

BID NOTICE
OKEECHOBEE CENTER / OSCEOLA CENTER # 2021-02
REQUEST FOR PROPOSALS
BASIC ORDERING AGREEMENT FOR PREPARE FOR OCCUPANCY (PFO) OF VACANT UNITS

Nelson & Associates, Inc. (Nelson) is issuing this Request for Proposals (RFP) to establish contract(s) with qualified Contractors to perform general construction (i.e., carpentry, plumbing, electrical, painting, cleaning, etc.) in vacant apartment units in Okeechobee Center and Osceola Center, both USDA RD Farm Labor Housing communities owned by the Belle Glade Housing Authority and located in Belle Glade, Florida. It is Nelson's intention to establish a listing of eligible contractors to provide vacant unit prepare for occupancy (PFO) services on an as needed basis, pursuant to agreed upon pricing, provided the contractors responding to this RFP demonstrate all necessary requirements as outlined in the proposal.

Feel free to contact Jessica Zelaya at the Belle Glade Housing Authority to inspect vacant units or with any questions.

Proposal packets are available at the BGHA Office and on the website indicated below. Contractors are responsible for checking the websites for any comments or addenda. No bids will be accepted after 2:30 pm, (EST) on Friday, February 26, 2021. Bidders may obtain a copy of the bid packet at the websites below under the Bid/Jobs Tab or by contacting the Office:

<http://www.nelsonasc.com/bids-jobs/>

All proposals and all inquiries should be directed to:

Jessica Zelaya
Senior Property Manager
Belle Glade Housing Authority
1204 N.W. Ave L Terrace
Belle Glade, FL. 33430
Office 561-996-7366
Fax 561-996-9503
Email jessica.zelaya@nelsonasc.com

Nelson reserves the right to reject any or all proposals. MBE/WBE firms and Section 3 owned businesses firms are encouraged to submit proposals.

1. DESCRIPTION OF SERVICES

NELSON is issuing this Request for Proposal (RFP) to establish contract(s) with qualified Contractors to perform general construction (i.e., carpentry, plumbing, electrical, painting, cleaning, etc.) in vacant apartment units. It is NELSON's intention to establish a listing of eligible contractors to provide vacant unit prepare for occupancy (PFO) services to NELSON on an as needed basis, pursuant to agreed upon pricing, provided the contractors responding to this RFP demonstrate all necessary qualifications and meet all requirements as outlined in the proposal.

2. SCOPE OF WORK

The Contractor is required to provide labor, supplies, equipment, and the tools necessary for vacant unit PFO services. This work is inclusive of profit, overhead, and general and administrative fees.

Services to be provided for a complete PFO are as follows:

- **Cleaning**: complete janitorial services, cleaning and sanitizing the unit in preparation for a new tenant.
- **Painting**: preparation, paint, and finish work.
- **NELSON will provide primer and paint.**
- **Maintenance**: necessary repairs to (or replacement of) apartment fixtures and hardware.

NOTE:

Owner will provide all kitchen cabinets, range hoods, counter tops, and backsplashes, tub surrounds, vanities and other appliances as needed. Contractor is responsible for all other material required to repair the unit.

3. GENERAL OVERVIEW

The NELSON PFO Maintenance Supervisor will assess each vacant unit and place units into categories based on the severity of repairs needed.

- **Standard Unit**
- **Moderate Unit with Kitchen**
- **Moderate Unit with Bathroom**
- **Extensive**

The Turnover/Make Ready Specs Sections below provides the specific scope of work requirements for each category. Contractor shall provide firm fixed costs to provide the services described in each category.

