



HOUSING & COMMUNITY DEVELOPMENT  
THE CENTER OF IT ALL

**Request for Proposal #: 320-011225AG**

**Housing Repair**

**Date of Issue: 12/09/2025**

**Proposal Due Date: 12/30/2025**

**At 02:00 P.M. ET**

**Direct all inquiries concerning this RFP to:**

**Alicia Gaines**

**[Alicia.Gaines@rockymountnc.gov](mailto: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.**

Contents

**EXECUTION PAGE: PROPOSAL/ACCEPTANCE FORM .....3**

**I. PROGRAM INFORMATION.....4**

**II. SCOPE OF WORK .....4**

**III. PROJECT SCHEDULE .....4**

**IV. MANDATORY SITE VISIT .....4**

**V. QUESTIONS .....5**

**VI. PROPOSAL SUBMITTAL.....5**

**VII. AUTHORIZED SIGNATURE REQUIREMENT .....5**

**VIII. REFERENCES .....6**

**IX. CITY’S RIGHTS AND OPTIONS .....6**

**ATTACHMENT A: PRICING .....50**

**ATTACHMENT B: GENERAL CONDITIONS .....51**

**ATTACHMENT C: SUPPLEMENTARY GENERAL CONDITIONS .....61**

**ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION .....62**

**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).

<p><b>FOR CITY USE ONLY:</b> Offer accept, and Contract awarded this _____ day of _____, 20__ for properties _____ as indicated on the attached certification, by _____ Purchasing Manager.</p> <p><b>PRE-AUDIT:</b> This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.</p> <p>_____ Finance Director</p> <p>_____ Date</p>
---

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

FOR

**Project ID# - RFP 320-011225AG**

**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.

The max budget for this project is as follows:

- Workforce/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	Tuesday 12/09/2025
Mandatory Pre-bid/Site Visit	City	Tuesday 12/16/2025 10:00 am – 1:00 pm
Submit Written Questions	Contractor	Thursday 12/18/2025 5:00 pm
Provide Response to Questions/Addendum Deadline	City	Tuesday 12/23/2025
Submit Proposals	Contractor	<b>Tuesday 12/30/2025 2:00 pm</b>
Contract Award	City	TBD
Estimated Completion Date	Contractor	TBD

**IV. MANDATORY SITE VISIT**

**Mandatory Pre-Bid Meeting**

Date: 12/16/2025  
 Time: 10:00 am – 1:00 pm  
 Contact #: 252-972-1227

**Instructions:** It shall be MANDATORY that each Vendor representative be present for a pre-bid site visit on December 16, 2025. Attendees shall meet promptly at 10:00 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 is 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 that 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 a written addendum before it can be considered to be a part of this bid.

## V. QUESTIONS

---

Written questions shall be emailed to [Alicia.Gaines@rockymountnc.gov](mailto:Alicia.Gaines@rockymountnc.gov) prior to the close of business on the date specified in the proposal schedule. Contractors will enter "RFP #320-011225AG – 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 Historically Underutilized Businesses, <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub>, 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. Signed receipt pages of any addenda released in conjunction with this RFP.
  1. RFP responses shall be addressed to:

Attn: RFP 320-011225AG  
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
<b>Optional:</b> 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

**1025 Southbriar Drive**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Conventional single-family detached ranch home built in 1983. Home consists of 1024 heated square feet, three bedrooms and two baths. Owner's primary concerns include roof replacement and siding repair.

**SPECIFICATIONS DATED:** September 7, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 20, 2025

**ADDRESS:** 1025 Southbriar Drive Rocky Mount NC 27804

**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:
  - a. 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 at 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 tear off roof: remove existing roofing down to sheathing; repair/replace all defective rafters; re-nail all loose sheathing; replace all defective sheathing up to 100 square feet; if additional sheathing needs replacement contact PH. install new builders felt, cover the entire roof (comply with code requirements), and 230 lb. fiberglass, 30-year architectural shingles. All abutments to be step flashed under existing vertical material at abutment. All flashing shall be painted black or matching roof color. Seal all flashing, vent stacks and flanges with roof cement. Roof to include all attached structures and be completed in a professional manner.

**BID: \_\_\_\_\_**

Install flashing at frame chimney, step flashing. Flashing shall be painted black or matching roof color. All flashing shall be completed in a professional manner.

**BID: \_\_\_\_\_**

Install aluminum 3" drip edge at entire perimeter of roof. (white or brown) Mill finish or galvanized drip edge will not be accepted. Trim coil used to wrap fascia created on-site will not be accepted as drip edge.

**BID: \_\_\_\_\_**

Install continuous shingle over style ridge vent; ventilator to run length of structure: install per manufacturers specifications. Ridge vent shall terminate 8' from gable end where gable vents are existing.

**BID: \_\_\_\_\_**

Install seamless aluminum guttering: location: all eaves of structure; guttering to have white or brown baked-on enamel finish; installation to include 3"x4" downspouts and pre-cast concrete or fiberglass splash blocks.

**BID: \_\_\_\_\_**

**EXTERIOR WALL, SOFFIT, AND FASCIA**

Correct address numbers must be displayed

Seal around siding, soffit, fascia, and foundation penetrations.

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

Repair exterior siding and set up for vinyl wrap: re-nail all loose siding and corners; prepare surface area by furring out surface to be straight and true.

**BID: \_\_\_\_\_**

Replace all deteriorated soffit and fascia, and set up for aluminum wrap: prepare surface by furring to achieve straight and true runs, re-nail all loose boards.

**BID: \_\_\_\_\_**

Cover two (2) existing gable vents. Triangle-shaped vents in contact with the ridge or overhang shall be covered with vented vinyl soffit material installed vertically.  
NOTE: front porch gable vent shall not be covered.

**BID:** \_\_\_\_\_

Install fanfold extruded polystyrene insulation 4' x 50' panels with taped joints.  
Fanfold extruded polystyrene insulation  
1/4" (R-1)  
Estimated: 1500 sq. ft.

**BID:** \_\_\_\_\_

Install vinyl siding on siding only: Shim as necessary to obtain a smooth surface. Siding to be .046 thick and installed level and true around all corners. Starter strip required. Install color-coordinated nails and caulking as required. Trim with appropriate inside and outside corners, j J-channel, and finish trim. Owner to select from the choice of colors. Estimated 15 squares of siding.

