

BID REQUEST

DATE: 4-8-21 UNIT#: 613 3 BR.

HOMEOWNER: Blackfeet Housing LOCATION: Browning

BID ITEMS: Interior Repairs
SCOPE OF WORK ATTACHED

LABOR ONLY ☒ TYPE OF BID:
MATERIAL & LABOR ☐

BID DUE DATE: 4-19-21 TIME: 2 PM

BID OPENING DATE: _____ TIME: _____

RETURN BID TO:
BLACKFEET HOUSING
ATTN: PROCUREMENT OFFICE
P.O. BOX 449
BROWNING, MT 59417
(406) 338-5031 EXT. 218
FAX (406) 338-2662

MATERIALS: \$ _____ LABOR: \$ _____

TOTAL BID AMOUNT: \$ _____

CONTRACTORS NAME/ COMPANY _____
PHONE # _____ DATE _____

CONTRACTORS ARE SUBJECT TO DAVIS BACON WAGE RATES / INDIAN
PREFERENCE APPLIES/ BLACKFEET HOUSING RESERVES THE RIGHT TO REFUSE
OR REJECT ANY OR ALL BIDS.

A NOTICE TO PROCEED MUST BE ISSUED TO CONTRACTOR BEFORE
ALLOWED TO GO TO WORK

CONTRACTOR MUST VISIT WITH FIELD FORMAN ON WALK THROUGH OF UNIT
OR JOB SITE VISIT

**BLACKFEET HOUSING
RENOVATION DEPARTMENT - WORK ORDER**

CONTRACTOR: _____ DATE: _____

UNIT #: 613 TENANT: Vacant

FIELD FOREMAN: B. Rucine 229-1341 PROJECT MT8: 6

WORK TO BE DONE: Interior Repairs

SIDING TYPE: _____ SQ. FT: _____

ROOFING TYPE: _____ SQ. FT: _____

INSULATION TYPE: _____ SQ. FT: _____

WINDOWS: X

DOORS: X BACK: _____ FRONT: _____

LABOR:	\$
TOTAL COST	\$

REMARKS: _____

FIELD SUPERVISOR SIGNATURE: _____

CONTRACTOR SIGNATURE: _____

BHRD SUPERVISOR: _____

PROJECT: INTERIOR X Renovation
UNIT# 613
INTERIOR REPAIRS , 3 Bedroom
SUBJECT: Interior Repairs

GENERAL NOTES AND CONTRACTOR REQUIREMENTS

1. Contractor shall verify all dimension and conditions specified or represented in the following document and any attached documents at the job site and shall notify Blackfeet Housing of any discrepancies, omissions, and/or conflicts before proceeding with the work.
2. Contractor shall furnish all tools and labor to accomplish this contract.
3. Contractor must comply with the rules and regulations of agencies having jurisdiction and shall conform to all tribal, city, county and federal construction, safety and sanitary laws, codes, statutes and ordinances.
4. Contractor shall be responsible for scheduling of all inspections and all other paper work in order to receive payment.
5. All work shall be erected and installed plumb, level, square, true and in proper alignment.
6. Contractor shall be responsible for all cutting and patching required for their work.
7. Contractor shall insure proper and adequate blocking; all blocking for cabinet work will be the responsibility of the contractor.
8. Contractor will do all adjustments, doors, cabinets, shelving, trim and touch up for unit to pass for occupancy.
9. Contractor shall at all-time keep the premises free of accumulation of waste materials or rubbish; premises to be swept clean daily of related construction debris. At the completion of the work leave the job site free of all materials, any and all rubbish that is a result of any phase of this scope of work.

