



HOUSING & COMMUNITY DEVELOPMENT
THE CENTER OF IT ALL

Request for Proposal #: 320-240426AG

Housing Repair and Urgent Repair

Date of Issue: 05/18/2026

Proposal Due Date: 06/03/2026

At 02:00 P.M. ET

Direct all inquiries concerning this RFP to:

Alicia Gaines

Alicia.Gaines@rockymountnc.gov

252-972-1227

Attendance of bidders at pre-bid meetings on the job site is required. No bids will be accepted from any vendor not represented at the pre-bid meeting.

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EXECUTION PAGE: PROPOSAL/ACCEPTANCE FORM

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor’s knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City , or from any person seeking to do business with the City . By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent? Yes No** If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest.

Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.

| | | |
|--|--|---------------------------|
| VENDOR: | | |
| STREET ADDRESS: | P.O. BOX: | ZIP: |
| CITY & STATE & ZIP: | TELEPHONE NUMBER: | TOLL FREE TEL. NO: |
| PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11): | | |
| PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: | RRP Certification? Circle one: Yes No | |
| VENDOR’S AUTHORIZED SIGNATURE: | DATE: | EMAIL: |

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: days. Project must begin within 60 days of the opening at the rates proposed in Attachment A.

ACCEPTANCE OF QUOTE

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**CITY OF ROCKY MOUNT
STANDARD FORM OF INFORMAL CONTRACT
AND GENERAL CONDITIONS**

FOR

Project ID# - RFP 320-240426AG

I. PROGRAM INFORMATION

The goal of this program is to promote neighborhood stability and preserve the existing supply of single-family homes by assisting moderate income homeowners with repairs to their homes.

This project is supported by the 2023-2025 Biennium Appropriation of the NC General Assembly State Grant.

The max budget for this project is as follows:

- Housing Repair/Urgent Housing Repairs up to \$20,000
- H.O.M.E Project Repairs \$40,000 (Non-Lead) to \$50,000 (Lead)

II. SCOPE OF WORK

The scope of work includes but is not limited to the following: HVAC, Plumbing, Carpentry, Painting & Wallpaper, Drywall & Plaster, Floor Coverings, Electrical, and Roofing Repairs. The scope is specific to each home.

III. PROJECT SCHEDULE

| Event | Responsibility | Date and Time |
|---|----------------|--|
| Issue RFP | City | Monday 05/18/2026 |
| Mandatory Pre-bid/Site Visit | City | Tuesday 05/26/2026 9:00 am – 12:00 pm |
| Submit Written Questions | Contractor | Thursday 05/28/2026 5:00 pm |
| Provide Response to Questions/Addendum Deadline | City | Friday 05/29/2026 |
| Submit Proposals | Contractor | Wednesday 06/03/2026 2:00 pm |
| Contract Award | City | TBD |
| Estimated Completion Date | Contractor | TBD |

IV. MANDATORY SITE VISIT

Mandatory Pre-Bid Meeting

Date: 05/26/2026
 Time: 9:00 am – 12:00 pm
 Contact #: 252-972-1227

Instructions: It shall be MANDATORY that each Vendor representative be present for a pre-bid site visit on May 26, 2026. Attendees shall meet promptly at **9:00 a.m.** Eastern Time at 331 S. Franklin Street, Rocky Mount, NC 27804. All attendees must sign in upon arrival and clearly indicate the prospective Vendor represented on the sign in sheet. **LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN, NOR SHALL THEIR BID BE CONSIDERED.** Late arrivals may be excluded from the meeting room until all on-time attendees have completed sign-in, and the sign-in

sheet secured. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow. On-time attendance will be strictly enforced.

The purpose of this visit is for all prospective Vendors to apprise themselves with the conditions and requirements which will affect the performance of the work called for by this Request for Proposals. Vendors shall stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this bid.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Invitation for Bid, must be confirmed by written addendum before it can be considered to be a part of this bid.

V. QUESTIONS

Written questions shall be e-mailed to Alicia.Gaines@rockymountnc.gov prior to close of business on the date specified in the proposal schedule. Contractors will enter "RFP #320-240426AG – Questions" as the subject for the email.

Questions received prior to the submission deadline date, responses, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the City of Rocky Mount <https://www.rockymountnc.gov/Bids.aspx> website(s) and the North Carolina Department of Administration website <https://evp.nc.gov/solicitations/> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFP, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFP.

Inquiries submitted no later than the date and time noted in the project schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

VI. PROPOSAL SUBMITTAL

Contractors interested in performing the services requested must submit the following information:

- a) One (1) copy of their RFP response, including name, address, and phone number of contact person, along with signed receipt pages of any addenda released in conjunction with this RFP and **the RFP document**.

1. RFP responses shall be addressed to:

Attn: RFP #320-240426AG
City of Rocky Mount
Purchasing- Alicia Gaines
331 S. Franklin Street
Rocky Mount, NC 27802

All RFP responses shall be received by the date and time noted in the schedule on page 4. RFP responses may be sent via US Mail, FedEx, UPS, or hand-delivered. **Faxed and emailed RFP responses will not be accepted.**

VII. AUTHORIZED SIGNATURE REQUIREMENT

All proposals, bids, or other offers must be signed by an individual authorized to bind the firm contractually. The City reserves the right to request documentation showing evidence of signatory authority (e.g., corporate resolution, operating agreement, power of attorney, or other verification). Failure to provide such documentation upon request may result in disqualification of the offer or rejection of the executed contract.

VIII. REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

| COMPANY NAME | CONTACT NAME | TELEPHONE NUMBER | EMAIL |
|-------------------------------|--------------|------------------|-------|
| | | | |
| | | | |
| | | | |
| Optional: City of Rocky Mount | | | |

IX. CITY’S RIGHTS AND OPTIONS

The City reserves the following rights, which may be exercised at the City’s sole discretion:

- To supplement, amend, substitute or otherwise modify this RFP at any time;
- To cancel this RFP with or without the substitution of another RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Proposals submitted;
- To conduct investigations with respect to the qualifications and experience of each Service Provider;
- To waive any defect or irregularity in any Proposal received;
- To reject any or all Proposals;
- To share the Proposals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Proposals including but not limited to financial terms; and
- To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding

**CITY OF ROCKY MOUNT
URGENT REPAIR PROGRAM
BID DOCUMENT**

2809 S. Church St, Rocky Mount



BRIEF DESCRIPTION & OWNER CONCERNS:

This home was built in 1910 and contains 805 sq ft of conditioned space with a covered front porch. The home has standing seam metal roof panels with strip sheathing. We will be removing the metal roof, installing new roof sheathing on top of the strip sheathing, and new asphalt shingles.

SPECIFICATIONS DATED: 3-2-26

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 2-25-26

ADDRESS: 2809 S. Church St, Rocky Mount 27803

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write-up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.

9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.
2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either
 - (first choice) the existing damaged materials that are being replaced, or
 - (second choice) the original materials on adjacent surfaces.
3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.
4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.
5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.
6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.
7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

ROOF, CHIMNEYS

Remove the existing metal roofing and roofing components and dispose of same.

Bid Amount _____

Install new 1/2 OSB roof sheathing over the entire roof deck.

Bid Amount _____

Install a new Atlas Pinnacle Pristine GAF Timberline HDZ, Certaineed Landmark, or Owens Corning TruDef Duration architectural shingle roof:

Install new shingle manufacturer recommended synthetic roofing underlayment to cover the entire roof. Install manufacturer recommended hip and ridge shingles over new manufacturer recommended shingle over ridge vent. Install all new pipe boots and exhaust vent roof flanges.

All abutments shall be step flashed and counter flashed with black or dark bronze step and counter flashing. Install kick out flashing at the bottom of roof/wall intersections.

Seal all flashing, vent stacks and flanges with BASF NP1 black paintable caulk. The roof components shall be installed according to the manufacturer's specifications and be completed in a professional manner.

The Contractor shall submit the warranty information to the manufacturer and provide the Homeowner with warranty paperwork.

Bid Amount _____

Install flashing at all chimneys, step flashing and counter flashing, all counter flashing shall be cut into the brick. Counter flashing shall be painted black or matching roof color. All flashing shall be completed in a professional manner.

Bid Amount _____

Install white or black aluminum 4-in drip edge at entire perimeter of roof. The drip edge shall be installed straight and true with butt joints overlapping 1-in. Secure the drip with roofing tacks every 16-in. Install the synthetic underlayment on top of the drip edge along eaves.

Bid Amount _____

Install continuous shingle over style ridge vent and hip and ridge shingles; ventilator to run length of structure: install per manufacturers specifications.

Bid Amount _____

TOTAL BID _____

NAME OF BIDDER: _____

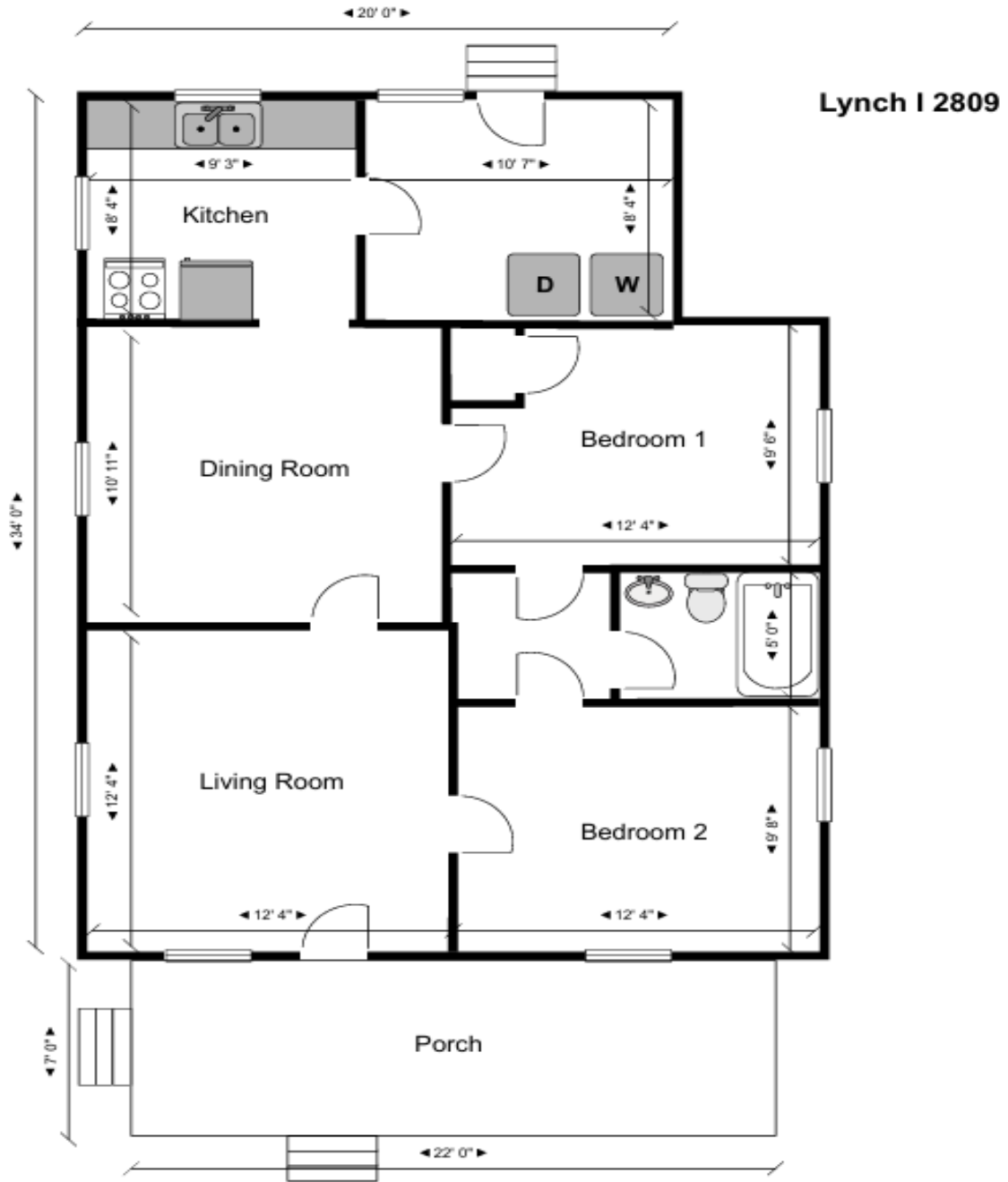
AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

Equivalent products can be used upon providing submittal and approval prior to installation.

NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
URGENT REPAIR PROGRAM
BID DOCUMENT**

703 Nashville Ave, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This is a 1,120 sq ft wood clapboard siding home built in 1939. The house has a standing seam metal roof and is leaking. We will be removing the standing seam metal roof, sheathing the entire roof with OSB, and installing asphalt shingles.

SPECIFICATIONS DATED: 3-2-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 2-25-2026

ADDRESS: 703 Nashville Ave, Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write-up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor, whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufacturers' and suppliers' written warranties covering items furnished under the contract prior to the release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents, including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.

9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with the current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.

2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either

- (first choice) the existing damaged materials that are being replaced, or
- (second choice) the original materials on adjacent surfaces.

3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.

4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.

When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.

6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

ROOF, CHIMNEYS

Remove the existing metal roofing and roofing components and dispose of same.

Bid Amount _____

Install new 1/2 OSB roof sheathing over the entire roof deck.

Bid Amount _____

Install a new Atlas Pinnacle Pristine GAF Timberline HDZ, Certaineed Landmark, or Owens Corning TruDef Duration architectural shingle roof:

Install new shingle manufacturer-recommended synthetic roofing underlayment to cover the entire roof. Install manufacturer-recommended hip and ridge shingles over a new manufacturer-recommended shingle over ridge vent.

Install ice/rain guard in valleys and over the entire front porch roof deck.

Install all new pipe boots and exhaust vent roof flanges.

All abutments shall be step flashed and counter flashed with black or dark bronze step and counter flashing. Install kick out flashing at the bottom of roof/wall intersections.

Seal all flashing, vent stacks and flanges with BASF NP1 black paintable caulk. The roof components shall be installed according to the manufacturer's specifications and be completed in a professional manner.

The Contractor shall submit the warranty information to the manufacturer and provide the Homeowner with warranty paperwork.

Cost Estimate 9,965.30

Remove two chimneys below roof deck and cap and seal same with fireproof material.

Bid Amount _____

Install white or black aluminum 4-in drip edge at entire perimeter of roof. The drip edge shall be installed straight and true with butt joints overlapping 1-in. Secure the drip with roofing tacks every 16-in. Install the synthetic underlayment on top of the drip edge along eaves.

Bid Amount _____

Install continuous shingle over style ridge vent and hip and ridge shingles; ventilator to run length of structure: install per manufacturers specifications.

Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: AUTHORIZED SIGNATURE: _____

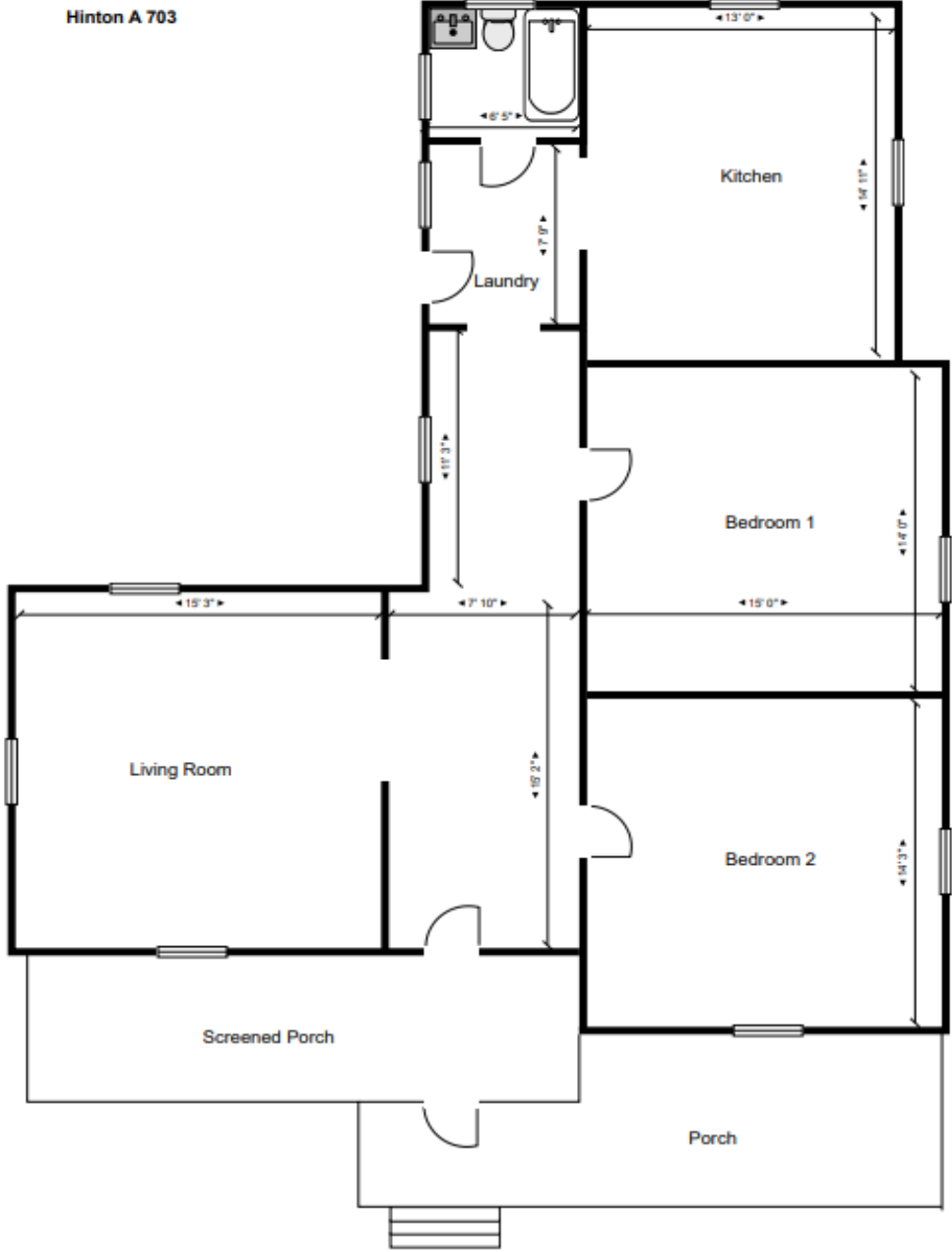
AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

Equivalent products can be used upon providing submittal and approval prior to installation.

NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
URGENT REPAIR PROGRAM
BID DOCUMENT**

1206 Cypress St, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This 1,117 sq ft brick veneer home was built in 1956. The main concern for the Homeowner is the replacement of the HVAC gas furnace AC and duct work replacement. There is debris in the crawlspace that will have to be removed and a moisture barrier to be installed. An electrical upgrade on the interior sub panel will be done.

SPECIFICATIONS DATED: 3-2-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 2-25-2026

ADDRESS: 1206 Cypress St, Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
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2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either

- (first choice) the existing damaged materials that are being replaced, or
- (second choice) the original materials on adjacent surfaces.

3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.

4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.

5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.

6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

FOUNDATIONS

Remove all debris from crawlspace and dispose of same. Install continuous Black 6-mil poly vapor barrier to 100% of accessible crawlspace area. Lap poly barrier up foundation wall a minimum of 4", lap seams a minimum of 6", secure with bricks. Accessible to be defined as one vertical foot. Work to include removal of all debris. To comply with local code requirements (consult with building inspector).

Bid Amount _____

ELECTRICAL

All work shall be performed by a licensed electrical contractor:

Replace the existing interior fuse panel with a new service panel with capacity equal to Code requirements for the electrical demand of the dwelling unit including all specified upgrades with main disconnect and index circuits for easy reference. Tie in complete.

Bid Amount _____

HEATING

All work shall be performed by a licensed HVAC contractor:

Seal around all floor, wall and ceiling penetrations. Install dryer venting to the exterior
If the scope of work includes the installation of new HVAC equipment or replacement of existing HVAC equipment: the work shall include any item necessary to complete the installation of said equipment, including but not limited to: removal of existing equipment, folding staircases, attic access, attic platforms, crawlspace doors, piers and /or concrete slabs. Installation of new Dryer vent or repair of existing dryer vent is required.
All equipment must meet or exceed the international residential building code.
Remove all existing heating equipment including electric baseboard heat strips, thermostats and repair with matching material.

Install a new gas-fired central heating and cooling split or package system, complete, to include controls, automatic thermostat, fans, wiring, supply/return grilles and filter etc. Insulated metal plenum(s) with insulated metal or flex ductwork system, Duct insulation shall be R-8, (R-6 in conditioned space) and shall include a vapor barrier on the outside surface with a flame-spread rating not greater than 25 and a smoke density not greater than 50. Size in accordance with ACCA Manual J specifications. Do not use foil faced or batt insulation (commonly used for walls, ceiling, and floors) as duct insulation. Staples used to secure duct insulation shall be a minimum of 2-inch outward clinching heavy duty staples. All seams shall be sealed with vapor barrier Mastic or approved equally durable alternative. Minimum AFUE rating of 90%. Minimum SEER rating of 14.0. Delivery system ductwork shall be designed in accordance with ACCA Manual D. Insulated plenum shall be a minimum of 15' long and flex duct shall be no longer than 15' with no sharp turns or compression. System capacity, copy of sizing calculations, and duct design calculations and drawings must be submitted to the CDO for pre-approval. All work must be performed by a licensed HVAC contractor.

Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

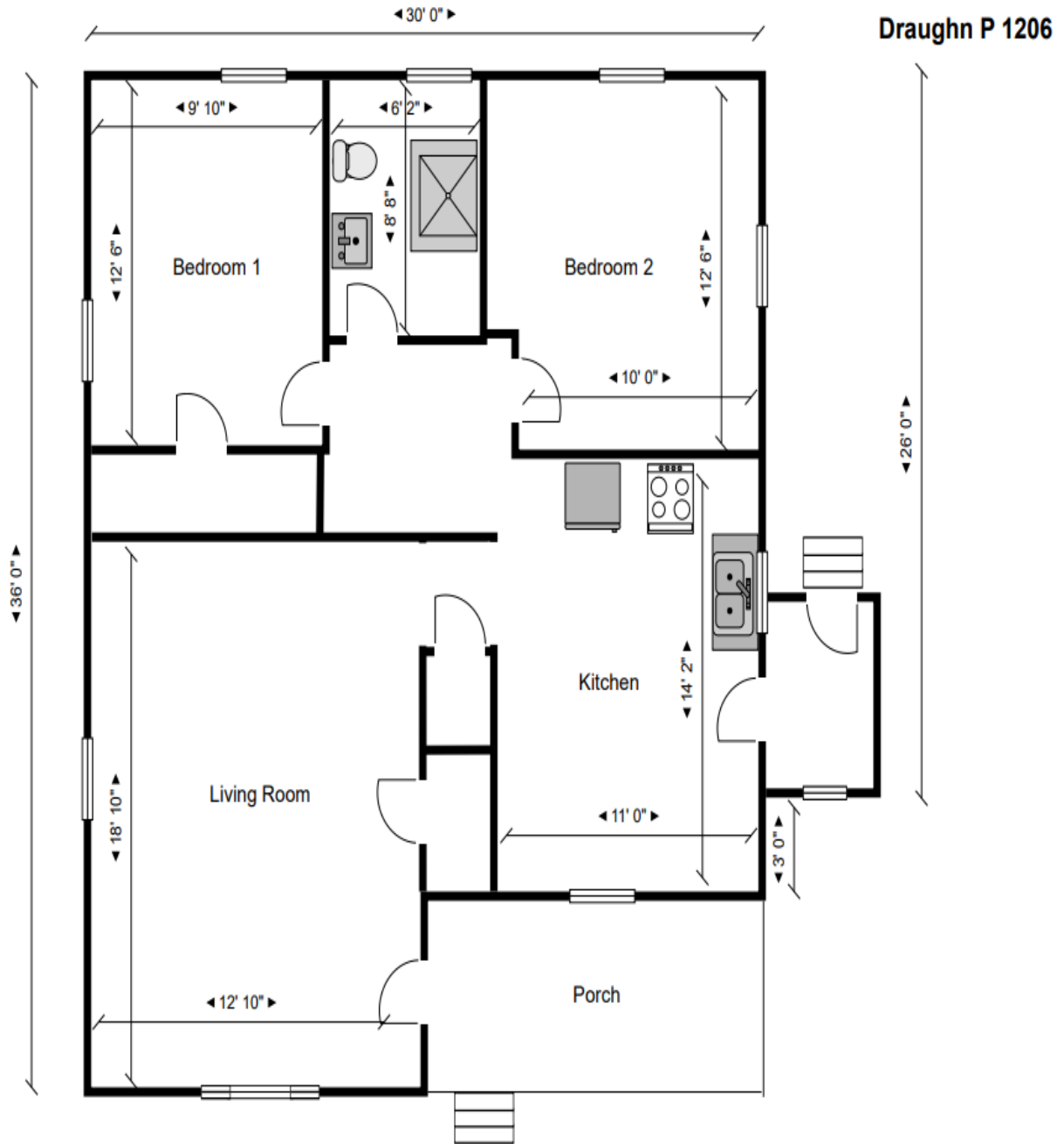
GENERAL SPECIFICATIONS

Equivalent products can be used upon providing submittal and approval prior to installation.

NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

The Occupant is responsible for boxing and protecting any breakable items. The Contractor shall be responsible for moving furniture, boxes, etc. to facilitate the work. Ensure that personal belongings are covered with painters' plastic such as furniture and clothing when working in specific areas.

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
URGENT REPAIR PROGRAM
BID DOCUMENT**

2832 Deer Run, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This 1985 mobile home main issue is a deteriorated subfloor in the Living Room, Kitchen/Dining Room/ Laundry. There is also a shower stall that was started; however it was not completed.

SPECIFICATIONS DATED: 3-30-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 3-17-2026

ADDRESS: 2832 Deer Run Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.
9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.

2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either

- (first choice) the existing damaged materials that are being replaced, or
- (second choice) the original materials on adjacent surfaces.

3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.

4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.

5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.

6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

EXITS

Remove old caulking around exterior trim on front door. Apply NP-1 caulk around exterior trim and wipe a smooth bead.

Location: Front door exterior trim

Bid Amount _____

WINDOWS

If the scope of work includes the replacement of windows, all windows shall meet sections R303.1, R308, R310, R613 of the international residential building code.

Tempered glass is required for windows close to exits.

Windows with grids are not required unless otherwise specified.

Alarm system connections, if existing and working, must be working after new window installation is complete.

Kitchen window is leaking around seal. Remove the window and install new butyl tape to same. Reinstall the window unit using new screws.

Location: Kitchen window

Bid Amount _____

PORCHES

Remove existing rear stoop completely to include removal of all floor members, posts, columns, and stoop. Remove foundation/piers.

Bid Amount _____

Install a new free-standing 5' x 5' stoop and steps at the entrance, complete: Deck band to rest on pressure treated 4"x 4" posts embedded in concrete. Install new steps and handrails all around. Detail specifications: (All lumber shall be pressure treated); deck sills doubled 2" x 8" s bolted to sill plate of structure; joists: 2" x 8"s 16" OC; flooring: 5/4 decking; deck guard-rails : top and bottom 2"x 4"s with 2" x 2"s pickets set on centers so that a 4" sphere cannot pass between any opening, height to be 36"; steps: 36" width; stringers: three 2" x 12" stringers set on masonry/concrete; treads: two 2"x 6"s spaced 1/4" apart; maximum riser: 7 1/2"; step handrails: 4"x 4" posts embedded in concrete and top and bottom 2" x 4"s with 2" x 2"s pickets set on centers so that a 4" sphere cannot pass between any opening.

Bid Amount _____

PLUMBING

All work shall be performed by a licensed plumbing contractor:

Seal around all floor, wall and ceiling penetrations.

If the scope of work includes the installation of a new bathroom or replacement of existing bathroom fixtures, all fixtures must meet clearance standards and must meet or exceed the water usage standards of the international residential building code

Install a Elkay Dayton 20-gauge double bowl self rimming eight inch stainless steel sink, complete with water saver (1 2 to 2 gal. per minute) Delta Classic faucet (single lever), spray, basket strainers, p-trap, continuous waste supply lines, and cutoff valves.

Bid Amount _____

Install 5-foot fiberglass shower set (1, 2 or 4 piece) complete; including 3 valve diverter or single lever (Delta) type controls, with water saver (2 to 2.2 gal. per minute) shower head. Matching wall surround to have integrally molded soap dish. Install rigid air block material behind unit on all exterior walls. Install an HD shower rod and plastic curtain.

Location: Left side bathroom

Bid Amount _____

Make supply line and DWV line connections to the new shower and Kitchen sink. Ensure proper connections and configuration of DWV lines.

Bid Amount _____

INTERIOR WALL

Telephone and cable TV connections, if existing and working must be working after interior is complete.

Install 1/2" gypsum wallboard: installed at right angles to studs. Apply joint compound per manufacturer's specifications. Finish surface to be free of defects. Carefully remove and reinstall/replace all trim work. Install corner bead where applicable. Install new crown molding.

Location(s): Left side bathroom and bedroom opposite of bathroom shower

Note: Walls around shower stall may have to be furred.

Bid Amount _____

CABINETS AND CLOSETS

Install 12 LF of new base cabinet, prefinished, (Diamond Now or approved equivalent). Cabinets to be installed plumb and true, all joints with wall to be trimmed as applicable. Install post form countertop with 4" backsplash.

Location(s): Kitchen

Bid Amount _____

FLOORS AND STAIRS

Install Bruce 12-mm thick laminate flooring with manufacturer approved underlayment: laminate flooring shall have a minimum 25-year warranty and be Green Guard certified. Install per manufacturer's specifications. Install in adjacent closets and install metal trim at all adjacent doorways. Install standard wood quarter round molding and 3/4" wood baseboard. All door trim shall be undercut and flooring installed under same. Flooring shall have a price point of \$3.00 per square foot.

Location(s): Living Room (~13' x 15'), Hallway (~40" x 8'), Kitchen/ Dining Room/ Laundry (~13' x 18')

Bid Amount _____

Repair/replace defective floor members: remove all defective flooring, sub-flooring, joists, and replace with new materials. All replacement members within 12" of grade must be pressure treated.

Location(s): Living Room, Kitchen, Laundry

Bid Amount _____

INTERIOR PAINTING

Apply two (2) coats of primer plus paint (no VOC) latex paint to all specified areas:
New interior trim, left side bathroom walls, new drywall in bedroom

Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

All work must comply with international residential building code
A plastic permit box mounted on a post must be located on site

If the house is built prior to 1978, the General Contractor SHALL be a NC Certified Renovate Firm.

Equivalent products can be used upon providing submittal and approval prior to installation.

The Contractor shall set up containment walls for projects that produce a significant amount of dust. No cutting inside the home without containment walls set up.

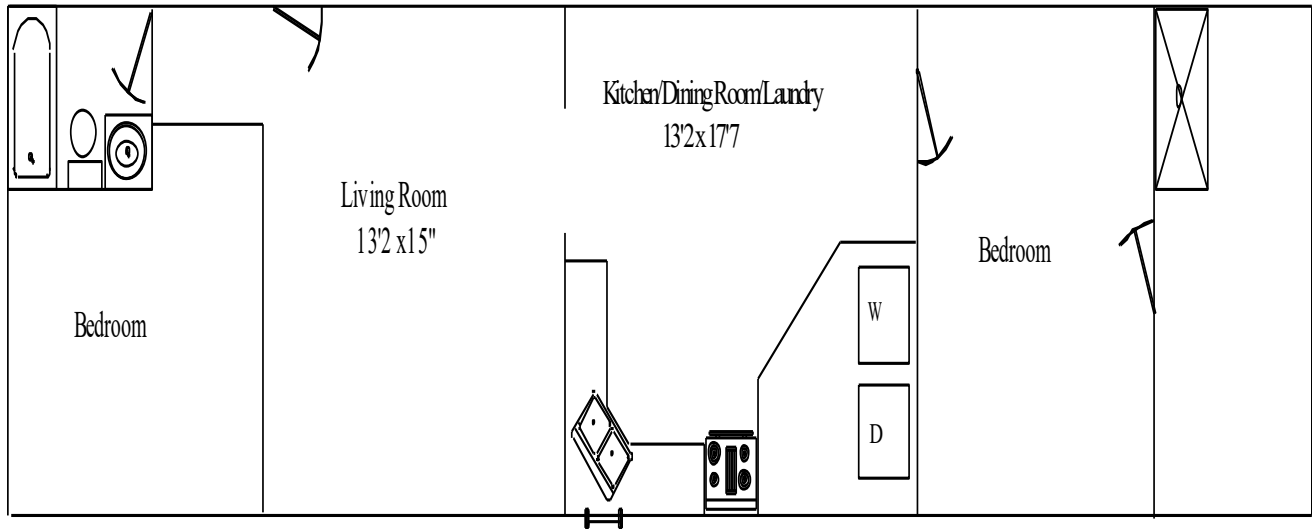
NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

NOTE: Contractor is responsible for all permits and for the removal of all renovation debris. Work must be performed in a workmanlike manner and conform to all applicable codes and to the City's rehabilitation specifications. Owner reserves the right to a limited choice of roofing, paint, vinyl, and marlite colors.