**BID:** \_\_\_\_\_

Install new aluminum fascia and vinyl soffit to box in all eaves, complete. Contractor will install soffit ventilation to code requirements, work to include cutting holes in existing eaves. Install vinyl to all porch/carport ceilings and wrap all window casings, wrap all door casings and all other exposed exterior wood surfaces with aluminum, complete.

**BID:** \_\_\_\_\_

**PLUMBING**

All work shall be performed by a licensed plumbing contractor:  
All Plumbing shall meet international residential building code

Install vitreous low flow water saver (1.5 - 1.6 gal. per flush) vitreous china handicapped water closet in the master bathroom complete with seat, supply line and cutoff valve.

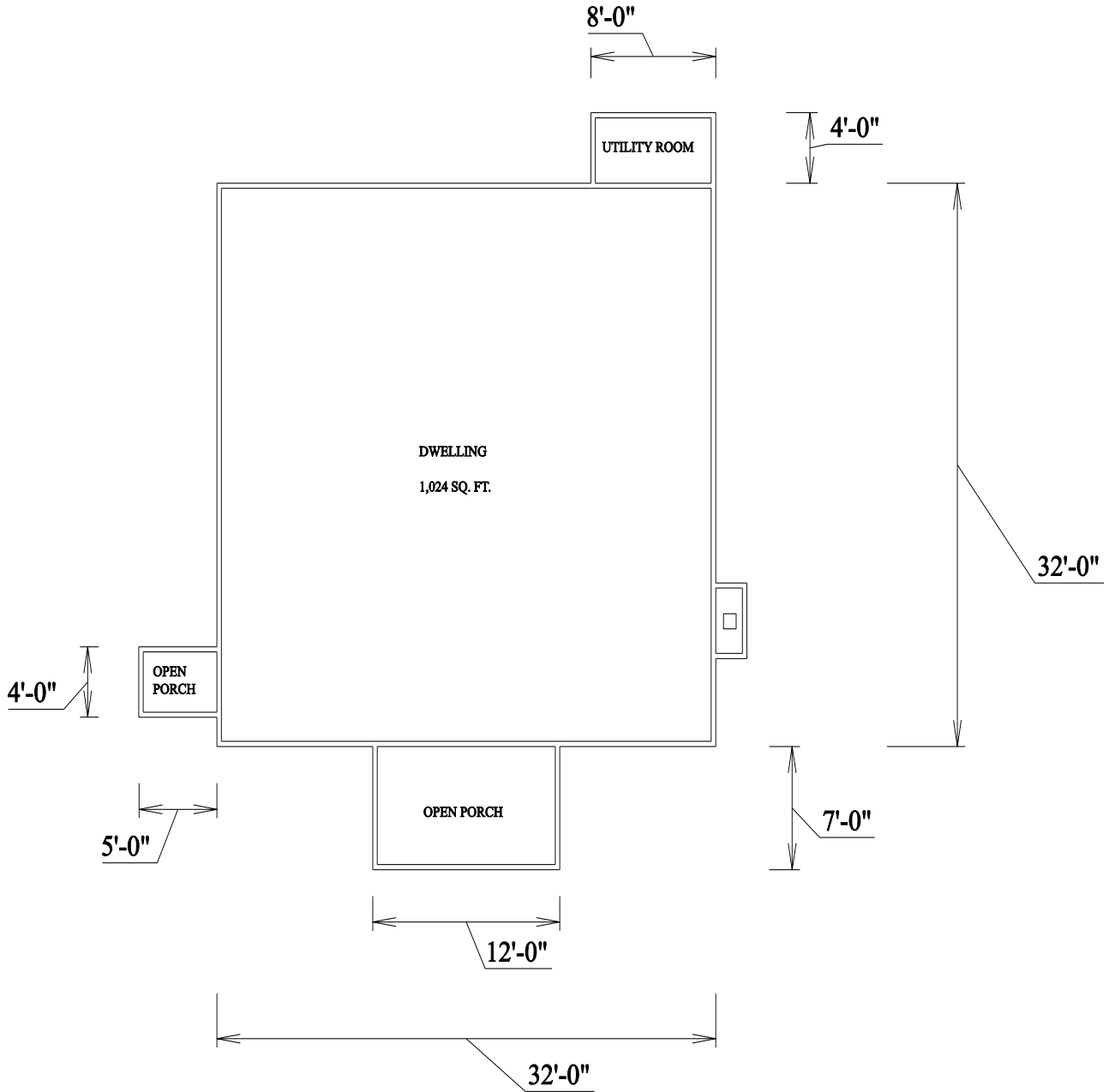
**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**BUILDING FLOORPLAN SKETCH**



**FOOTPRINT**

**SCALE 1/4" = 1'-0"**

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

**121 SHANNON COURT**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Two-story conventional brick-clad home built in 1979 is served by City of Rocky Mount utilities, and measures 2069 heated square feet. The primary repairs to be addressed are roof replacement, window replacement and new porch railings.

**SPECIFICATIONS DATED:** 9-6-2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** 8-20-2025

**ADDRESS:** 121 Shannon Court, Rocky Mount, NC 27804

**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:
  - a. 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 tear off roof: remove existing roofing down to sheathing; repair/replace all defective rafters; re-nail all loose sheathing; replace all defective sheathing up to 100 square feet; if additional sheathing needs replacement contact PH. install new builders felt, cover the entire roof (comply with code requirements), and 230 lb. fiberglass, 30-year architectural shingles. All abutments to be step flashed under existing vertical material at abutment, brick exterior shall be step-flashed and counter-flashed, counter flashing shall be cut into the brick. All flashing shall be painted black or matching roof color. Seal all flashing, vent stacks and flanges with roof cement. Roof to include all attached structures and be completed in a professional manner.

NOTE: 2 existing vents coming through the left gable vent to be run through the roof.

**BID: \_\_\_\_\_**

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: \_\_\_\_\_**

Install aluminum 3" drip edge at entire perimeter of roof. (white or brown) Mill finish or galvanized drip edge will not be accepted. Trim coil used to wrap fascia created on-site will not be accepted as drip edge.

