / State / Zip Code Fayetteville AR

Printed Name: Kim Hoadley

Signature: [Handwritten Signature] Title: President



THE CITY OF FAYETTEVILLE, ARKANSAS

[www.accessfayetteville.org](http://www.accessfayetteville.org)

# **CITY OF FAYETTEVILLE**

**113 W. Mountain St.  
Fayetteville, AR 72701**

## **INVITATION TO BID**

**Bid# LS-2014**

**Community Resources Division  
(479) 575-8240**

**BID#: LS-2014**

**DATE ISSUED: 03-3-2014**

**DATE & TIME OF OPENING: Monday, March 17, 2014  
4:00pm**

**CONTACT: Kyle Belt—(479) 575-8240**



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## INVITATION TO BID

**DATE ISSUED:** March 3, 2014

**RECEIPT OF BIDS:** Monday, 4:00 pm, March 17, 2014  
Community Resources Division  
125 West Mountain Street  
Fayetteville, AR 72701

**COMMUNITY DEVELOPMENT PROGRAMS ADMINISTRATOR:**  
Kyle Belt  
CDBG Programs Administrator  
113 West Mountain Street  
Fayetteville, Arkansas 72701  
Phone (479) 575-8240

**BRIEF SCOPE OF PROJECT:** Apply new commercial tile floors to many of the rooms. Add new walls to make rooms permanent. Drywall, trim, and paint new walls. Add baby changing equipment. Add electrical plugs. Replace garage door.

**PROJECT NUMBER:** LS-2014

**PROJECT LOCATION:** 602 S. School Ave., Fayetteville, AR 72701

**CITY OF FAYETTEVILLE:** The City of Fayetteville encourages participation of small, minority and women owned business enterprises in the procurements of goods, services, and construction, either as a general contractor or subcontractor. The City is an affirmative action / equal opportunity employer. Section 55.55 prohibits discrimination against qualified individuals because of their handicapped status.

**GENERAL:** A copy of the Specifications is available at the Community Resources Division's office.

**\*\*\*\*\* Attention! New Requirements! \*\*\*\*\***

- **New permitting requirements, please see attached**
- **Any bid of \$20,000 or over must be accompanied by a certified check or bid bond in an amount not less than five percent (5%) of the amount bid.**
- **A one hundred percent (100%) performance and payment bond is required with a contract awarded amount of over \$20,000 and filed with the Washington County Circuit Clerk.**
- **A State of Arkansas Commercial Contractor's License is required for ALL bids.**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## SPECIAL TERMS AND CONDITIONS

1. All bids shall be submitted in a sealed envelope and must be submitted on forms provided by the city. No employees of the Community Resources Division are allowed to fill out bid sheets for Contractors.
2. The company or contractor name and project # shall be stated on the face of the sealed bid envelope.
3. Bidders shall include all applicable local, state, and federal sales tax in the bid. The responsibility of payment shall remain with the successful bidder.
4. Prices shall include all labor, materials, profit, insurance, etc., to cover the furnishing of the items of the bid.
5. Bids received after the date and time set for receiving bids will not be considered.
6. The City of Fayetteville reserves the right to accept or reject any and all bids, waive formalities in the bidding and make a bid award deemed to be in the best interest of the City of Fayetteville. The City of Fayetteville shall be able to purchase more or less than the quantity indicated subject to availability of funds.
7. The bid price shall remain good and firm for a period of thirty (30) calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the City of Fayetteville.
8. All products delivered shall comply with applicable standards of quality.
9. Any exceptions to the requirements of the City of Fayetteville must be noted on the Bid Form or on an attached form.
10. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any such bidders, at the discretion of the City of Fayetteville.
11. **The Contractor is to supply the City with evidence of the following:**
  - 1) **Current and valid Certificate of Liability Insurance that includes coverage for**
    - a) **Workman's Compensation and Employer Liability in accordance with the laws of the State of Arkansas,**
    - b) **Commercial General Liability that covers public liability and property damage and**
    - c) **Automobile Liability, if applicable. All premiums and costs**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**shall be paid by the Contractor. In no way will the Owner be responsible in case of accident.**