The Occupant is responsible for boxing and protecting any breakable items. The Contractor shall be responsible for moving furniture, boxes, etc. to facilitate the work. Ensure that personal belongings are covered with painters' plastic such as furniture and clothing when working in specific areas.

NOTE Contractor to pick up job sight daily.

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
URGENT REPAIR PROGRAM
BID DOCUMENT**

923 Tarboro St, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This is a story about a half of 1980 sq ft brick veneer home built in 1950. The two main issues at the house are gas furnace HVAC replacement and an electrical subpanel upgrade.

SPECIFICATIONS DATED: 3-24-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 3-17-2026

ADDRESS: 923 Tarboro St, Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.

9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.
2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either
 - (first choice) the existing damaged materials that are being replaced, or
 - (second choice) the original materials on adjacent surfaces.
3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.
4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.
5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.
6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

PLUMBING

Replace tub/shower fixture and valve with a new 3 handle tub/shower faucet, valve and shower head.
Location: Hallway bathroom

Bid Amount _____

ELECTRICAL

Install a new electrical sub panel to replace the existing interior fuse panel with main disconnect. Check all circuits, switches, and outlets on this sub panel for proper operation. Index circuits for easy reference. Tie in complete.

Bid Amount _____

HEATING

All work shall be performed by a licensed HVAC contractor:

If the scope of work includes the installation of new HVAC equipment or replacement of existing HVAC equipment: the work shall include any item necessary to complete the installation of said equipment, including but not limited to: removal of existing equipment, folding staircases, attic access, attic platforms, crawlspace doors, piers and /or concrete slabs.

All equipment must meet or exceed the international residential building code.

Install a new gas-fired central heating and cooling split or package system, complete, to include, controls, automatic thermostat, fans, wiring, and new filter. The unit shall have a minimum AFUE rating of 92% and a minimum SEER 2 rating of 15.2. Size the unit in accordance with ACCA Manual J specifications. System capacity, copy of sizing calculations, and drawings must be submitted to the CDO for pre-approval. All work must be performed by a licensed HVAC contractor.

Install a new duct shroud from house wall to unit and seal with silicone caulk.

Note: Existing duct work is not to be replaced.

Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

All work must comply with international residential building code
A plastic permit box mounted on a post must be located on site

If the house is built prior to 1978, the General Contractor SHALL be a NC Certified Renovate Firm.

Equivalent products can be used upon providing submittal and approval prior to installation.

The Contractor shall set up containment walls for projects that produce a significant amount of dust. No cutting inside the home without containment walls set up.

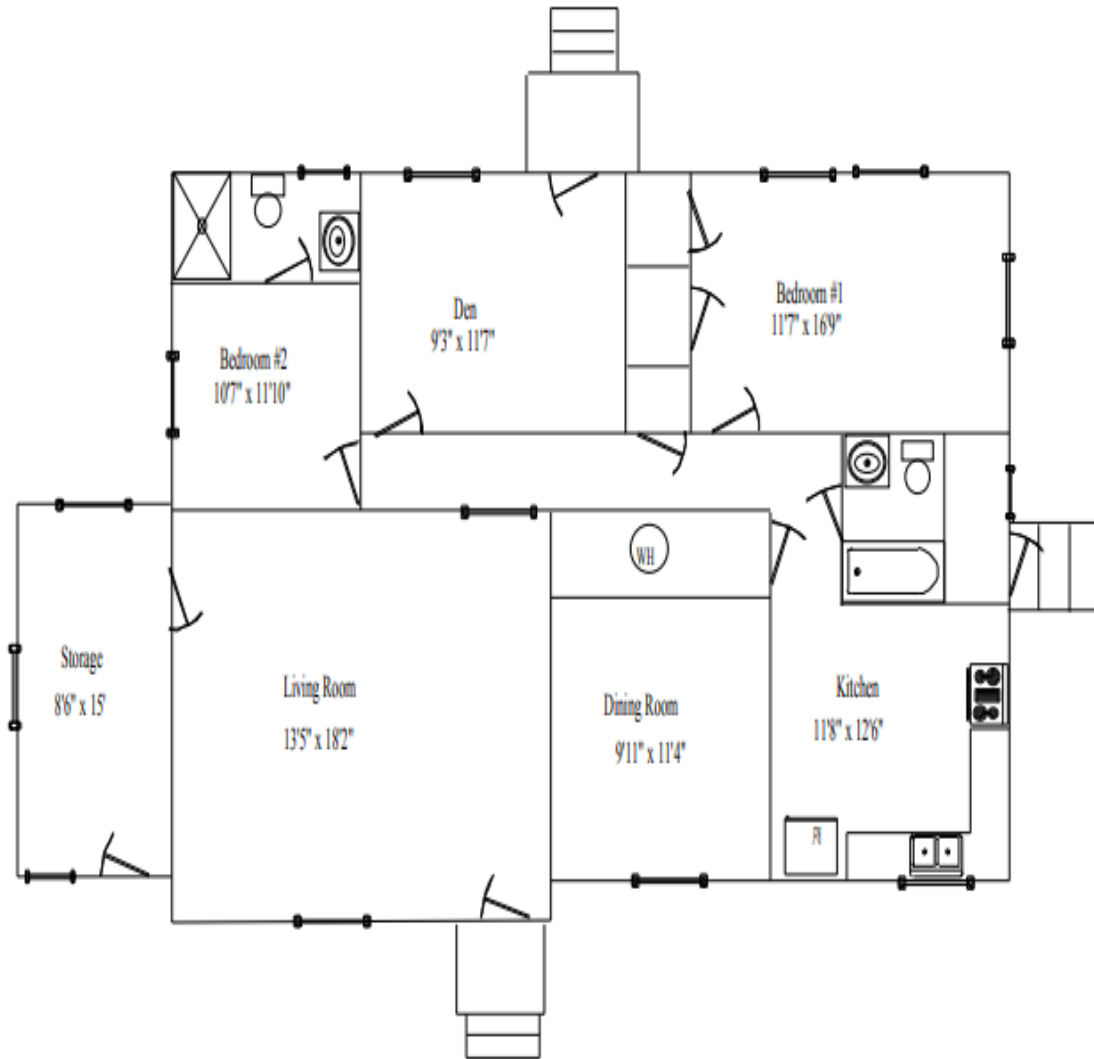
NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

NOTE: Contractor is responsible for all permits and for the removal of all renovation debris. Work must be performed in a workmanlike manner and conform to all applicable codes and to the City's rehabilitation specifications. Owner reserves the right to a limited choice of roofing, paint, vinyl, and marlite colors.

The Occupant is responsible for boxing and protecting any breakable items. The Contractor shall be responsible for moving furniture, boxes, etc. to facilitate the work. Ensure that personal belongings are covered with painters' plastic such as furniture and clothing when working in specific areas.

NOTE Contractor to pick up job sight daily.

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
URGENT REPAIR PROGRAM
BID DOCUMENT**

628 Nelson St, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This is a 816 sq ft brick veneer home that was built in 1968. The two main needs of the house are a roof replacement and new replacement windows.

SPECIFICATIONS DATED: 3-23-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 3-17-2026

ADDRESS: 628 Nelson St Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.
9. Paint and Primer shall be the following or approved equal:

1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.

2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either

- (first choice) the existing damaged materials that are being replaced, or
- (second choice) the original materials on adjacent surfaces.

3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.

4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.

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SPECIFICATIONS BY TRADE

ROOF, CHIMNEYS

Install a new Atlas Pinnacle Pristine GAF Timberline HDZ, Certaineed Landmark, or Owens Corning TruDef Duration architectural shingle roof: remove existing roofing down to sheathing; replace all defective sheathing; renaill all loose sheathing with ring shank nails; allow for a maximum of 50 LF of roof decking maximum (any extra will be change order- call Rehab Specialist for approval).

Install new shingle manufacturer recommended synthetic roofing underlayment to cover the entire roof.

Install ice/rain guard membrane in valleys and on eaves of roof.

Install manufacturer recommended hip and ridge shingles over new manufacturer recommended shingle over ridge vent.

Install all new pipe boots and exhaust vent roof flanges.

All abutments shall be step flashed and counter flashed with black or dark bronze step and counter flashing.

Seal all flashing, vent stacks and flanges with BASF NP1 black paintable caulk. The roof components shall be installed according to the manufacturer's specifications and be completed in a professional manner.

The Contractor shall submit the warranty information to the manufacturer and provide the Homeowner with warranty paperwork.

Bid Amount _____

Install step flashing at the chimney. All flashing shall be completed in a professional manner.

Bid Amount _____

Install white or black aluminum 4-in drip edge at entire perimeter of roof. The drip edge shall be installed straight and true with butt joints overlapping 1-in. Secure the drip with roofing tacks every 16-in. Install the synthetic underlayment on top of the drip edge along eaves.

Bid Amount _____

Install continuous shingle over style ridge vent and hip and ridge shingles on the main roof of the structure; ventilator to start 4 ft back of each gable: install per manufacturer's specifications.

Bid Amount _____

EXTERIOR WALL, SOFFIT, AND FASCIA

Replace missing piece of vinyl siding on the left side gable (~ 5 ft long). Match the existing vinyl siding as close as possible.

Bid Amount _____

HVAC

Install a new gas-fired central heating and cooling split or package system, complete, to include controls, automatic thermostat, fans, wiring, supply/return grilles and filter etc. Size in accordance with ACCA Manual J specifications. Minimum AFUE rating of 90%. Minimum SEER rating of 15.2. All work must be performed by a licensed HVAC contractor.

Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

All work must comply with international residential building code

If the house is built prior to 1978, the General Contractor SHALL be a NC Certified Renovate Firm.

Equivalent products can be used upon providing submittal and approval prior to installation.

The Contractor shall set up containment walls for projects that produce a significant amount of dust. No cutting inside the home without containment walls set up.

NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

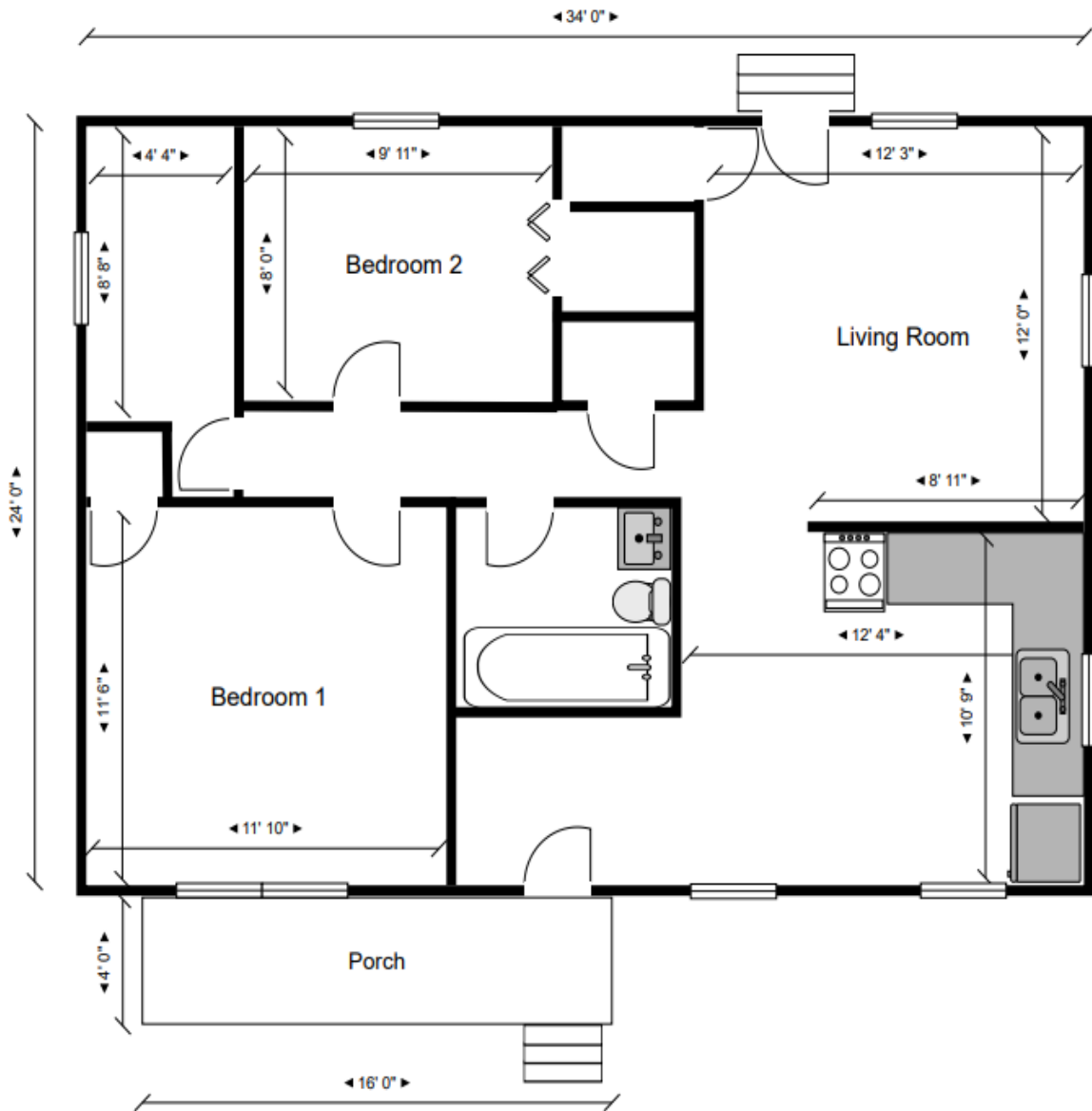
NOTE: Contractor is responsible for all permits and for the removal of all renovation debris. Work must be performed in a workmanlike manner and conform to all applicable codes and to the City's rehabilitation specifications. Owner reserves the right to a limited choice of roofing, paint, vinyl, and marlite colors.

The Occupant is responsible for boxing and protecting any breakable items. The Contractor shall be responsible for moving furniture, boxes, etc. to facilitate the work. Ensure that personal belongings are covered with painters' plastic such as furniture and clothing when working in specific areas.

NOTE Contractor to pick up job sight daily.

BUILDING FLOORPLAN SKETCH

Proctor J 628



**CITY OF ROCKY MOUNT
HOUSING REPAIR PROGRAM
BID DOCUMENT**

2704 Stewart Lane, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This is 1,650 sq ft ranch style wood siding home built in 1975. The two main issues with the house is that it needs a roof replacement and new windows on the front of the house.

SPECIFICATIONS DATED: 3-23-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 3-17-2026

ADDRESS: 2704 Stewart Lane Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.

9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.

2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either

- (first choice) the existing damaged materials that are being replaced, or
- (second choice) the original materials on adjacent surfaces.

3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.

4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.

5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.

6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

ROOF, CHIMNEYS

Install a new Atlas Pinnacle Pristine GAF Timberline HDZ, Certaineed Landmark, or Owens Corning TruDef Duration architectural shingle roof: remove existing roofing down to sheathing; replace all defective sheathing; renaill all loose sheathing with ring shank nails; allow for a maximum of 100 LF of roof decking maximum (any extra will be change order- call Rehab Specialist for approval).

Install new shingle manufacturer recommended synthetic roofing underlayment to cover the entire roof.

Install new ice/rain guard on valleys and on eaves of structure.

Install manufacturer recommended hip and ridge shingles over new manufacturer recommended shingle over ridge vent.

Install all new pipe boots and exhaust vent roof flanges.

All abutments shall be step flashed and counter flashed with black or dark bronze step and counter flashing. Install kick out flashing at the bottom of roof/wall intersections.

Seal all flashing, vent stacks and flanges with BASF NP1 black paintable caulk. The roof components shall be installed according to the manufacturer's specifications and be completed in a professional manner.

The Contractor shall submit the warranty information to the manufacturer and provide the Homeowner with warranty paperwork.

Bid Amount _____

Install flashing at all chimneys, step flashing and counter flashing, all counter flashing shall be cut into the brick. Counter flashing shall be painted black or matching roof color. All flashing shall be completed in a professional manner.

Bid Amount _____

Install white or black aluminum 4-in drip edge at entire perimeter of roof. The drip edge shall be installed straight and true with butt joints overlapping 1-in. Secure the drip with roofing tacks every 16-in. Install the synthetic underlayment on top of the drip edge along eaves.

Bid Amount _____

Install continuous shingle over style ridge vent and hip and ridge shingles; ventilator to start 4 ft back of each gable end: install per manufacturer's specifications.

Bid Amount _____

Install a cricket saddle behind the existing chimney on the rear of the house. Use 2x framing and 1/2 OSB roof sheathing. Chimney is ~ 52-in wide.

Bid Amount _____

WINDOWS

If the scope of work includes the replacement of windows, all windows shall meet section R303.1, R308, R310, R613 of the international residential building code.

Tempered glass is required for windows close to exits.

Alarm system connections, if existing and working, must be working after new window installation is complete.

Install six (6) new double hung Energy Star rated (for this climate zone) replacement window units: remove existing window units; replace with new vinyl units 6/6 double hung thermal pane units, complete, to include locks

and full screens. Windows shall have a U-factor less than 0.32, SHGC less than 0.40, and maximum infiltration of .37 cfm per linear foot of edge of operable sash (Contractor shall present manufacturer's specifications to demonstrate compliance) Window must be installed plumb and true, panes must be cleaned, and all affected adjacent surfaces repaired to match existing interior and exterior. Install new aluminum wrap on exterior casing. Case complete including proper stool. Apply caulk as applicable on aluminum trim abutments and interior casing. Air seal around replacement unit and frame with window and door spray foam. Remove stickers from windows and clean before final inspection.

Locations:

Front only- 6

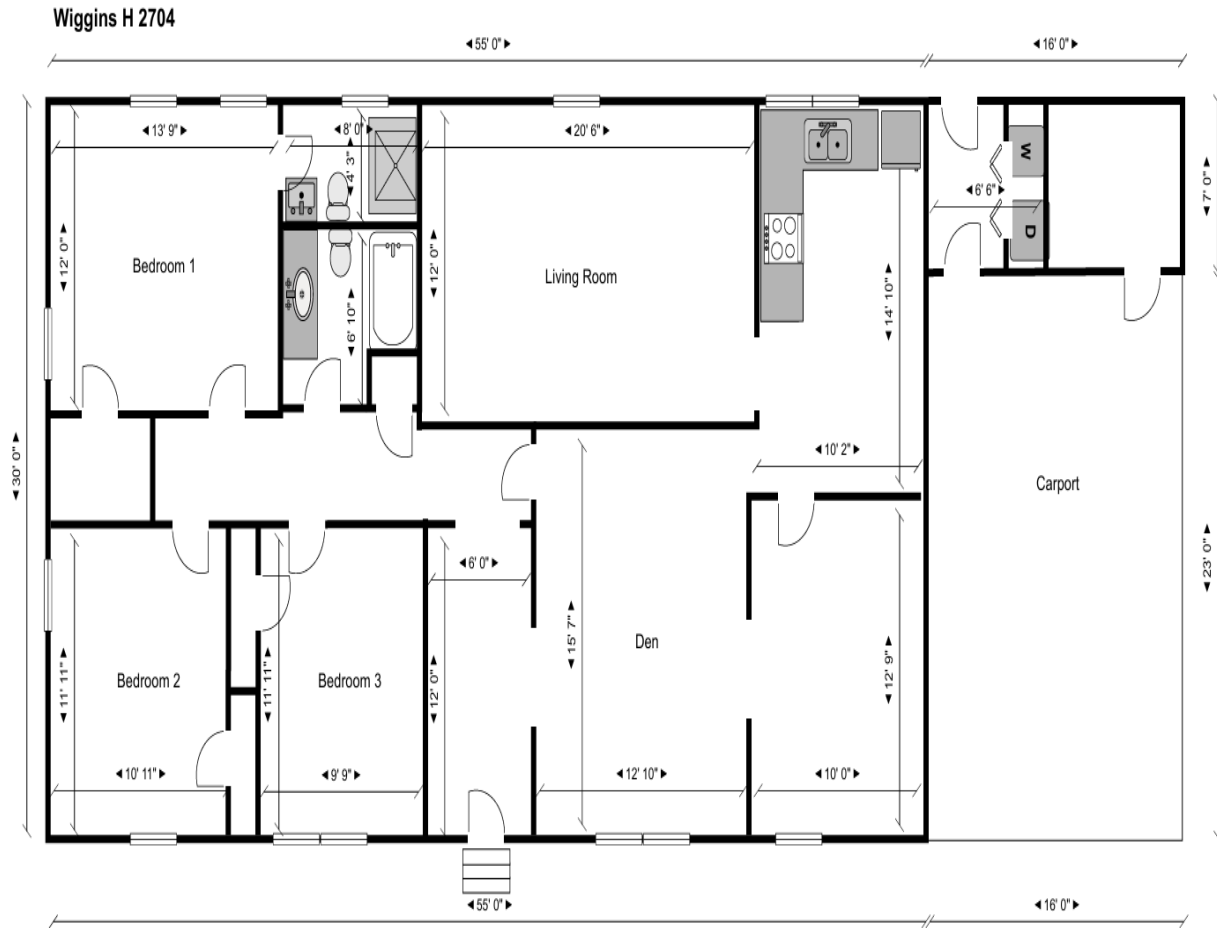
Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
HOUSING REPAIR PROGRAM
BID DOCUMENT**

1230 Rosewood Ave, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This is a 972 sq ft brick veneer house built in 1954. The occupants of the house has respiratory issues and the carpet in several rooms are very old and hold allergens. We will be replacing the carpet and installing a healthier option of flooring. The existing tub/shower unit will be replaced with a shower unit complete with grab bars, ADA toilet, and new bath vanity.