**BID: \_\_\_\_\_**

Install continuous shingle over style ridge vent; ventilator to run length of structure: install per manufacturers specifications. Ridge vent shall terminate 8' from gable end where gable vents are existing.

**BID: \_\_\_\_\_**

**WINDOWS**

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

Install fifteen (15) new vinyl replacement window unit(s): remove existing window units; replace with new vinyl units 1/1 double hung thermal pane low E units, complete, to include locks and screens. Windows shall have a maximum infiltration of .37 cfm per linear foot of edge of operable sash with an overall solar heat gain co-efficient (SHGC) of .30 or less and an overall U value of .35 or less.

(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. Case complete including proper stool.

Location(s):

Front 7

Rear 8

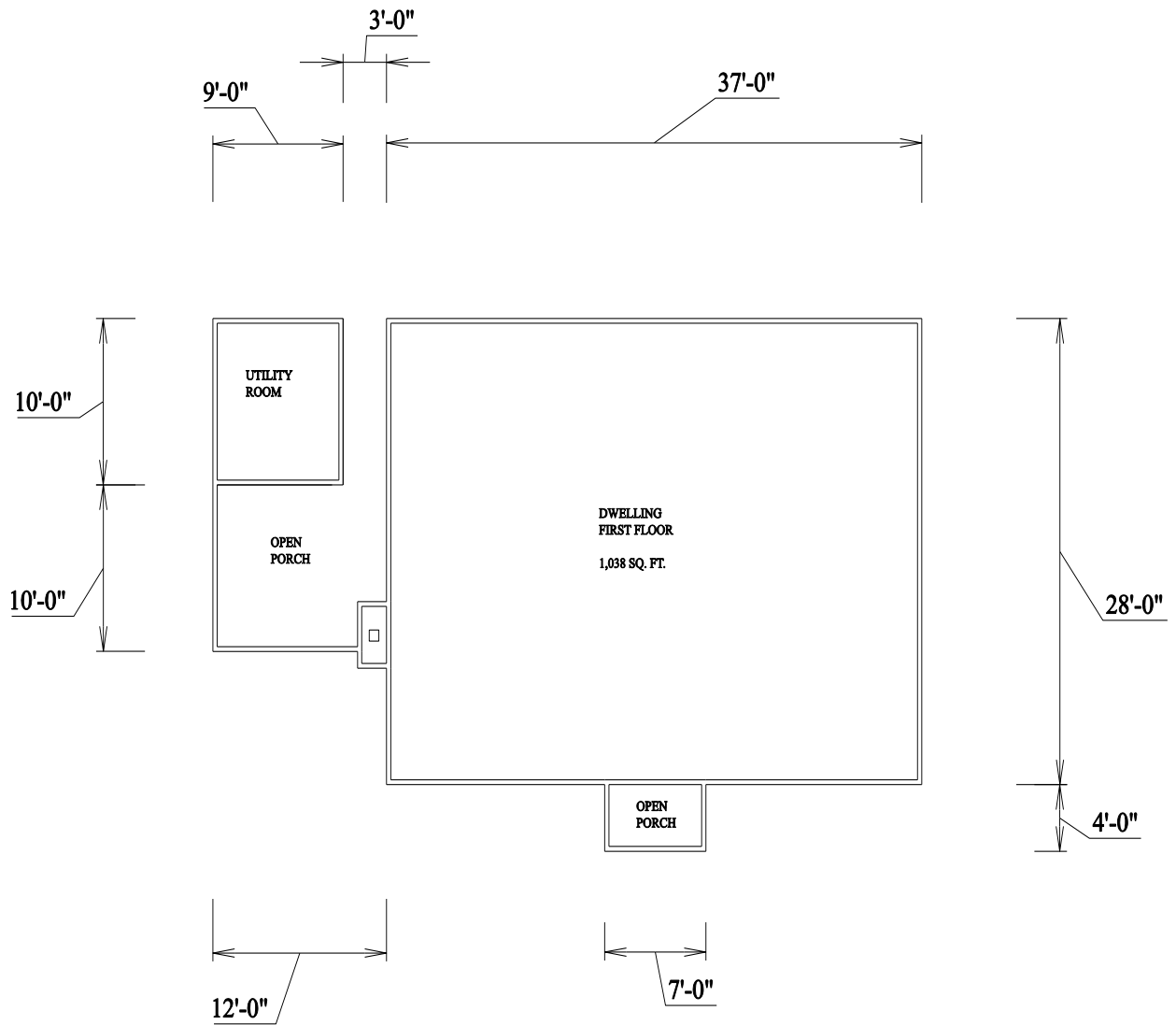
**BID: \_\_\_\_\_**

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

### BUILDING FLOORPLAN SKETCH



FOOTPRINT

SCALE 1/4" = 1'-0"

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

**121 Crestview Road**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Conventional brick-clad ranch home on a crawlspace constructed in 1968. Home consists of 1212 heated square feet and includes three bedrooms and one bath. Owner's primary concerns include roofing and heating and air replacement.

**SPECIFICATIONS DATED:** September 10, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 20, 2025

**ADDRESS:** 121 Crestview Road, Rocky Mount NC 27801

**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:
  - a. 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 tear off roof: remove existing roofing down to sheathing; repair/replace all defective rafters; re-nail all loose sheathing; replace all defective sheathing up to 300 square feet; if additional sheathing needs replacement contact the PH. install new builders felt, cover the entire roof (comply with code requirements), and 230 lb. fiberglass, 30 year architectural shingles. All abutments to be step flashed under existing vertical material at abutment, brick exterior shall be step flashed, and counter flashed, counter flashing shall be cut into the brick. All flashing shall be painted black or matching roof color. Seal all flashing, vent stacks and flanges with roof cement. Roof to include all attached structures and be completed in a professional manner.

**BID:** \_\_\_\_\_

Install aluminum 3" drip edge at entire perimeter of roof. (white or brown) Mill finish or galvanized drip edge will not be accepted. Trim coil used to wrap fascia created on-site will not be accepted as drip edge.

**BID:** \_\_\_\_\_

Remove one (1) existing powered roof ventilator: Close up rough opening with matching materials

**BID:** \_\_\_\_\_

Install continuous shingle over style ridge vent; ventilator to run length of structure: install per manufacturers specifications. Ridge vent shall terminate 8' from gable end where gable vents are existing.