**2) Current and valid license from the State of Arkansas Contractors Licensing Board.**

12. Specifications furnished with this invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.
13. The City reserves the right to request any additional information it deems necessary from any or all bidders after the submission deadline.
14. Quality, time and probability of performance may be factors in making an award.
15. Any ambiguity in any bid as a result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City of Fayetteville.
16. Bidders must provide the City with their bids signed by an employee having legal authority to submit bids on behalf of the bidder.
17. The request for bid is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by bidder in preparation of bid.
18. Bids must be hand delivered or received by mail in the Community Resources Office, 125 West Mountain St. Fayetteville, AR 72701, on or before the time of closing listed on the Bid Form. Under no circumstances will faxed bids be allowed.
19. The successful bidder will be required to provide a certificate of insurance to the Community Resources Division within ten (10) days of notice of bid award.
20. In the event a contract is entered into pursuant to the "Invitation to Bid", the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
21. The contractor must be prepared to commence work on start date per Notice to Proceed issued by the City Community Resources Division, and must complete the work within Thirty (30) calendar days.
22. A Maximum of three payments may be made on each Housing Rehabilitation Project. Upon

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

satisfactory completion of 40% of the work and submission of proper documentation, 30% of the contract amount may be released to the contractor with 10% being held as retainer. Upon satisfactory completion of 70% of the work and submission of proper documentation, 60% of the contract amount may be released to the contractor with 10% being held as retainer. Final payment shall be made after satisfactory completion and acceptance of the project. Retainers shall be released with the final payment.

23. A certificate of final inspection by the City of Fayetteville's Building Safety Division must be performed before the release of the final check.
24. Contractor must be able to meet Davis-Bacon Act requirements as applicable to project(s).
25. The City of Fayetteville reserves the right to exercise the following Deductive Alternate(s) from all complete bids submitted that will result in the lowest bid to meet the project budget if necessary:
  - a. Extra section of flooring (listed in section F of project specifications) from work to be performed that is shaded pink on project specifications.
  - b. All flooring work (listed in section F of project specifications) to be performed in kitchen area.
  - c. All work listed in section "D: Paint" of project specifications.

## **CDBG Public Facilities Rehabilitation**

**Scope of Project:** Apply new commercial tile floors to many of the rooms. Add new walls to make rooms permanent. Drywall, trim, and paint new walls. Add baby changing equipment. Add electrical plugs. Replace garage door.

**Owner's Name:** City of Fayetteville **Phone:** 479-575-8240

**CDBG Administrator:** Kyle Belt **Phone:** 479-575-8240 **Fax:** 479-444-3445

**Project Location:** Life Source, 602 S School Ave, Fayetteville, AR

**Project #LS-2014**

**On Site Contact:** Jimmy Conduff **Phone:** 479-521-4000

### **Contractors Description of Work:**

Minimum requirements for bidder: Proof of current Arkansas Residential Contractor's license (or Commercial Contractor's license if required by law) which is provided by the State of Arkansas Contractors Licensing Board, Certificate of Liability Insurance, and a statement of Completion of EPA/HUD Approved Lead Safety Training if applicable.

### **GENERAL:**

The contractor will be responsible for all aspects of the construction, installation, repairs, and cleanup as stated in the Scope of Work and Specifics at the project location stated above.

Each bidder will be responsible for a complete inspection of the property at the project location before submitting bid. All the distances, measurements, procedures, and listed materials should be verified before submitting your bid to complete the work. The requirements listed here, in the description of work, are general requirements and it will be the responsibility of the winning bidder to assure the City of Fayetteville that the finished project is in compliance with all applicable codes and standards and achieves the goal of raising the efficiency of the building.