SPECIFICATIONS DATED: 3-27-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 3-17-2026

ADDRESS: 1230 Rosewood Ave, Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before

painting.

8. The primer and topcoats must have the same tint.
9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.
2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either
 - (first choice) the existing damaged materials that are being replaced, or
 - (second choice) the original materials on adjacent surfaces.
3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.
4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.
5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.
6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.

7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

PLUMBING

All work shall be performed by a licensed plumbing contractor:
Seal around all floor, wall and ceiling penetrations.

If the scope of work includes the installation of a new bathroom or replacement of existing bathroom fixtures, all fixtures must meet clearance standards and must meet or exceed the water usage standards of the international residential building code

Install 5-foot fiberglass shower set (1, 2 or 4 piece) complete; including 3 valve diverter or single lever (Delta) type controls, tub filler with detachable shower head with stainless steel coupling hose. Matching wall surround to have integrally molded soap dish. Install rigid air block material behind unit on all exterior walls. Install an HD shower curtain rod and plastic shower liner.

Bid Amount _____

Install 30" vanity complete with water saver (1.2 to 2 gal. per minute) washer less faucet (single lever or 2 valves, Delta) complete with pop-up, drain, p-trap, waste connector, supply lines, and cutoff valves. Vanity top and cabinet to be of medium to better quality.

Bid Amount _____

Install a Mansfield Pro-Fit water sense labeled (1.28 gal. per flush) round standard height toilet complete with seat, stainless steel braided supply line and wax ring.

Bid Amount _____

Install (2) stainless steel handicap grab bars securely mounted at location approved by owner. Bars shall be 24-in with peened texture.

Bid Amount _____

INTERIOR WALL

Repair the walls around the tub/shower unit when the new shower unit is installed. Install preprimed wood trim to cover the disturbed areas.

Bid Amount _____

FLOORS AND STAIRS

Install underlayment and glue down vinyl flooring: Underlayment to be ¼" Sureply or approved equivalent; sand and fill to obtain smooth surface; install vinyl flooring with 12 mil. wear layer and minimum 10-year warranty. No seams allowed unless room size exceeds stock vinyl size. All seams shall be located away from traffic areas. Seams shall be sealed/welded together. Luan and vinyl shall be installed under all fixtures. Install in adjacent closets and install metal trim at all adjacent doorways. Install standard shoe molding and baseboard. All door trim shall be undercut and flooring installed under same.

Location: Bathroom

Bid Amount _____

Repair/replace defective floor members: remove all defective flooring, sub-flooring, joists, band, girders/beams, ledgers, sills, piers, footings and replace with new materials. All replacement members within 12" of grade must be pressure treated.

Location(s): Bathroom under tub/shower and around toilet

Bid Amount _____

Install Bruce 12-mm thick laminate flooring with manufacturer approved underlayment: laminate flooring shall have a minimum 25-year warranty and be Green Guard certified. Install per manufacturer's specifications. Install in adjacent closets and install metal trim at all adjacent doorways. Install standard wood quarter round molding. All door trim shall be undercut and flooring installed under same. Flooring shall have a price point of \$2.99 per square foot.

Location(s): 3 bedrooms and hallway (approximate measurements 12 x 14, 13 x 13, 12 x 16, 8 x 8)

Bid Amount _____

INTERIOR PAINTING

Apply two (2) coats of Primer+paint no VOC latex paint to all specified areas:
All new trim

Bid Amount _____

Total Bid Amount _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

All work must comply with international residential building code
A plastic permit box mounted on a post must be located on site
If the house is built prior to 1978, the General Contractor SHALL be a NC Certified Renovate Firm.

Equivalent products can be used upon providing submittal and approval prior to installation.

The Contractor shall set up containment walls for projects that produce a significant amount of dust. No cutting inside the home without containment walls set up.

NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

NOTE: Contractor is responsible for all permits and for the removal of all renovation debris. Work must be performed in a workmanlike manner and conform to all applicable codes and to the City's rehabilitation specifications. Owner reserves the right to a limited choice of roofing, paint, vinyl, and marlite colors.

The Occupant is responsible for boxing and protecting any breakable items. The Contractor shall be responsible for moving furniture, boxes, etc. to facilitate the work. Ensure that personal belongings are covered with painters' plastic such as furniture and clothing when working in specific areas.

NOTE Contractor to pick up job sight daily.

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
HOUSING REPAIR PROGRAM
BID DOCUMENT**

1833 Farmington Rd, Rocky Mount, NC



BRIEF DESCRIPTION & OWNER CONCERNS:

This is a 1412 sq ft house with wood siding and was built in 1975. The gas furnace HVAC unit and ductwork is being replaced. The carpet in the Hallway, Dining Room, and Foyer is being replaced with laminate flooring.

SPECIFICATIONS DATED: 4-1-2026

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 3-26-2026

ADDRESS: 1833 Farmington Rd Rocky Mount, NC

General Conditions:

1. Contractors are to include all overhead and profit in the individual items.
2. The owner, after careful review, understands and accepts the scope of the work described and has initialed and dated each page of the work write-up.
3. Contractor certifies that he/she has reviewed and agrees to perform the scope of work described and has initialed and dated each page of the work write up.
4. The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment by the City. All reported deficiencies or issues must be resolved by the Contractor whether the work of subcontractors or not. The City will not contact subcontractors to resolve issues. Further, the contractor shall furnish the owner with all manufactures and suppliers' written warranties covering items furnished under the contract prior to release of final payment. Roof replacement work requires a two-year warranty.
5. All lead-based paint renovation activities performed for compensation in target housing shall be conducted in accordance with North Carolina Renovate, Repair and Paint (RRP) Rule and, when using US Department of Housing and Urban Development (HUD) funds, 24 CFR 35 Subpart J. To bid on a pre-1978 property, the contractor's firm must provide all required Lead documents including RRP firm certification and renovator letter.
6. Remove from site all construction materials, tools, and debris. Sweeps clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags.
7. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
8. The primer and topcoats must have the same tint.
9. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".

All work is to comply with current North Carolina State Building Code, City of Rocky Mount Rehabilitation Standards for Single-Family Structures, performance manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable. All work will be done in quality and workmanlike manner. All material must be new, no re-used material.

When the Work Scope calls for an item to be removed and replaced, the contractor is to secure the owner's approval to dispose of the item rather than turning the item over to the owner.

GUIDELINES FOR RENOVATION FOR PROPERTIES IN A HISTORIC DISTRICT

The property described in the attached document is either in a local historic district (meaning that the local historic preservation ordinances apply to the exterior only), in a national historic district (meaning that the Secretary of the Interior's historic preservation standards apply to both exterior and interior work) or is an individually designated historically significant building under one of these two authorities. In any case, the following SHALL apply to the work under any contract to renovate this property and it is a condition of the use of our federal funds that these guidelines are followed.

The specifications have been written to meet these standards. If any work is added after the bids are submitted, the Contractor is eligible for a change order to cover additional costs.

In general, the following items and conditions apply to all work on historic properties:

1. Whenever possible the Contractor shall repair and reuse original materials and restore the original structure and details.
2. When new materials are specified, the Contractor shall assume (even if it is not specifically noted) that the new materials shall match as closely as possible either
 - (first choice) the existing damaged materials that are being replaced, or
 - (second choice) the original materials on adjacent surfaces.
3. If there are no original materials to match, the Contractor shall select new materials that are in line with the design period and style of the original structure - that is they shall "evoke" the feeling of the period of the structure. If in doubt, ask the Community Development Rehab Specialist for guidance.
4. When new work requires penetrating the exterior walls or roof - such as with a new vent stack, roof ventilation -- or hanging something modern on the outside of the structure -- such as a new electrical service panel -- penetrating pipes or modern appliances shall be located out of sight of the street or sidewalk whenever possible. Locations of new penetrations require approval of the C.D. Rehab Specialist BEFORE work begins.
5. When new equipment -- such as a new HVAC unit -- will set the equipment on the property outside of the house, the Contractor shall clear the location with the C.D. Rehab Specialist prior to beginning work on that location.
6. Where submittals are required, the Contractor shall submit materials, catalog cuts or color chips to the Rehab Specialist who will forward them to the proper historic authority for approval. Comments will be returned to the Contractor within 10 business days. The Contractor shall allow time for this process and anticipate this delay as part of his agreed schedule.
7. If the Contractor proceeds with work not in compliance with historic guidelines, without having consulted the C.D. Rehab Specialist, and the work is rejected by the agency with historic jurisdiction, the Contractor will be liable for removing and redoing the work to the historic guidelines at his own expense.

SPECIFICATIONS BY TRADE

HEATING

All work shall be performed by a licensed HVAC contractor:

Seal around all floor, wall and ceiling penetrations. Install dryer venting to the exterior

If the scope of work includes the installation of new HVAC equipment or replacement of existing HVAC equipment: the work shall include any item necessary to complete the installation of said equipment, including but not limited to removal of existing equipment, folding staircases, attic access, attic platforms, crawlspace doors, piers and /or concrete slabs. Installation of new Dryer vent or repair of existing dryer vent is required.

All equipment must meet or exceed the international residential building code.

Remove all existing heating equipment including electric baseboard heat strips, thermostats and repair with matching material.

Install a new gas-fired central heating and cooling split or package system, complete, to include controls, automatic thermostat, fans, wiring, supply/return grilles and filter etc. Insulated metal plenum'(s) with insulated metal or flex ductwork system, Duct insulation shall be R-8, (R-6 in conditioned space) and shall include a vapor barrier on the outside surface with a flame-spread rating not greater than 25 and a smoke density not greater than 50. Size in accordance with ACCA Manual J specifications. Do not use foil faced or batt insulation (commonly used for walls, ceiling, and floors) as duct insulation. Staples used to secure duct insulation shall be a minimum of 2-inch outward clinching heavy duty staples. All seams shall be sealed with vapor barrier Mastic or approved equally durable alternative. Minimum AFUE rating of 90%. Minimum SEER rating of 14.0. Delivery system ductwork shall be designed in accordance with ACCA Manual D. Insulated plenum shall be a minimum of 15' long and flex duct shall be no longer than 15' with no sharp turns or compression. System capacity, copy of sizing calculations, and duct design calculations and drawings must be submitted to the CDO for pre-approval. All work must be performed by a licensed HVAC contractor.

Bid Amount _____

FLOORS AND STAIRS

Install Bruce 12-mm thick laminate flooring with manufacturer approved underlayment: laminate flooring shall have a minimum 25-year warranty and be Green Guard certified. Install per manufacturer's specifications. Install in adjacent closets and install metal trim at all adjacent doorways. Install standard wood quarter round molding and 3 1/4" wood baseboard. All door trim shall be undercut and flooring installed under same. Flooring shall have a price point of \$2.99 per square foot.