**BID:** \_\_\_\_\_

#### PORCHES

Install pressure treated handrails at the front steps: Rails to consist of 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. Install rails at both sides of steps.

**BID:** \_\_\_\_\_

Install new pressure treated guard-rail at the entire perimeter of the front porch: install pressure treated 4" x 4" posts as applicable; railings to consist of 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. Railing height to be 36".

**BID:** \_\_\_\_\_

#### PLUMBING

All work shall be performed by a licensed plumbing contractor:  
All Plumbing shall meet international residential building code

Replace the water line and sewer line extending from the meter to the structural connection.

**BID:** \_\_\_\_\_

**ELECTRICAL**

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

Install new electrical service entrance and electrical service panel with capacity equal to Code requirements for the electrical demand of the dwelling unit including all specified upgrades (200 amp minimum): exterior or interior mount, minimum 30 standard size circuit breaker capacity with main disconnect. Disconnect and remove all abandoned boxes. Run all appliances on separate circuits; check all circuits and repair/replace all defective wiring; ground the entire system and eliminate any wiring hazard; conceal all exposed wiring per code; index circuits for easy reference. Tie in complete.

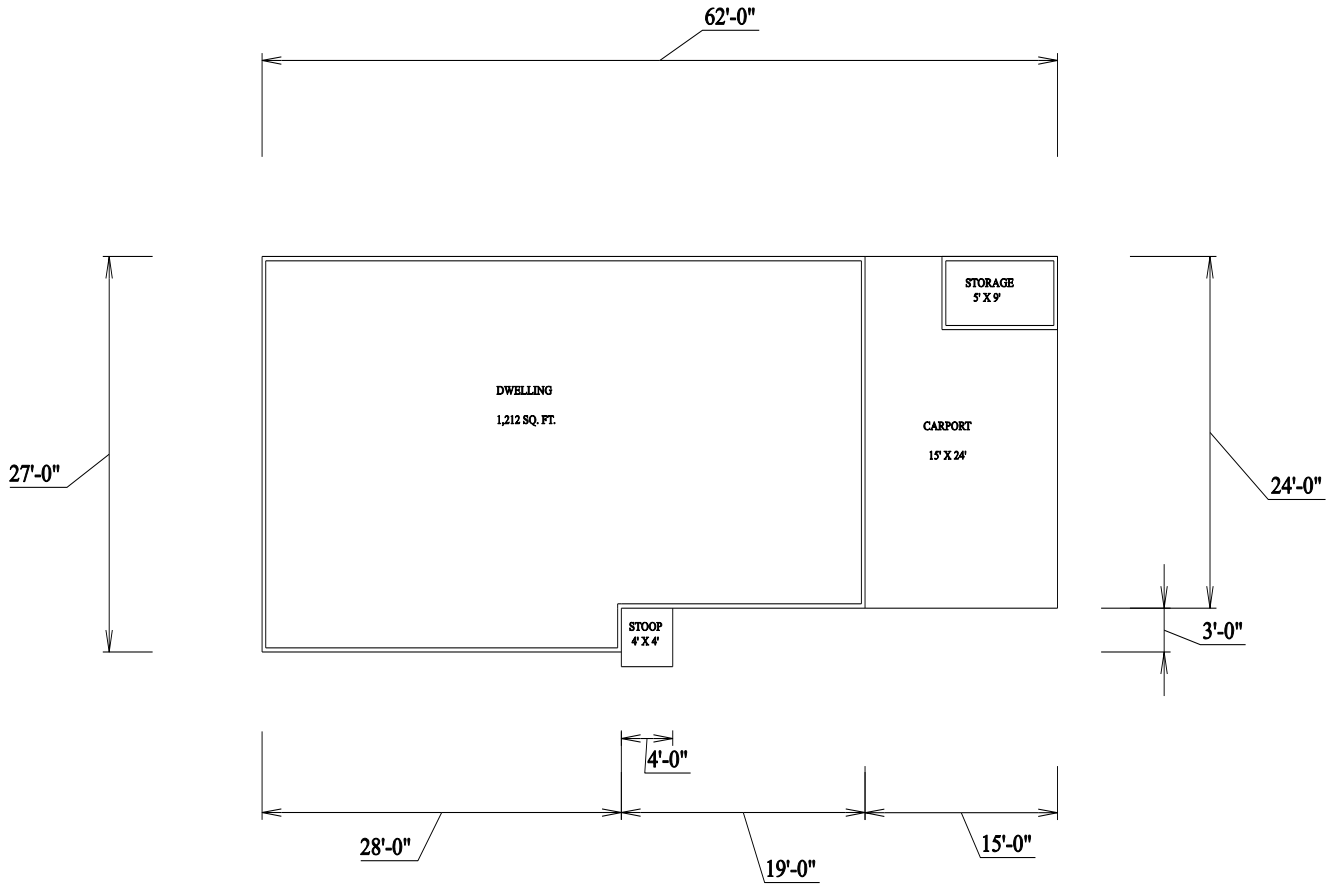
**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:**

**BUILDING FLOORPLAN SKETCH**



**FOOTPRINT**

**SCALE 1/4" = 1'-0"**

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

**1828 Fletcher Drive**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

This one-story brick veneer house was built in 1958. It has 1,253 sq. ft with 3-bedrooms and 1.5-bathrooms, a covered front stoop, and open concrete patio on the rear of the house. The primary concerns for this house are replacing the roof shingles, installing guttering, replacing deteriorated soffit and fascia, installing soffit ventilation, installing guardrail and handrail to the left side steps, installing handrail to the front steps, replacing defective copper water supply lines, and replacing the electrical mast weather head.

**SPECIFICATIONS DATED:** September 9, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 20, 2025

**ADDRESS:** 1828 Fletcher Drive, Rocky Mount, NC 27801

**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:
  - a. 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 tear off roof: remove existing roofing down to sheathing; repair/replace all defective rafters; re-nail all loose sheathing; replace all defective sheathing up to 300 square feet; if additional sheathing needs replacement contact the PH. install new builders felt, cover the entire roof (comply with code requirements), and 230 lb. fiberglass, 30-year architectural shingles. All abutments to be step flashed under existing vertical material at abutment, brick exterior shall be step flashed, and counter flashed, counter flashing shall be cut into the brick. All flashing shall be painted black or matching roof color. Seal all flashing, vent stacks and flanges with roof cement. Roof to include all attached structures and be completed in a professional manner.