The contractor's duties and responsibilities include, but are not limited to, the following:

- 1) Purchasing of all materials.
- 2) Supervision of all employees and subcontractors.
- 3) Coordination with the City of Fayetteville CDBG Administrator, the City of Fayetteville Code Compliance Office and owners.
- 4) Project design.
- 5) Clean up and restoration of all lawns, planters, walking and driving surfaces to their original condition.
- 6) Keep job site safe for others and practice safe working practices as required.

## **SPECIFICS:**

### **A: WALLS FOR ROOMS**

- A - 1 Disassemble and remove the temporary room dividers in the main open assembly area. Stack neatly in a space shown by the Life Source manager if they want to keep them. If they are not wanted, then sell, donate, recycle or dispose of them as seen fit. Save the doors and the door hardware if they can be reused for the new rooms to be built.
- A - 2 Build new permanent wood framed 2x4 walls in the same vicinity using the measurements on the plan given that is on graph paper. (see Kyle Belt, the CDBG Administrator for the plan) There will be four rooms. Position the framed door openings as shown on the plan leaving room to install jambs to reuse the old slab doors if possible. Like the temporary walls, they will not extend to the ceiling. They are to be 9 foot tall walls. The bottom plate should be treated wood.
- A - 3 The walls should all be covered with ½ inch drywall, mudded, and an orange peel texture applied.

### **B: ELECTRICAL**

- B - 1 Install electrical outlets as shown on the plan following all local codes.
- B - 2 Install an outlet for the freezer in the pantry room on the existing back wall as the plan shows. The outlet should accept a NEMA L14-20 plug for a freezer to be installed. The electrical specs show 208-230/115V, 60Hz, 1P (see Kyle Belt, the CDBG Administrator for the freezer specs to confirm its electrical needs)
- B - 3 Identify the breaker box that feeds the Life Source section and add breakers and conduit as needed to supply the power to all the outlets.

### **C: DOORS AND TRIM**

- C - 1 Examine the existing doors that are in the temporary walls now to see which doors can be reused for the new rooms as shown on the plan. Install the doors and provide any new doors as may be deemed necessary to match the others to complete the project. If the old door jambs cannot be reused, provide new jambs. Install the old door hardware and provide any additionally needed door hardware. Add any needed door casing if wood jambs are used. The double doors should both open but one side should open with a door knob, and the other locked into place with locks that push into the floor and into the head jamb.
- C - 2 Install 1x8 poplar boards to the tops of the walls to cap them off. These will also add additional support laterally to the walls for strength. Apply minimum 2 ¼ wood trim

under all the 1x8s for a finished look.

- C - 3 Apply new commercial vinyl base to the new walls that match the existing vinyl base trim. Remove and attach existing vinyl base or provide new vinyl base to all areas that gets new flooring as needed.
- C - 4 Add any additional trim as needed to the area with the new walls such as corner trim to existing walls if needed.

## **D: PAINT**

- D - 1 The walls should all be painted the same color using a satin finish paint. See Life Source manger to approve all the paint colors.
- D - 2 Paint the wood trim, wall cap, and jambs using enamel paint with a satin finish.
- D - 3 Stain if needed to match old doors and add a sealant to any new doors that were added.

## **E: BABY CHANGING STATIONS**

- E - 1 Purchase two baby changing stations with the following features: high-density polyethylene construction, nylon safety straps, slim profile that fits close to wall, pneumatic cylinders for controlled opening and closing.
- E - 2 Install the changing stations using fasteners and anchors as specified in product instructions so the stations are safe and sturdy. (If blocks are needed behind the drywall for support, install them and patch the wall back to original condition) One is to be in the men's restroom and the other in the women's restroom. Both changing stations are to be opposite the wall the toilet is on.