GENERAL SCOPE OF WORK

Demo and Trash

1. Remove all garbage found throughout interior AND exterior of unit.

TOTAL QUANTITY = 3 PICK UP BED LOADS OF GARBAGE

2. Demo the following interior items listed below.

TOTAL LINEAR FEET = 510 L.F. OF WINDOW AND DOOR TRIM DEMO

TOTAL QUANTITY = 14 INTERIOR DOORS

TOTAL QUANTITY 6 WALL CABINETS

TOTAL BASE UNITS = 4 TOTAL BASE CABINETS w/ KITCHEN SINK

TOTAL COUNTER TOPS = 2 TOTAL COUNTERTOPS

TOTAL VANITIES 1 W/ SINKS HALLWAY BATH ROOM.

TOTAL LINEAR FEET = 367 L.F. FLOOR BASE

TOTAL SQUARE FEET = 0 S.F. OF UNDERLAY AND FINISH FLOOR.

TOTAL QUANTITY = 2 EXTERIOR DOOR (S). 1 – 3-0 R-H 1-2-8 R-H

2.a DO NOT DEMO BATH TUB TO REPAIR FLOOR.

Interior Patch, Prime and Paint – Refer to attached scopes of work.

3. Repair gyp board at all areas required throughout entire unit along with pin/nail holes throughout.

TOTAL SQUARE FEET = 300 S.F. OF GYP BOARD REPAIR/REPLACE.
WALL PATCH & REPAIR 300 SQ. FT.
CEILING ACCUSTIC 32 SQ. FT. REPAIR

AFTER WALL DAMAGE IS REPAIRED TEXTURE 300 SQ. FT. OF REPAIR

APPLY 2- COATS OIL BASE PRIMER. TO CAPSULATE THE SMOKE DAMAGE..

4. Prime ONE (1) AND apply 2 coatS of interior finish paint to all areas with gyp board throughout entire interior of unit. COVER UP INSPECTION REQUIRED AT EACH COAT

TOTAL SQUARE FEET = 4,067 S.F. OF PRIME&PAINT AREA 1,128 S.F. CEILING,
2,936 S.F. WALL AREA)

Interior Repairs – Underlayment Installation INSTALL ¼ UNDERLAYMENT THROUGH OUT UNIT OVER THE TOP OF VYNL.

5. Apply plywood underlayment to all applicable codes and manufacturer's specifications.

TOTAL SQUARE FEET = 0 S.F. OF UNDERLAYMENT INSTALL

6. Install new finish flooring throughout entire unit. This shall include re-install of toilet at finish phase.

TOTAL SQUARE FEET = 0 S.F. OF FINISH FLOORING.

7. **Bathroom** – Install vanity along with countertop, bathroom sink and all provisions in Bathroom(s).

TOTAL QUANTITY = 1 **VANITY BASE WITH COUNTERTOP, SINK AND ALL PROVISIONS**

8. **Bathroom** – Install toilet in Bathroom. Toilet installation shall include all required for fixture to function properly. Waste line to elbow and additional PVC shall be considered part of installation.

TOTAL QUANTITY 1 HALL WAY ONLY 1

9. **Bathroom** – Install all finish items in bathrooms with all required backing.

TOTAL QUANTITY = 2 **24" TOWEL BARS** 1 **TOILET PAPER HOLDERS**
1 **MEDICINE CABINETS**

10. Install new tub shower access in laundry room.

TOTAL QUANTITY = 1 **SHOWER TUB ACCESS**

11. Install new washer box located in laundry area. Include installation of new dryer vent. Refer to attached scope of work.

TOTAL QUANTITY = 1 **WASHER BOX and 1 DRYER VENT**

Interior Repairs – Door Installation

12. Make all necessary repairs to interior doors ensuring proper closing and all required hardware, replacing as required.

DOOR REPAIR = 14 **INTERIOR DOORS TO REPAIR**

12a R & R WINDOWS ALL #6 WINDOWS, RE-CONSTRUCT RUFF OPENINGS TO FIT NEW SIZE WINDOWS. INSTALL TO HOUSING SPECs.