**BID:** \_\_\_\_\_

Install flashing at the chimney, 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:** \_\_\_\_\_

Install aluminum 3" drip edge at entire perimeter of roof. (white or brown) Mill finish or galvanized drip edge will not be accepted. Trim coil used to wrap fascia created on-site will not be accepted as drip edge.

**BID:** \_\_\_\_\_

Install continuous shingle over style ridge vent including hip ridge vent; ventilator to run length of structure and the hip ridges: install per manufacturers specifications. Ridge vents shall terminate 8' from gable end where gable vents exist.

**BID:** \_\_\_\_\_

Install seamless aluminum guttering: location: all eaves of structure; guttering to have white or brown baked-on enamel finish; installation to include 3"x4" downspouts and pre-cast concrete or fiberglass splash blocks.

**BID:** \_\_\_\_\_

#### EXTERIOR WALL, SOFFIT, AND FASCIA

Correct address numbers must be displayed

Seal around siding, soffit, fascia, and foundation penetrations.  
Telephone and cable TV connections, if existing and working, must be working after exterior is complete.

Replace all deteriorated soffit and fascia: repair any minor surface damage, re-nail, caulk and paint all the fascia as applicable.

**BID:** \_\_\_\_\_

Install new soffit venting by cutting holes in existing eaves. Install 8"x16" soffit vents every 4'  
Approx 42 vents

**BID:** \_\_\_\_\_

#### PORCHES

Install pressure treated handrails at the front and left side steps: Rails to consist of 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. Install rails at both sides of steps.

**BID:** \_\_\_\_\_

Install new pressure treated guard-rail at the entire perimeter of the left side porch: install pressure treated 4" x 4" posts as applicable; railings to consist of 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. Railing height to be 36".

**BID:** \_\_\_\_\_

#### 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

All Plumbing shall meet international residential building code

Repair/replace any defective copper plumbing pipe and/or supply and waste lines to achieve proper operation and to bring to NC Residential plumbing code. Work to include consolidation of all waste lines into main waste as

needed and replace all galvanized and or copper pipe and/or supply lines. Work to include installation of a clean out (including a clean out exterior of the foundation if required) of all waste lines to sewer connection where necessary and applicable. All piping shall be PVC and Pex. Work shall not include repair/replacement of water or waste lines extending from the meter to the structural connection.

**BID:** \_\_\_\_\_

**ELECTRICAL**

All work shall be performed by a licensed electrical contractor:

Seal around all floor, wall and ceiling penetrations.

New electrical items shall be Energy Star compliant & labeled, including but not limited to bath fans, range hoods, light fixtures, appliances, etc.

All light bulbs shall be LED

Repair/replace the electrical mast weather head. Existing top of the weather head is sitting on top of the HVAC package unit

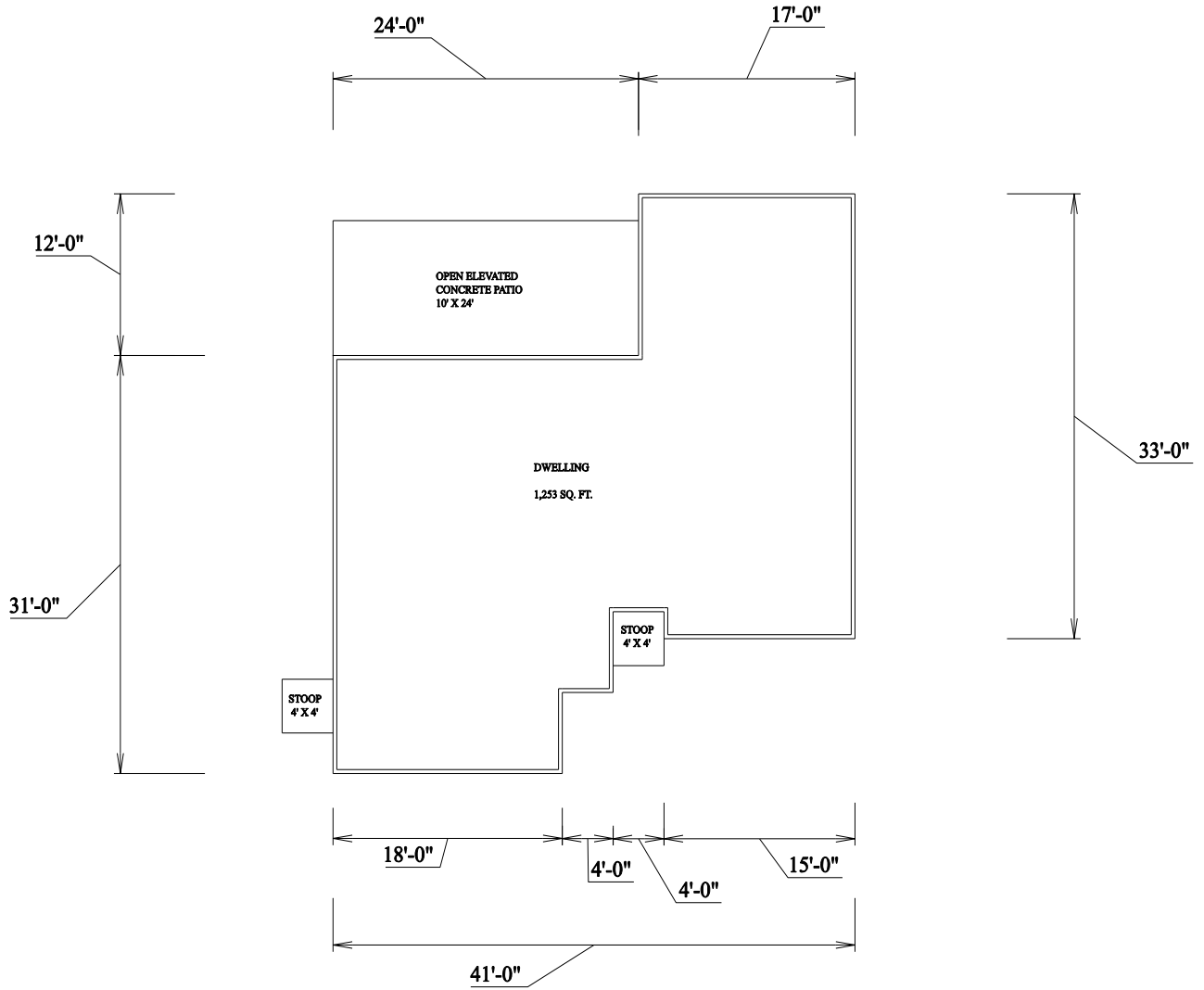
**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