4. TURNOVER/MAKE READY SPECS

LEVEL 1 - STANDARD UNIT REPAIRS

- A. Remove and replace all smoke detectors with same or like type or ceiling mounted smoke and install one CO combination alarm detectors in main hallway (9yr Battery life).
- B. Remove and replace all existing window blinds. Remove any window treatment or window blind hardware from windows,
- C. Remove/Replace all electrical outlets, switches, GFIs and corresponding cover plates and replace with new.
- D. All light fixtures to be cleaned and covers shall be removed and replaced. Light fixture covers shall match existing. Replace all light bulbs with new. Light fixtures should be new style.
- E. All window returns, jamb, head and sills shall be patched/ repaired (as required), i.e.: cracks, notches, holes, etc.
- F. Initial pricing will be based on contractor installing VCT tile throughout.
NOTE: Actual unit pricing will be adjusted based on actual condition and type of existing flooring to be replaced or refinished.
- G. Initial pricing will be based on contractor to removing and installing vinyl cove base (roll).
NOTE: Actual unit pricing will be adjusted according to the type of base to be repaired or replaced.
- H. All existing plumbing fixtures, trim and accessories shall be free of leaks and improper water flow. The BGHA shall provide all parts such as washers, seals, packing nuts, knobs and handles, stems, escutcheon plates, etc. as required for proper plumbing fixture and trim operation.
- I. Doors
 - 1. All existing doors not specified to be removed shall remain and shall be free of binding and looseness. All existing doors shall hang level and square within each existing doorframe with latch sets securing properly.
 - 2. Clean and refinishing wood doors. Sand and vacuum between coats and apply two to four coats of polyurethane finish on wood doors as needed.
 - 3. Prepare existing door surfaces and frames as required for specified finish.
 - 4. Existing door surfaces with doorframes and trim shall be free from dents, marks, and holes. Replace missing door trim with new to match existing.
 - 5. All doors and frames are to be painted both sides.
 - 6. All existing door frames not specified to be removed shall remain and shall be free of looseness, missing trim, damages and skewed angles.

7. All existing hardware specified to remain shall perform properly. Lubricate existing hinges and locksets using a silicone-based spray. All parts missing shall be replaced and match existing.

J. Windows

1. Clean all windows, window wells, frames and sills, to include glass surface.
2. All windows and sashes shall be adjusted for proper operation. Where required for proper operation, replace all missing window parts.
3. All existing window hardware shall perform properly. Lubricate locksets as required. All missing hardware elements shall be replaced to match existing.
4. Remove all stationary curtain rods and/or window treatments and provide new horizontal springs 1" mini blinds, formed-steel or extruded aluminum (head rail and bottom rail) for each window in unit.

K. Paint

1. Prep and paint all walls, ceilings, doors and trim. Minimum of 2 coats of paint on Walls, ceiling and doors if needed.

L. Kitchen Cabinets

1. All cabinets not specified to be removed shall remain and shall be free from surface marks, scratches, and dents. All cabinets must be sanded and stained.
2. Kitchen countertop shall be integral with backsplash with a radius edge and sealed tight to wall.
3. All cabinets must align and close properly. Make adjustments as required.
4. Caulk Kitchen countertops and backsplash tight to wall.

M. Bathrooms

1. Caulk tub, vanity and sink, re-grout tile as needed.
2. Remove and install new toilet seat.
3. All medicine cabinets and vanities shall be cleaned inside and out thoroughly and replace any missing shelves, if any. Lubricate hinge with a silicone-based spray for proper operation.

N. Plumbing Fixtures/Trim and Accessories

1. All existing plumbing fixtures, trim and accessories shall be free of leaks and improper water flow.
2. All existing lavatory stems shall have aerators and all bathroom lavatory sinks shall have an overflow hole.
3. All existing toilet flush tank assemblies shall operate properly.
4. All plumbing lines should have no leaks.

O. Cleaning

1. The entire unit should be cleaned and ready for move in.

LEVEL 2 - MODERATE UNIT WITH KITCHEN REPAIRS

- A. All Level 1 repairs plus:
- B. Remove and replace all countertops, faucets, sinks and cabinets.

LEVEL 3 – MODERATE WITH BATHROOM REPAIRS

- A. All Level 1 repairs plus:
- B. Remove and replace all medicine cabinets, vanities and toilets. Re-grout tile, caulk tub, vanity and sink.

LEVEL 4 – EXTENSIVE UNIT REPAIRS

- A. All Level 1 repairs plus:
- B. Remove and replace all countertops, faucets, sinks and cabinets.
- C. Remove and replace all medicine cabinets, vanities and toilets (if needed) and paint tub and walls if noted by owner.

If repairs are beyond the scope of this pricing, the Contractor is expected to contact Management with an explanation and an estimated cost for these repairs.

The contractor will be expected to fully complete the attached price breakdown in the bid form.

5. COMPLETION

- a) Upon completion of each repair, or when directed by Management or Maintenance Supervisor, the Contractor shall conduct careful inspection with the Management or Maintenance Supervisor and shall correct all defective work to the satisfaction of Nelson.
- b) Remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory condition.