INSTALL 2- EXTERIOR DOORS 1 -3-0 R-H 1- 2-8 L-H

INSTULATION CODE WIL BE INCLUDED W/ SCOPE OF WORK SPRAY FOAM 1 INCH TO R-O THEN THE REST WITH FIBER GLASS INSULATION TO CASING SIDE.

Interior Finish – Refer to finish scope of work

13. Install wall and base cabinets in kitchen/dining area. Include installation of counter tops and kitchen sink with all required plumbing. Range hood will require venting through attic to outside of roof. Include fillers.

TOTAL WALL UNITS = 6 TOTAL WALL CABINETS w/ GREASE SHEILD AND RANGE HOOD
TOTAL BASE UNITS = 4 TOTAL BASE CABINETS w/ 1 KITCHEN SINK
TOTAL COUNTER TOPS 2 TOTAL COUNTERTOPS

14. Install casing to perimeter of all windows, interior side of exterior doors, both sides of interior doors and both sides of openings, Finish all bedroom closets AND bathroom linen with stained 1x to inside perimeter of rough opening before applying casing. Install spray and fiber insulation at all windows before casing install.

TOTAL ESTIMATED LINEAR FEET = 510 L.F. OF CASING
TOTAL ESTIMATED LINEAR FEET = L.F. OF STAINED 1X6 UTILITY RM.DOOR.

15. Remove and replace all damaged floor base throughout unit as needed. Include any required, needed touch up paint and gyp repair.

TOTAL LINEAR FEET = 367 LIN. FT. L.F. OF FLOOR BASE

16. Install closet rods and shelving in all bedroom closets, closet and one single shelf above laundry area. Install five (5) new shelves in linen closets. Include NEW SHELVING CLEATS stained or painted to match with no texture.

TOTAL QUANTITY = 20 CLOSET RODS 20 CLOSET SHELVES
TOTAL QUANTITY = 12 LINEN/PANTRY CLOSET

17. Install new attic access and new crawl space access. Crawl access installation shall include all required trim, finish flooring and pull handle. Attic access shall include all required trim and paint to finish.

TOTAL QUANTITY = 1 CRAWL ACCESSW/ T-METAL 1 ATTIC
ACCESS W/ CASING

18. Install new curtain rods above all windows throughout unit. Curtain rods shall be placed at 1" over and above top outside corner of window casing.

TOTAL QUANTITY = 6 CURTAIN RODS

19. Install fire extinguisher to wall surface adjacent to kitchen area.

TOTAL QUANTITY = 1 FIRE EXTINGUISHER

20. Clean out all visible debris located at floor duct openings and install new floor registers.

TOTAL QUANTITY = 9 FLOOR REGISTERS CHECK FOR DUCT WORK THAT MAY NOT BE
HOOKED UP. AND CLEAN OUT ALL DEBRIS.

21. INSTALL VENTING FOR RANGE HOOD VENT THROUGH WALL CAINENT AND CEILING.

22.) ATTACHED RETURN AIR VENT IN HALL CEILING.

22.) COMPLETE 2 STEPS FOR THE FRT. TREATED DECK ALREADY IN PLACE.

23.) BE SURE TO MAKE KITCHEN CABINET LAY OUT BEFORE DEMO OF NEW CABINETS.

24.) BE SURE TO ASK QUESTIONS ON ANY THING IN SCOPE BEFORE STARTING.

21. CONTRACTOR IS RESPONSIBLE FOR ALL CONSTRUCTION DEBRIS RESULTING FROM THIS CONTRACT. CLEAN THROUGHOUT ENTIRE UNIT AS DESCRIBED IN ATTACHED SCOPE OF WORK. **THIS WILL INCLUDE EXTENSIVE CLEANING OF TILE FLOORING WHICH MAY REQUIRE USE OF BUFFER AND CLEANING SOLUTION.** CLEANING INCLUDES EXTERIOR SHED WHEN APPLICABLE. ALL CLEANING AND WORK DESCRIBED IN CONTRACT WILL BE **100% COMPLETE AT THE END OF FINISH PHASE.** RETAINAGE MAY BE HELD UNTIL BLACKFEET HOUSING OCCUPANCY CLEARS UNIT TO BE OCCUPIED. INCLUDE INSTALLATION OF FIRE EXTINGUISHER.