Location(s): Foyer (~4' x 14'), Dining Room (~11 x 14'), Hallway (~6' x 15')

Bid Amount _____

TOTAL BID: _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

GENERAL SPECIFICATIONS

All work must comply with international residential building code

A plastic permit box mounted on a post must be located on site

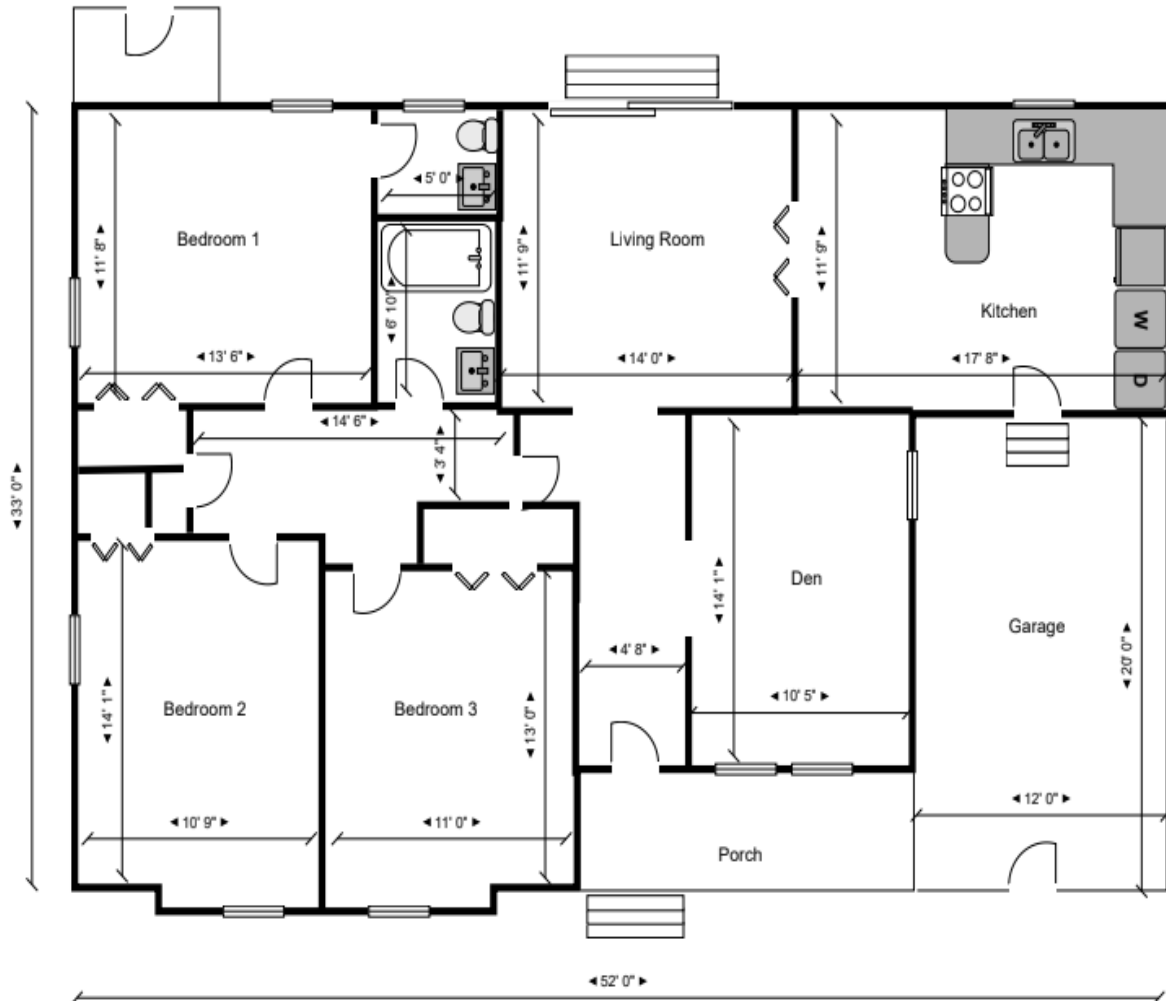
Equivalent products can be used upon providing submittal and approval prior to installation.

NOTE: The purpose of the information listed is to generally highlight the work to be done and target items of concern. Items not shown in the specifications or any work obviously necessary to complete the project (as described by the specifications) are to be considered part of the contract.

The Occupant is responsible for boxing and protecting any breakable items. The Contractor shall be responsible for moving furniture, boxes, etc. to facilitate the work. Ensure that personal belongings are covered with painters' plastic such as furniture and clothing when working in specific areas.

BUILDING FLOORPLAN SKETCH

Watson W 1833



ATTACHMENT A: PRICING

The undersigned hereby declares that he has carefully examined the Rehabilitation Specifications in the Contractors Handbook and the Work Write-Ups, and will provide all materials and equipment and perform all work in accordance with the Rehabilitation Specifications, the Work Write-Ups/Scope of Work, and the requirements under them for the following sum to with:

| Property # | DESCRIPTION (Address) | Cost |
|------------|-----------------------|----------|
| A | 2809 S. Church St. | \$ _____ |
| B | 703 Nashville Ave. | \$ _____ |
| C | 1206 Cypress St. | \$ _____ |
| D | 2832 Deer Run | \$ _____ |
| E | 923 Tarboro St. | \$ _____ |
| F | 628 Nelson St. | \$ _____ |
| G | 2704 Stewart Lane | \$ _____ |
| H | 1230 Rosewood Ave. | \$ _____ |
| I | 1833 Farmington Rd. | \$ _____ |
| TOTAL | | \$ _____ |

ATTACHMENT B: GENERAL CONDITIONS

1. GENERAL

It is understood and agreed that by submitting a proposal that the Contractor has examined these contract documents, drawings and/or specifications and has visited the site of the Work and has familiarized himself relative to the Work to be performed.

2. DEFINITIONS

Owner: "Owner" shall mean, The City of Rocky Mount

Contractor: "Contractor" shall mean the entity that will provide the services for the Owner.

Housing Rehabilitation Specialist: The **Housing Rehabilitation Specialist(s)** are those referred to within this contract, or their authorized representatives. The Housing Rehabilitation Specialist(s), as referred to herein, shall mean architect and/or engineer responsible for preparing the project plans and specifications. They will be referred to hereinafter as if each were of the singular number, masculine gender.

Contract Documents: "Contract Documents" shall consist of the Standard Form of Informal Bidding; General Conditions of the Contract; special conditions if applicable; Supplementary General Conditions; the drawing and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the proposal; the contract; the performance bond if applicable; and insurance certificates. All of these items together form the contract.

INTENT AND EXECUTION OF DOCUMENTS

The drawings and specifications are complementary, one to the other. That which is shown on the drawings or called for in the specifications shall be as binding as if it were both called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. In case of discrepancy or disagreement in the Contract Documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.

In such cases where the nature of the work requires clarification by the Housing Rehabilitation Specialist/ Owner, the Housing Rehabilitation Specialist/ Owner shall furnish such clarification. Clarifications and drawings shall be consistent with the intent of the Contract Documents and shall become a part thereof.

4. AS-BUILT MARKED-UP CONSTRUCTION DOCUMENTS

Contractor shall provide one complete set of legible "as-built" marked-up construction drawings and specifications recording any and all changes made to the original design during the course of construction. In the event no changes occurred, submit construction drawings and specifications set with notation "No Changes." The Housing Rehabilitation Specialist/Owner must receive "As-built" marked-up construction drawings and specifications before the final pay request can be processed.

5. SUBMITTAL DATA

The Contractor awarded the contract shall submit all specified submittals to the Owner/Housing Rehabilitation Specialist. A minimum number of copies as specified by the owner, of all required submittal data pertaining to construction, performance and general dimensional criteria of the components listed in the technical specifications shall be submitted. No material or equipment shall be ordered or installed prior to written approval of the submittals by the Housing Rehabilitation Specialist/Owner. Failure to provide submittal data for review on equipment listed in the technical specifications will result in removal of equipment by the Contractor at his expense if the equipment is not in compliance with the specifications.

6. SUBSTITUTIONS

In accordance with the provisions of G.S. 133-3, material, product, or equipment substitutions proposed by the bidders to those specified herein can only be considered during the bidding phase until five (5) days prior to the receipt of proposals or by the date specified in the pre proposal conference, when submitted to the Housing Rehabilitation Specialist with sufficient data to confirm material, product, or equipment equality.

Submittals for proposed substitutions shall include the following information:

- a. Name, address, and telephone number of manufacturer and supplier as appropriate.
- b. Trade name, model or catalog designation.
- c. Product data including performance and test data, reference standards, and technical descriptions of material, product, or equipment. Include color samples and samples of available finishes as appropriate.
- d. Detailed comparison with specified products including performance capabilities, warranties, and test results.
- e. Other pertinent data including data requested by the Housing Rehabilitation Specialist to confirm product equality.

If a proposed material, product, or equipment substitution is deemed equal by the Housing Rehabilitation Specialist to those specified, all bidders of record will be notified by Addendum.

7. WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE

The contractor shall maintain, in readable condition at his job site one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the owner, Housing Rehabilitation Specialist or his authorized representative.

The contractor shall maintain at the job site, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the contractor and submitted to the Housing Rehabilitation Specialist upon project completion and no later than 30 days after acceptance of the project.

8. MATERIALS, EQUIPMENT, EMPLOYEES

- a. The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, fuel, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.
- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- c. Upon notice, the contractor shall furnish evidence as to quality of materials.
- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or

manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to proposals the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the Housing Rehabilitation Specialist for approval or disapproval; the Housing Rehabilitation Specialist prior to the opening of proposals shall make such approval or disapproval. Alternate materials may be requested after the award if it can clearly be demonstrated that it is an added benefit to the owner and the Housing Rehabilitation Specialist and owner approves.

- e. The Housing Rehabilitation Specialist is the judge of equality for proposed substitution of products, materials or equipment.
- f. If at any time during the construction and completion of the work covered by these contract documents, the language, conduct, or attire of any workman of the various crafts be adjudged a nuisance to the owner or Housing Rehabilitation Specialist, or if any workman be considered detrimental to the work, the contractor shall order such parties removed immediately from grounds.
- g. The Contractor shall cooperate with the Housing Rehabilitation Specialist and the owner in coordinating construction activities.
- h. The Contractor shall maintain qualified personnel and effective supervision at the site at all times during the project and exercise the appropriate quality control program to ensure compliance with the project drawings and specifications. The Housing Rehabilitation Specialist is responsible for determining compliance with the drawings and specifications.

9. CODES, PERMITS AND INSPECTIONS

The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the Contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the Housing Rehabilitation Specialist in writing. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the Owner, he shall bear all cost arising there from.

All work under this contract shall conform to the current North Carolina Building Code and other state and national codes as are applicable.

All fire alarm work shall be in accordance with the latest State Construction Office (SCO) *Guidelines for Fire Alarm Installation* (NFPA72). Where the contract documents are in conflict with the SCO guidelines, the SCO guidelines shall govern. The Contractor shall be responsible for all the costs for the correction of the work where he installs it in conflict with the latest edition of the SCO *Guidelines for Fire Alarm Installation*.