6. WARRANTY

- a) The Contractor and or manufacturer shall warrant all work for a period of two years from the date of acceptance of completed job.
- b) Any defects in materials or workmanship appearing during this period shall be corrected without cost.

7. CONTRACTORS EMPLOYEES

The contractor shall ensure that personnel are knowledgeable of all the requirements of these specifications. The contractor shall be responsible for instructing his employees in safety measures considered appropriate. Safety requirements shall be complied within all activities under this award.

8. SITE CONTROL

Any areas being prepared, repaired, or finished shall be secured from public access, clearly marked, and barricaded, if necessary. At all times, work shall not interfere with ingress or egress of the building or normal operations by tenants, employees or vehicles. All surrounding surfaces and vegetation shall be protected from contact with any materials used in this project.

The contractor is solely responsible for damage to surrounding surfaces, facilities, vegetation, vehicles, or persons caused by its materials, equipment, workers, or agents. The contractor shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of this project. No materials or equipment shall be left on the site when the contractor's workers are not present. The contractor is responsible for protecting the work from damage from any source prior to final acceptance.

9. WORK SCHEDULE

The Contractor shall perform work when needed and requested, including day and night hours as well as weekends and holidays.

10. MINIMUM PROPOSER REQUIREMENTS

- a. The Contractor shall be a full time, licensed contractor and possess and maintain a valid State of Florida general contractor's and or appropriate specialty contractor's license.
- b. The Contractor shall provide evidence of his existence in the general contracting business for a minimum of three (3) years.
- c. The Contractor shall provide references from at least five (5) facilities and/or municipalities for which work has been completed. References shall be indicated with the BID FORM.

11. CONTRACT PRICING

- a. Cost shall include all materials, equipment and labor for standard application.
- b. The Bidder shall quote a separate hourly rate for any work for which a "square or linear footage" calculation cannot be determined.

12. INSURANCE REQUIREMENTS

The contractor shall obtain insurance with a responsible company or companies, having a minimum rating of B+ or above, licensed to do business in the State of Florida, as well as Florida Workmen's Compensation Insurance coverage. The contractor or insurance carrier shall forward official insurance certificates to Nelson. The contractor shall provide public liability, property damage, personal liability and automobile insurance with a one million dollar (\$1,000,000) combined single limit. Belle Glade Housing Authority and Nelson & Associates, Inc. DBA Diverse Real Estate Services, Inc. shall be named as an additional insured.

Itemized Pricing Schedule

The following itemized pricing schedule is the contractor's breakdown of costs enumerating some of the specific tasks associated with the completion of the PFO of each unit regardless of type. This schedule can be used as the basis for establishing additions or subtractions of the base price for individual units should an adjustment or modification in price for a specific unit be warranted and deemed appropriate by the owner and contractor during the contract term.

ITEMIZED PRICE SCHEDULE

<u>Description of Work</u>	<u>Unit of Measurement</u>	<u>Unit Cost</u>
Patch Plaster / Drywall Walls and Ceilings	Sq. Ft.	\$
Paint Walls and Ceilings	Sq. Ft.	\$
Complete Repair of Hole in Drywall / Plaster 3 sq. ft. and above	Sq. Ft.	\$
Prep and Paint Wood Trim	LF	\$
Prep and Paint Baseboards, Door Jambs, Handrails, Archways	LF	\$
Paint and Seal Doors (Both Sides)	Each	\$
Install Kitchen Exhaust Fans	Each	\$
Caulk Counters and Vanities	LF	\$
Paint Concrete Floor	Sq. Ft.	\$
Strip and Wax VCT Flooring	Sq. Ft.	\$
Install VCT	Sq. Ft.	\$
Install 4" Vinyl Cove Base	LF	\$
Install 6" Vinyl Cove Base	LF	\$
Install up to 30" Wide Door and Hardware	Each	\$
Install up to 36" Wide Door and Hardware	Each	\$
Install Wood Moldings	LF	\$
Install Insulated Pipe Wrap	LF	\$
Install Duplex or Switch Cover Plate	Each	\$
Replace GFCI Outlet	Each	\$
Replace GFCI Outlet	Each	\$
Install Floor Mounted Doorstop	Each	\$
Install Wall Mounted Doorstop	Each	\$
Chip Repairs on Bathtubs and Sinks	Sq. In.	\$
Replace Toilet	Each	\$
Install Tub Surround (3 Wall, Polypropylene)	Each	\$
Install Bathtub Faucet	Each	\$
Install Kitchen Faucet	Each	\$