Page-

PROJECT: Blackfeet Housing

UNIT: 613 / Browning

Note: This page is part of contract.

CONTRACTORS ARE RESPONSIBLE FOR THE FOLLOWING

Partner Ship, Insurance, Tero Certification, Blackfeet Business Licence, Tero compliance

Mandatory Contractor Must Clean up job site Daily 100%

REPLACING MATERIALS AT CONTRACTORS EXPENSE DUE TO:

THEFT, VANDALISM, MISUSE, OF MATERIALS, NEGLECT

ACCIDENTS AND LIABILITIES OF ANY SORT.

DUMP FEES, Must turn in Dump receipt with demo phase.

PROVIDING OWN TOOLS AND LABOR.

PERFORMING IN A PRODUCTIVE PROFESSIONAL MANNER.

CONTACTING INSPECTORS FOR INSPECTIONS.

CONTACT: Brian Still Smoking B.H.F.S., Melvin Ironshirt B.H.R.S. Harley DeCarlo TO

CLEAR UP UNCERTAIN OR UNEXPLAINED ITEMS

DISPOSING OF ALL TRASH AND DEBRIS TO BROWNING SOLID WASTE / CLEAN UP JOB SITE.

Keys are to be turned in before retainage is released or paid out to contractor

NOTE: TRASH TO BE BID IN WITH CONTRACT.

ALL BIDDING CONTRACTORS ARE ADVISED TO LOOK AT PLANS or SCOPE OF WORK BEFORE BIDDING, ALL BIDS FINAL, REQUESTING CREW SIZE, LUMP SUM BID, PER SQ. FT., HOURLY RATE, STARTING DATE AND ESTIMATED COMPLETION DATE. COMPLETE ATTACHED ITEM LABOR BREAK.

BLACKFEET HOUSING

Policy: Inspections

Policy Name: Policy and Procedures for Inspections

Inspectors have the authority to stop work when necessary. When this action is taken they will immediately call the Field Supervisor to that unit or job location before work is allowed to resume.

Inspectors will no longer sign off on a Work Phase until that phase is 100% Complete and NO Exceptions!

Each phase is not to be considered complete until the daily clean up is approved.

Contractors will be allowed only 2 contracts at a time. Bids will not be allowed until the contractor submitting the bid is in its final stage(s) of his/her contract(s).

Inspections will be required at the end of each phase.

Field Supervisors will be in the office from 8 am to 10 am and 3 pm to 5 pm in the event they are needed by the contractors, etc. This is the time that they will do the "Scope of Work."

The Field Supervisors are the only ones that will be allowed to write up a Change Order.

Field Supervisors will not be dealing with Home Owners in the future. This communications will be dealt with through the renovation Supervisor.

When inspectors start on a unit they are required to follow through on that unit from start to finish. The only exception would be if that Inspector is on leave or absent.

Rental Contract Inspections will be done by the Inspection Department. Final Inspections on rentals will be conducted with Field Supervisor, Maintenance Supervisor, Occupancy Technician and the Contractor.

Mutual Home Inspections: Every effort will be made to have the Mutual Home Owner or a representative Present at each inspection. If neither one is present the Home Owner will accept inspections!

Contractors will sign up daily when each phase of work is completed. (24 hour mandatory notice) Inspection schedule will be posted in B.H. Lobby Bulletin Board posting area LP#5 inspection sheet.

Copy of Contracts Scope of Work & Phases will go to the Inspection Department.

100% of each phase must be completed. Retain age is not to be a consideration when deciding if the phase is complete.