### BUILDING FLOORPLAN SKETCH



FOOTPRINT

SCALE 1/4" = 1'-0"

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

**1825 Rosewood Ave**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Conventional brick ranch home with attached carport built in 1964, consisting of 1536 heated square feet, carport, and two unheated porches. The owner's primary concerns include replacement of roof shingles and guttering, replacement of deteriorated soffit and fascia, replacement of HVAC system, repair of floor system in both bathrooms including new floor covering, and installation of an expansion tank on the water supply lines.

**SPECIFICATIONS DATED:** September 9, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 20, 2025

**ADDRESS:** 1825 Rosewood Ave Rocky Mount, NC 27801

**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.
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:
  - a. 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 tear off roof: remove existing roofing down to sheathing; repair/replace all defective rafters; re-nail all loose sheathing; replace all defective sheathing up to 300 square feet; if additional sheathing needs replacement contact the PH. install new builders felt, cover the entire roof (comply with code requirements), and 230 lb. fiberglass, 30 year architectural shingles. All abutments to be step flashed under existing vertical material at abutment, brick exterior shall be step flashed, and counter flashed, counter flashing shall be cut into the brick. All flashing shall be painted black or matching roof color. Seal all flashing, vent stacks and flanges with roof cement. Roof to include all attached structures and be completed in a professional manner.

**BID:** \_\_\_\_\_

Install flashing at both 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:** \_\_\_\_\_

Install aluminum 3" drip edge at entire perimeter of roof. (white or brown) Mill finish or galvanized drip edge will not be accepted. Trim coil used to wrap fascia created on-site will not be accepted as drip edge.

**BID:** \_\_\_\_\_

Install continuous shingle over style ridge vent; ventilator to run length of structure: install per manufacturers specifications. Ridge vents shall terminate 8' from gable end where gable vents exist.

**BID:** \_\_\_\_\_

Install seamless aluminum guttering: location: all eaves of structure; guttering to have white or brown baked-on enamel finish; installation to include 3"x4" downspouts and pre-cast concrete or fiberglass splash blocks.

**BID:** \_\_\_\_\_

#### EXTERIOR WALL, SOFFIT, AND FASCIA

Correct address numbers must be displayed

Seal around siding, soffit, fascia and foundation penetrations.

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

Replace all deteriorated soffit and fascia: repair any minor surface damage, re-nail caulk and paint to match as applicable.

**BID:** \_\_\_\_\_

**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

All Plumbing shall meet international residential building code

Install an expansion tank on the water heater

**BID:** \_\_\_\_\_

**FLOORS AND STAIRS**

Install vinyl plank flooring (standard in stock colors) featuring synthetic vinyl construction with minimum 6 mil wear layer and 25 yr warranty. Install per manufacture instructions. Underlayment not required for installation over smooth substrate. Flooring shall be installed before installation of other equipment. All Door jambs shall be undercut. Install transition strips at doorways located under the door when the door is shut.

NOTE: Contractor to give owner a choice of in stock colors

Locations: Both bathrooms

**BID:** \_\_\_\_\_

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): both bathrooms

**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

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

**1640 Beverly Rd**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

*This property is a 3-bedroom, 2-bath house with 1,387 sq. ft of heated living space. The house is brick veneer and vinyl siding with a metal roof. It has an uncovered front stoop with a wheelchair ramp attached and an uncovered rear deck. The primary concerns are that the existing wheelchair ramp is too steep and needs to be reconfigured to meet NC Building Code, pointing up brick veneer in spots, installing a bathroom exhaust vent, and installing a new heat pump.*

**SPECIFICATIONS DATED:** September 9, 2025  
**INSPECTED BY:** Brian Ashburn  
**DATE OF INSPECTION:** August 20, 2025  
**ADDRESS:** 1640 Beverly Rd Rocky Mount, NC 27801

**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:
  - a. 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

#### PORCHES

Construct and modify the existing handicapped access ramp at the front deck. using a minimum of 2 x 10 stringers, 4 x 4 supporting posts 5 to 6 feet on center, set in concrete, 2 x 6 top rails and 2 x 4 bottom rail. Ramp handrails to be on both sides of ramp. Ramp joists to be 2x8, 16" OC; 5'x5' Concrete pad at bottom of ramp. Use 5/4 by 6 deck material for ramp surface. Use pressure treated wood throughout. Care should be taken to ensure a ramp slope of 1" in 12". Railing, ramp, concrete pad and porch landing at entry door to meet all HUD/ANSI and State of North Carolina Handicap Standards.

NOTE: Height at the top of ramp is 22" the ramp will need to be 22' long (existing ramp is too steep)  
Ensure a ramp slope of 1" in 12"

**Bid:** \_\_\_\_\_

#### FOUNDATIONS

Repair and point up the brick wall at the right rear corner: close all openings using matching materials.

**Bid:** \_\_\_\_\_

#### ELECTRICAL

All work shall be performed by a licensed electrical contractor:

Seal around all floor, wall and ceiling penetrations.

New electrical items shall be Energy Star compliant & labeled, including but not limited to bath fans, range hoods, light fixtures, appliances, etc.

All light bulbs shall be LED

Install Energy Star compliant & labeled exhaust fan in the master bathroom with 4" metal insulated vent duct with back draft damper, vented to exterior through roof with boot and cap or through wall with watertight cap. Fan box to be sealed to the ceiling. Fan to be controlled by separate switch.

**Bid:** \_\_\_\_\_

#### 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, chase and chase walls, 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.  
All new HVAC equipment must be energy star compliant.