Install Lavatory Faucet with Pop-Up Drain	Each	\$
Install Kitchen Sink, Stainless Steel, Double Bowl, 33"x22", 7" Bowl Depth	Each	\$
Install Bathroom Sink, 37"x19" Vanity Top 4" Center	Each	\$
Furnish and Install Medicine Cabinet	Each	\$
Furnish and Install Smoke and CO Alarm with Battery Backup	Each	\$
Cleaning Fees	Daily	\$
Install Tub Surround (Tile)	Each	\$
Install Bathroom Faucet	Each	

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if discovered that any information entered herein to be false, such shall entitle Nelson to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the response, the undersigned is hereby agreeing to abide by all terms and conditions pertaining to this RFP as issued, either in hard copy or on the NELSON website. Upon issuance of award to proposer, NELSON is accepting Contractor's offer contained in the submittal and this Fee Submission. The Contract commences upon NELSON's issuance of a Notice of Contract Commencement. Pursuant to all RFP Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply the services described herein for the fee(s) submitted pertaining to this RFP.

Date: _____, 2020

Company: _____

By: _____
(Signature of Offeror)

By: _____ Title: _____ (Print Name)

Belle Glade- 1968 Construction

Pricing for Painting and Standard Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
0 BR- Quadplex	1598	
0 BR - Sixplex	2397	
1 BR - Duplex	1020	
3 BR -Single Family	851	
4 BR -Single Family	1051	

Pricing for Painting and Moderate Bathroom Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
0 BR- Quadplex	1598	
0 BR - Sixplex	2397	
1 BR - Duplex	1020	
3 BR -Single Family	851	
4 BR -Single Family	1051	

Pricing for Painting and Moderate Kitchen Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
0 BR- Quadplex	1598	
0 BR - Sixplex	2397	
1 BR - Duplex	1020	
3 BR -Single Family	851	
4 BR -Single Family	1051	

Pricing for Painting and Extensive Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
0 BR- Quadplex	1598	
0 BR - Sixplex	2397	
1 BR - Duplex	1020	
3 BR -Single Family	851	
4 BR -Single Family	1051	

Belle Glade- 1982 Construction

Pricing for Painting and Standard Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1594	
3 BR -Single Family	915	
4 BR -Single Family	1301	

Pricing for Painting and Moderate Bathroom Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1594	
3 BR -Single Family	915	
4 BR -Single Family	1301	

Pricing for Painting and Moderate Kitchen Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1594	
3 BR -Single Family	915	
4 BR -Single Family	1301	

Pricing for Painting and Extensive Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1594	
3 BR -Single Family	915	
4 BR -Single Family	1301	

Belle Glade- 1988 Construction

Pricing for Painting and Standard Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Pricing for Painting and Moderate Bathroom Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Pricing for Painting and Moderate Kitchen Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Pricing for Painting and Extensive Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Belle Glade- 1990 Construction

Pricing for Painting and Standard Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Pricing for Painting and Moderate Bathroom Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Pricing for Painting and Moderate Kitchen Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Pricing for Painting and Extensive Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
2 BR - Duplex	1592	
3 BR -Single Family	1031	

Belle Glade- 1997 Construction

Pricing for Painting and Standard Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
1 BR- Quadplex	2894	
2 BR - Duplex	1500	
3 BR -Single Family	1025	
4 BR -Single Family	1213	

Pricing for Painting and Moderate Bathroom Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
1 BR- Quadplex	2894	
2 BR - Duplex	1500	
3 BR -Single Family	1025	
4 BR -Single Family	1213	

Pricing for Painting and Moderate Kitchen Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
1 BR- Quadplex	2894	
2 BR - Duplex	1500	
3 BR -Single Family	1025	
4 BR -Single Family	1213	

Pricing for Painting and Extensive Unit Repair

Unit Size	Approx. Sq. Ft	Pricing
1 BR- Quadplex	2894	
2 BR - Duplex	1500	
3 BR -Single Family	1025	
4 BR -Single Family	1213	