## **F: FLOORS**

- F - 1 Identify the two areas where new vinyl VCT commercial floor tiles are proposed to be installed and provide itemized prices for each area in bid (refer to the plan provided by Life Source manager showing new floor areas shaded in green and the other in pink, see Kyle Belt, the CDBG Administrator questions). Confirm with the Life Source manager to be sure you have the proper understanding to identify the new floor areas. Determine the footage.
- F - 2 When it is determined which of the two areas or both are in the scope of work, prepare the floors by doing any necessary stripping, sanding, cleaning, or other floor preparations needed according to manufacturer's instruction of new tiles to accept new tiles. Install new VCT tiles in those areas similar to the ones M&M Tile Company in Tontitown, AR carries in stock. Their tiles are about \$.35 each. Install according to manufacturer's

recommended instructions. The tiles should all be the same color, but have color approved by Life Source manager.

## **G: GARAGE DOOR**

- G - 1 Remove the old damaged garage door and track on the exterior wall in the back of the Life Source center.
- G - 2 Install a new steel garage door to fit the opening that is similar in style to the old door. Install track and all necessary components for the door. The door should have a lock from the inside and be an insulated door. The door should be white.

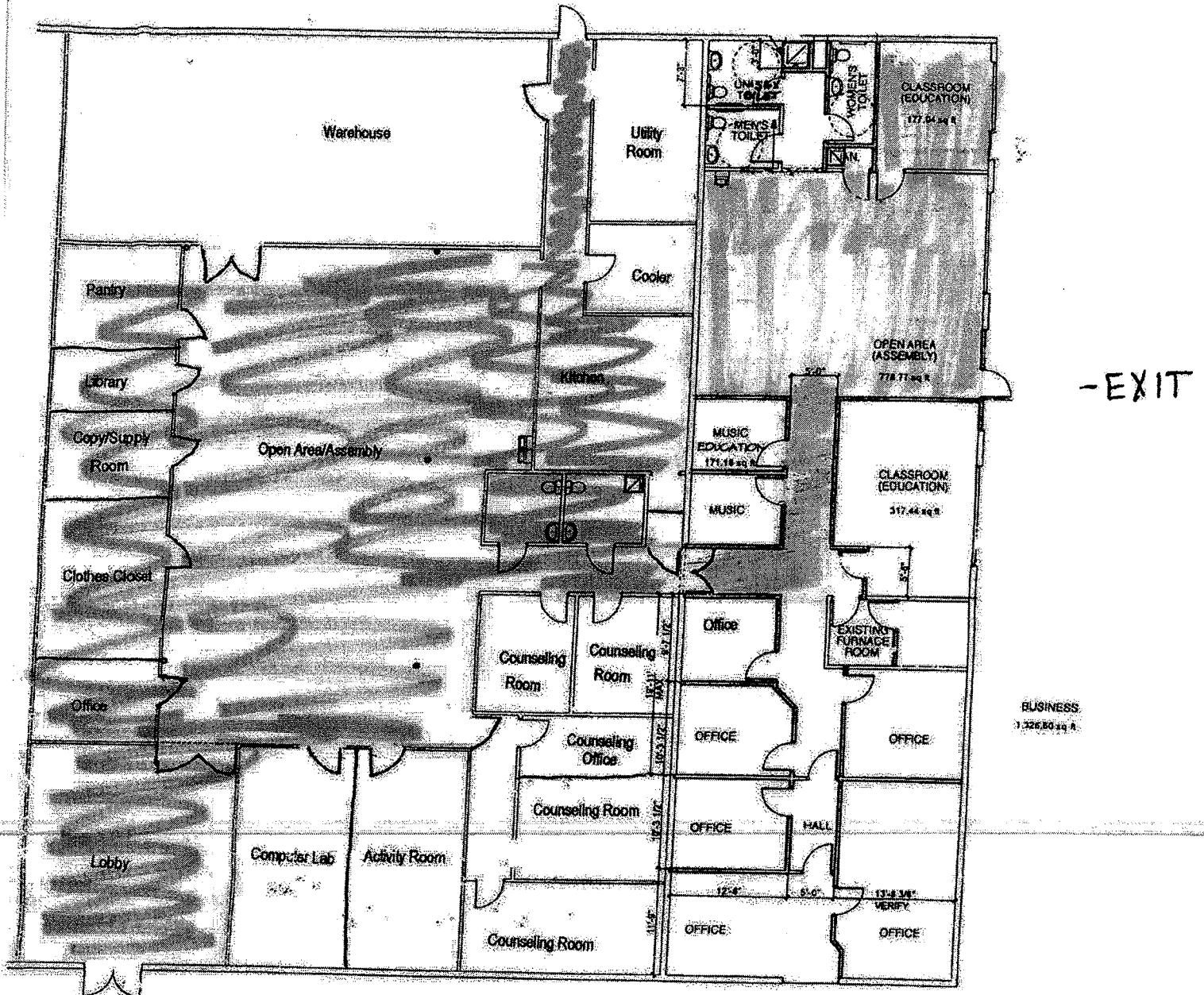
## **H: CLEANUP**

- H - 1 All new, used, and excess construction materials that relate to the job or a change order(s) belongs to the contractor and can be removed from the property by the contractor as needed during the project and shall be removed at completion.
- H - 2 All trash shall be hauled off by contractor and preferably recycled if possible.
- H - 3 All affected areas shall be left broom clean.
- H - 4 If lead paint is present, cleanup will be compliant with EPA/HUD Approved Lead Safety standards.