Install a new energy star compliant heat pump central heating and cooling 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 supply boots shall be sealed to the floor; all seams and returns shall be sealed with vapor barrier Mastic or approved equally durable alternative. There shall be No exposed wood inside the return'(s) Unit must have minimum HSPF of 8.0 and minimum SEER of 15.3. 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 PH for pre-approval. Work must be performed by licensed HVAC contractor. Submit plans to mechanical inspector for prior approval. Supply PH with all warranty information and copy of invoice.

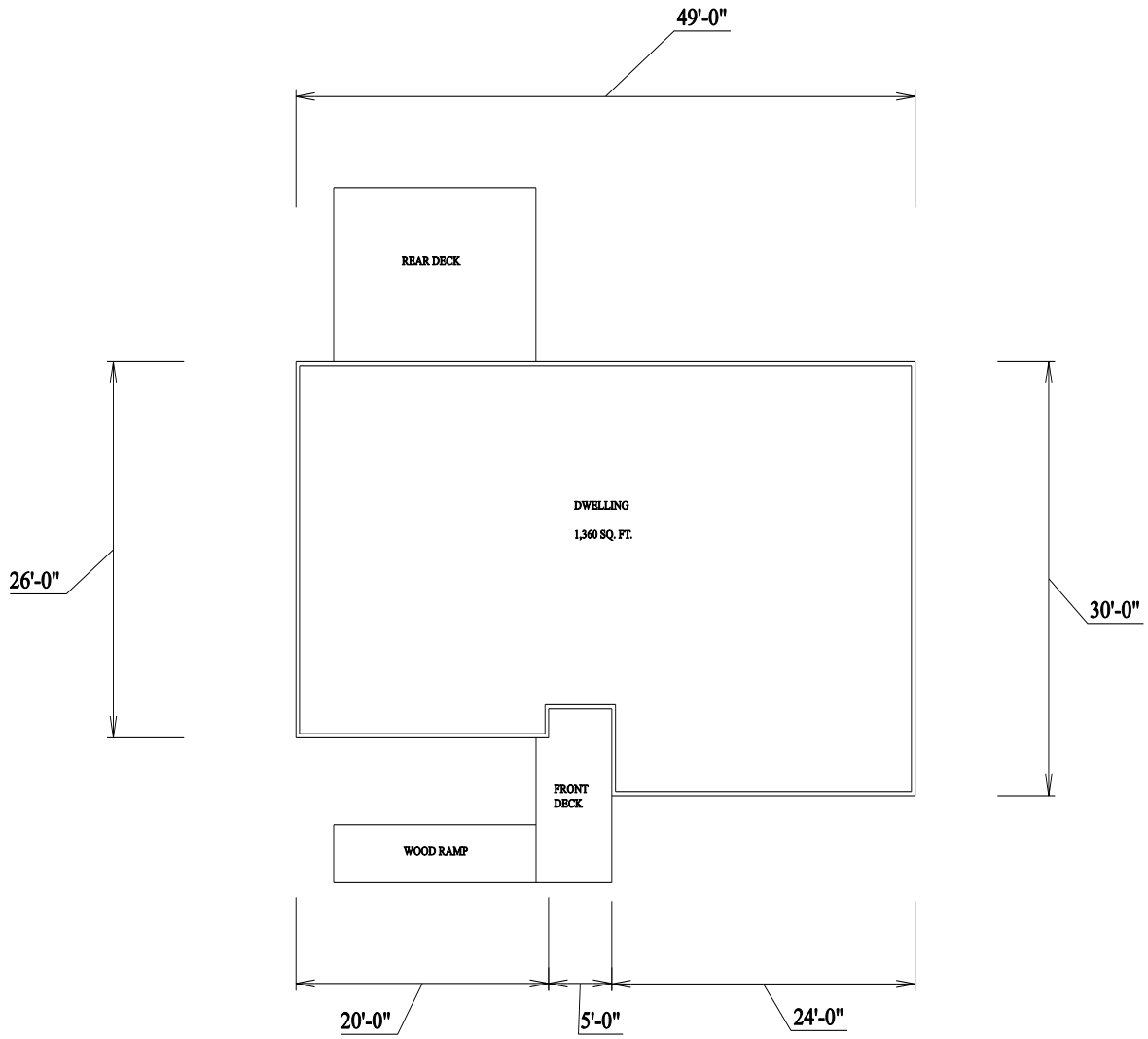
**Bid:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

### BUILDING FLOORPLAN SKETCH



**FOOTPRINT**

**SCALE 1/4" = 1'-0"**

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

**304 Kingston Avenue**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Conventional single-family brick-clad ranch home built in 1963. Home consists of 1118 heated square feet, three bedrooms and 1 ½ baths. Owner's primary repair concerns include plumbing repairs, electrical repairs, HVAC replacement, flooring repairs and porch repairs.

**SPECIFICATIONS DATED:** September 6, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 20, 2025

**ADDRESS:** 304 Kingston Avenue Rocky Mount NC 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:
  - a. 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**

**PORCHES**

Install new treated decking at the rear deck: remove existing flooring; repair/replace defective joists, girders and posts; install new pressure treated 5/4 decking.

**BID:** \_\_\_\_\_

Install pressure treated handrails at the rear steps: Rails to consist of 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. Install rails at both sides of steps.

**BID:** \_\_\_\_\_

Install new pressure treated guard-rail at the entire perimeter of the rear deck: install pressure treated 4" x 4" posts as applicable; railings to consist of 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. Railing height to be 36".

**BID:** \_\_\_\_\_

**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

All Plumbing shall meet international residential building code

Install low flow water saver (1.5 - 1.6 gal. per flush) vitreous China handicapped water closet in both bathrooms complete with seat, supply line and cutoff valve.

**BID:** \_\_\_\_\_

**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

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

Install a new energy star compliant dual fuel heat pump central heating and cooling 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 supply boots shall be sealed to the floor; all seams and returns shall be sealed with vapor barrier Mastic or approved equally durable alternative. There shall be No exposed wood inside the return'(s) Unit must have minimum HSPF of 8.0 and minimum SEER of 15.3. 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 Project Manager for pre-approval. Work must be performed by licensed HVAC contractor. Submit plans to mechanical inspector for prior approval. Supply RTT with all warranty information and copy of invoice.