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| <p>*Inspection and certification of compliance by local authorities is necessary if an architect or engineer was <u>not</u> employed on the project.</p> |
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10. PROTECTION OF WORK, PROPERTY, THE PUBLIC AND SAFETY

- a. The contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or Housing Rehabilitation Specialist, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the owner's property or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. They shall be responsible for and pay for any

damages caused to the owner. All contractors shall have access to the project at all times, except as indicated in the Supplemental General Conditions.

- b. The contractor shall provide cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building, whether set by him, or any of the subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the owner.
- c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the Housing Rehabilitation Specialist and owner.
- d. The contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around it. He shall barricade all walks, roads, etc., as directed by the Housing Rehabilitation Specialist to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.
- e. The contractor shall provide all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.
- f. The contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- i. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the contractor is hereby authorized to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the contractor on account of such action shall be determined as provided for under Article 13(b).
- j. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

11. SUBCONTRACTS AND SUBCONTRACTORS

The Contractor is and remains fully responsible for his own acts or omissions as well as those of any subcontractor or of any employee of either. The Contractor agrees that no contractual relationship exists between the subcontractor and the Owner in regard to the contract, and that the subcontractor acts on this work as an agent or employee of the Contractor.

12. CONTRACTOR-SUBCONTRACTOR RELATIONSHIPS

The Contractor agrees that the terms of these Contract Documents shall apply equally to each Subcontractor as to the Contractor, and the Contractor agrees to take such action as may be necessary to bind each Subcontractor to these terms. The Contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to Contractor-Subcontractor relationships. The Owner reserves the right to limit the amount of portions of work to be subcontracted as hereinafter specified.

13. CHANGES IN THE WORK AND CLAIMS FOR EXTRA COST

- a. The owner may have changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the contractor from any guarantee given by him pertinent to the contract provisions.
- b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order from the MWBE Coordinator, countersigned by the Housing Rehabilitation Specialist authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed.

In the event of emergency endangering life or property, the contractor may be directed to proceed on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Purchasing Manager and Housing Rehabilitation Specialist, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined c.

- c. In determining the values of changes, either additive or deductive, contractors are restricted to the use of the following method:
 - 1. The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.
- e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:
 - 1. The actual costs of materials and supplies incorporated or consumed as part of the work;
 - 2. The actual costs of labor expended on the project site; labor expended in coordination, change order negotiation, record document maintenance, shop drawing revision or other tasks necessary to the administration of the project are considered overhead whether they take place in an office or on the project site.
 - 3. The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;
 - 4. The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the work;
 - 5. The actual costs of premiums for bonds, insurance, permit fees and sales or use taxes related to the work.
- f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.

- g. Change orders shall be submitted by the contractor in writing to the owner/Housing Rehabilitation Specialist for review and approval. The contractor will provide such proposal and supporting data in suitable format. The Housing Rehabilitation Specialist shall verify correctness. Delay in the processing of the change order due to lack of proper submittal by the contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the contractor's accepted proposal including all supporting documentation required by the Housing Rehabilitation Specialist, the Purchasing Manager shall prepare the change order and forward to the contractor for his signature or otherwise respond, in writing, to the contractor's proposal. Within seven (7) days after receipt of the change order executed by the contractor, the Housing Rehabilitation Specialist shall, certify the change order by his signature, and forward the change order and all supporting data to the owner for the owner's signature. The owner shall execute the change order, within seven (7) days of receipt.

At the time of signing a change order, the contractor shall be required to certify as follows:

"I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."

- h. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.
- i. If, during the progress of the work, the owner requests a change order and the contractor's terms are unacceptable, the owner, may require the contractor to perform such work on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Housing Rehabilitation Specialist or owner, a correct account of cost together with all proper invoices, payrolls and supporting data. Upon completion of the work a change order will be prepared with allowances for overhead and profit. above and "net cost" and "cost" per paragraph d above. Without prejudice, nothing in this paragraph shall preclude the owner from performing or to have performed that portion of the work requested in the change order.

14. ANNULMENT OF CONTRACT

If the contractor fails to begin the work under the contract within the time specified, or the progress of the work is not maintained on schedule, or the work is not completed within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the work unsuitably or shall discontinue the prosecution of the work, or if the contractor shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on the work in an acceptable manner, the owner may give notice in writing, sent by certified mail, return receipt requested, to the contractor and his surety (if applicable) of such delay, neglect or default, specifying the same, and if the contractor within a period of seven (7) days after such notice shall not proceed in accordance therewith, then the owner shall, declare this contract in default, and, thereupon, the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the owner, together with the costs of completing the work under contract, shall be deducted from any monies due or which may become due said contractor. In case the expense so incurred by the owner shall be less than the sum which would have been payable under the contract, if it had been completed by said contractor, then the said contractor shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the contractor shall be liable and shall pay to the owner the amount of said excess.

15. TERMINATION FOR CONVENIENCE

- a. Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience, after notification to the contractor in writing via email or certified mail. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

16. OWNER'S RIGHT TO DO WORK

If, during the progress of the work or during the period of guarantee, the contractor fails to prosecute the work properly or to perform any provision of the contract, the owner, after seven (7) days' written notice sent by email or certified mail, return receipt requested, to the contractor from the Housing Rehabilitation Specialist, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the contractor, such action and cost of same having been first approved by the Housing Rehabilitation Specialist. Should the cost of such action of the owner exceed the amount due or to become due the contractor, then the contractor shall be liable for and shall pay to the owner the amount of said excess.

17. REQUESTS FOR PAYMENT

Contractor shall refer to the Supplemental General Conditions for specific directions on invoicing, procedures and the name and address where to send applications for payments for this project. It is imperative that invoices be sent only to the above address in order to assure proper and timely delivery and handling.

18. PAYMENTS WITHHELD

The Compliance Administrator may withhold payment for the following reasons:

- a. Faulty work not corrected or failed inspection.
- b. To provide for sufficient contract balance to cover liquidated damages that will be assessed.
- c. The secretary of the Department of Administration may authorize the withholding of payment for the following reasons:
 - i. Claims filed against the contractor or evidence that a claim will be filed.
 - ii. Evidence that subcontractors have not been paid.

When grounds for withholding payments have been removed, payment will be released.

19. MINIMUM INSURANCE REQUIREMENTS

Requirements. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of The Contract. All such insurance shall meet all laws of the City of Rocky Mount. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or The Contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

Insurance. Contractor agrees to maintain **Commercial General Liability** in amount of \$1,000,000 each occurrence, \$1,000,000 each occurrence in Personal & Advertising Injury with \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Aggregate. Contractor shall maintain \$1,000,000 in **automobile**

liability, and other appropriate insurance, as well as Workers Compensation in the required statutory amount of \$500,000.00 for all employees participating in the provision of services under this Contract. The City of Rocky Mount shall be named by endorsement as an additional insured on the General and Automobile Liability policies. Certificates of such insurance shall be furnished by Contractor to the City and shall contain an endorsement to provide the City at least 30 days' written notice of any intent to cancel or terminate by either Contractor or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this Contract.

20. ASSIGNMENT

No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted.

21. CLEANING UP AND RESTORATION OF SITE

The Contractor shall keep the sites and surrounding area reasonably free from rubbish at all times and shall remove debris from the site from time to time or when directed to do so by the Owner. Before final inspection and acceptance of the project, the Contractor shall thoroughly clean the sites, and completely prepare the project and site for use by the Owner.

At the end of construction, the contractor shall oversee and implement the restoration of the construction site to its original state. Restoration includes but not limited to walks, drives, lawns, trees and shrubs, corridors, stairs and other elements shall be repaired, cleaned or otherwise restored to their original state.

22. GUARANTEE

The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the final acceptance of the work and shall replace such defective materials or workmanship without cost to the owner.

Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.

Additionally, the owner may bring an action for latent defects caused by the negligence of the contractor, which is hidden or not readily apparent to the owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law.

Guarantees for roofing workmanship and materials shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

23. STANDARDS

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State or City inspector which customarily requires the label or re-examination listing or identification marking of appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and State and federal requirements relating to clean air and water pollution.

All equipment and products must be independent third party tested and labeled (UL, FM, or CTS) before final connections to Owner services or utilities.

24. EQUAL OPPORTUNITY CLAUSE

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the secretary of Labor, are incorporated herein.

The contractor(s) agree not to discriminate against any employee or applicant for employment because of physical or mental disabilities in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with such disabilities without discrimination based upon their physical or mental disability in all employment practices.

25. MINORITY BUSINESS PARTICIPATION

The Contractor has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Contractors even minority businesses to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

26. MINORITY BUSINESS STATUTES

GS 143-128.2 establishes a ten percent (10%) goal for participation by minority businesses valued \$100,000.00 or more for each State funded building project.

For construction contracts with a value of less than \$300,000, the Owner has the responsibility to make a good faith effort to solicit minority proposals and to attain the goal. The contractor shall include with his proposal a completed Identification of HUB Certified/Minority Business Participation form. Contractor shall submit completed Appendix E MBE Documentation for Contract Payments form with final payment request. This form can be found at <https://ncadmin.nc.gov/document/appendix-e-mbe-documentation-contract-payments>

For construction contracts with a value of \$300,000 or greater, the contractor shall comply with the document *Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts* including Identification of Minority Business Participation, Affidavits A, B, C, and D, and Appendix E. These forms provided herein are hereby incorporated and made a part of this contract. Forms can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>

27. ACCESS TO PERSONS AND RECORDS

The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by the Owner in accordance with General Statute 147-64.7. The Owner's internal auditors shall also have the right to access and copy the Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to Contractor's requests for payment, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for lost efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from Owner and/or its project representatives.

28. GOVERNING LAWS

This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined.

ATTACHMENT C: SUPPLEMENTARY GENERAL CONDITIONS

TIME OF COMPLETION

The Contractor shall commence work to be performed under this Contract on a date to be specified in a written order from the Housing Rehabilitation Specialist/Owner and shall fully complete all work hereunder within 90 consecutive calendar days from the Notice to Proceed. The project overrun, liquidated damages, shall be \$50.00 per day.

If the Contractor is delayed at any time in the progress of his work by any act or negligence of the Owner, his employees, or his separate contractor, by changes ordered in the work; by abnormal weather conditions; by any causes beyond the Contractor's control or by other causes deemed justifiable by Owner, then the contract time may be reasonably extended in a written order from the Owner upon written request from the contractor within ten days following the cause for delay. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents.

PAYMENTS

Payment will be provided following the completion of each contracted property. Failure to complete work or inspection failure will result in withheld payment. Pre-payment or progress payments are not allowed by this funding source.

UTILITIES

Owner may provide certain utilities such as power or water with connections and extensions by the Contractor.

USE OF SITE

May be restricted. Work hours may be limited. Parking permits may be required.

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? **Yes** **No**
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? **Yes** **No**

If so, state HUB classification: _____

CONTRACTOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that has not completed the online vendor registration also complete the form. Once registration is complete email a copy of your W9 and E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Vendor-Registration>