## **I: OTHER**

- I - 1 All work or materials which are not directly noted in the Scope of Work and Specifics, but are necessary for the proper carrying out of the obvious intentions thereof, are to be understood as implied work and will be provided for by the contractor as if specifically described or drawn.
- I - 2 All work shall be performed in a workmanlike manner according to common construction practices, according to the specifications set forth in the Community Services Program's General Specification Manual, and with adherence to city, state, and national codes.
- I - 3 Any damage to the dwelling or property caused by the contractor, his/her worker(s) or delivery person, and/or their vehicles during the project shall be repaired to like new conditions.
- I - 4 Where applicable, all electrical work shall be performed by a Arkansas State licensed electrical contractor with adherence to the current National Electrical Code.





**LifeSource  
Fire  
Evacuation Route**

~~NEW FLOOR~~

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**STANDARD BID PROPOSAL FORM**

**PROJECT NUMBER:** LS-2014    **DATE ISSUED:** 03-3-2014

**DATE AND TIME OF OPENING:** Monday, 4:00 pm, March 17, 2014

**OWNER'S NAME:** City of Fayetteville

**PROJECT ADDRESS:** 602 S. School Ave., Fayetteville, AR 72701

**ATTENTION**

**The City has the right to select which of the items listed below will be completed based on the amount of funds available.**

\*In blanks below please quote price for each item and the total for project at the bottom.

A) Walls for Rooms: \_\_\_\_\_

B) Electrical: \_\_\_\_\_

C) Doors & Trim: \_\_\_\_\_

D) Paint: \_\_\_\_\_

E) Baby Changing Stations: \_\_\_\_\_

F) Floors (Kitchen): \_\_\_\_\_

F) Floors (Green Shading minus kitchen): \_\_\_\_\_

F) Floors (Pink Shading): \_\_\_\_\_

G) Garage Door: \_\_\_\_\_

H) Cleanup: \_\_\_\_\_

I) Other: \_\_\_\_\_

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**MY TOTAL BID PRICE FOR THIS PROJECT IS \$** \_\_\_\_\_

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address:

Name of Firm: \_\_\_\_\_ Phone # \_\_\_\_\_

Commercial Contractor's License number \_\_\_\_\_

Street address or P O Box \_\_\_\_\_

City / State/ Zip Code \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