**BID:** \_\_\_\_\_

**FLOORS AND STAIRS**

Install vinyl plank flooring (standard in stock colors) featuring synthetic vinyl construction with minimum 6 mil wear layer and 25 yr warranty. Install per manufacture instructions. Underlayment not required for installation over smooth substrate. Flooring shall be installed before installation of other equipment. All Door jambs shall be undercut. Install transition strips at doorways located under the door when the door is shut.

NOTE: Contractor to give owner a choice of in stock colors

Locations: Both bathrooms

**BID:** \_\_\_\_\_

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): Both bathrooms

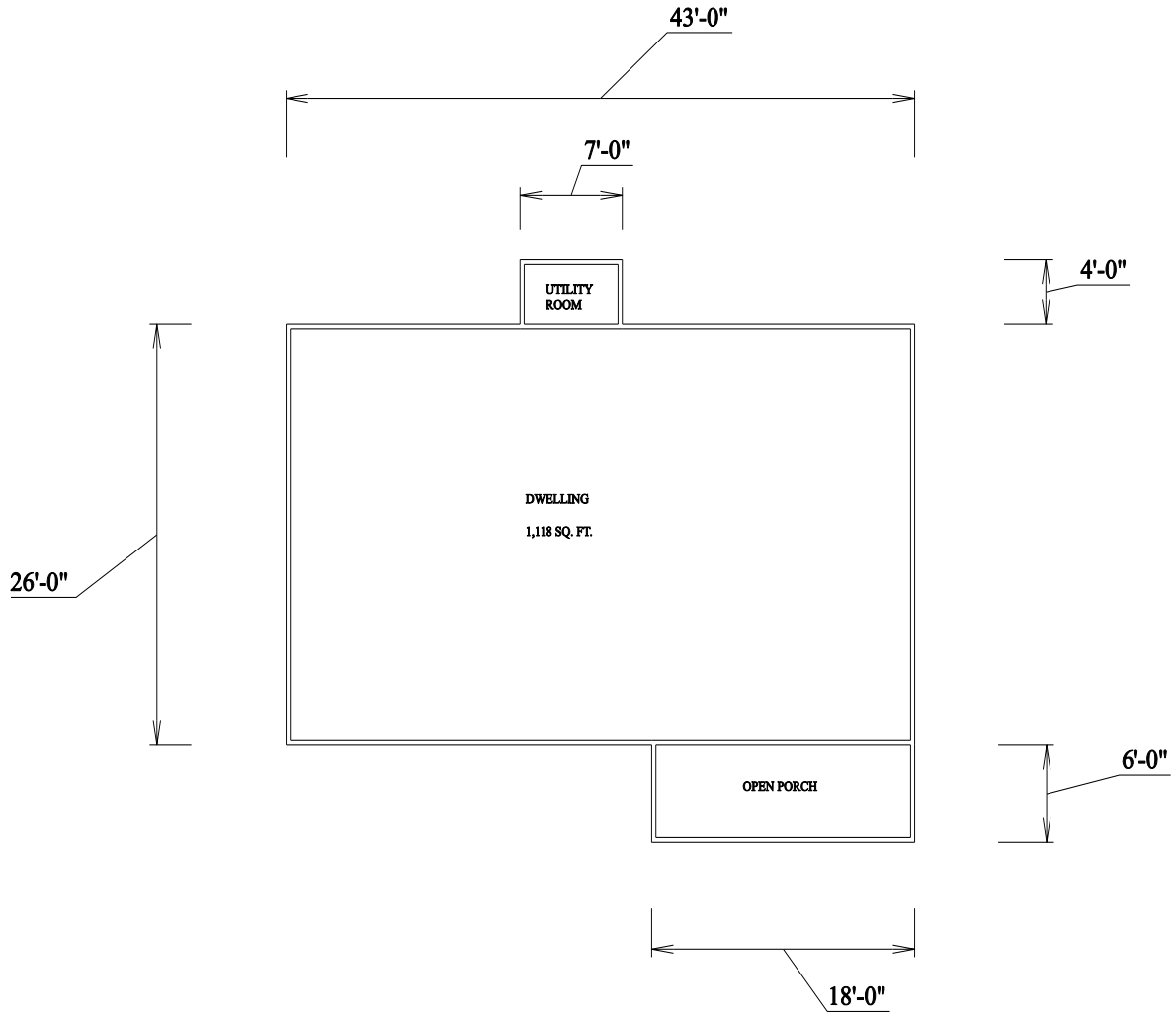
**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**BUILDING FLOORPLAN SKETCH**



**FOOTPRINT**

**SCALE 1/4" = 1'-0"**

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

**1404 Eastern Avenue**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Conventional vinyl clad ranch home built on a crawlspace in 1952. Home consists of 1174 heated square feet, 3 bedrooms and one bath. Owner's primary repair concerns are door window repairs and heating and cooling replacement.

**SPECIFICATIONS DATED:** September 8, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 20, 2025

**ADDRESS:** 1404 Eastern Avenue Rocky Mount NC 27801

**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:
- c. 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**

**WINDOWS**

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

Repair sixteen (16) existing windows: replace all broken, cracked or missing window panes; remove defective (cracked, loose, and brittle) glazing, install proper holding devices, reglaze all panes, must obtain surface that is smooth and uniform surface; All cracks, holes and gaps around interior and exterior casing and jambs shall be caulked. Operable sash shall be weather stripped as appropriate to the type of sash. Install new window locks at all sashes; replace all missing sash cords; repair/replace weather channels as applicable; install new weather channels as needed. As necessary repair or replace jamb, casing, sill, stool, and stop to be structurally sound and free of defects. Repair window with #1 materials only leaving no defect in frame, sill, sash, weather stripping, or hardware. Apply 2 coats of paint to the window sashes.  
Note: Reuse existing storm windows

Location(s):  
Front 8  
Right Side 1  
Left Side 2  
Rear 5

**BID:** \_\_\_\_\_

**HEATING**

All work shall be performed by a licensed HVAC contractor:

Install a new energy star compliant gas-fired central heating and cooling split or package system, complete, including 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 supply boots shall be sealed to the floor; all seams and returns shall be sealed with vapor barrier Mastic or approved equally durable alternative. There shall be No exposed wood inside the return'(s) Minimum AFVE rating of 92%. Minimum SEER 2 rating of 15.2. 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 PH for pre-approval. All work must be performed by a licensed HVAC contractor.

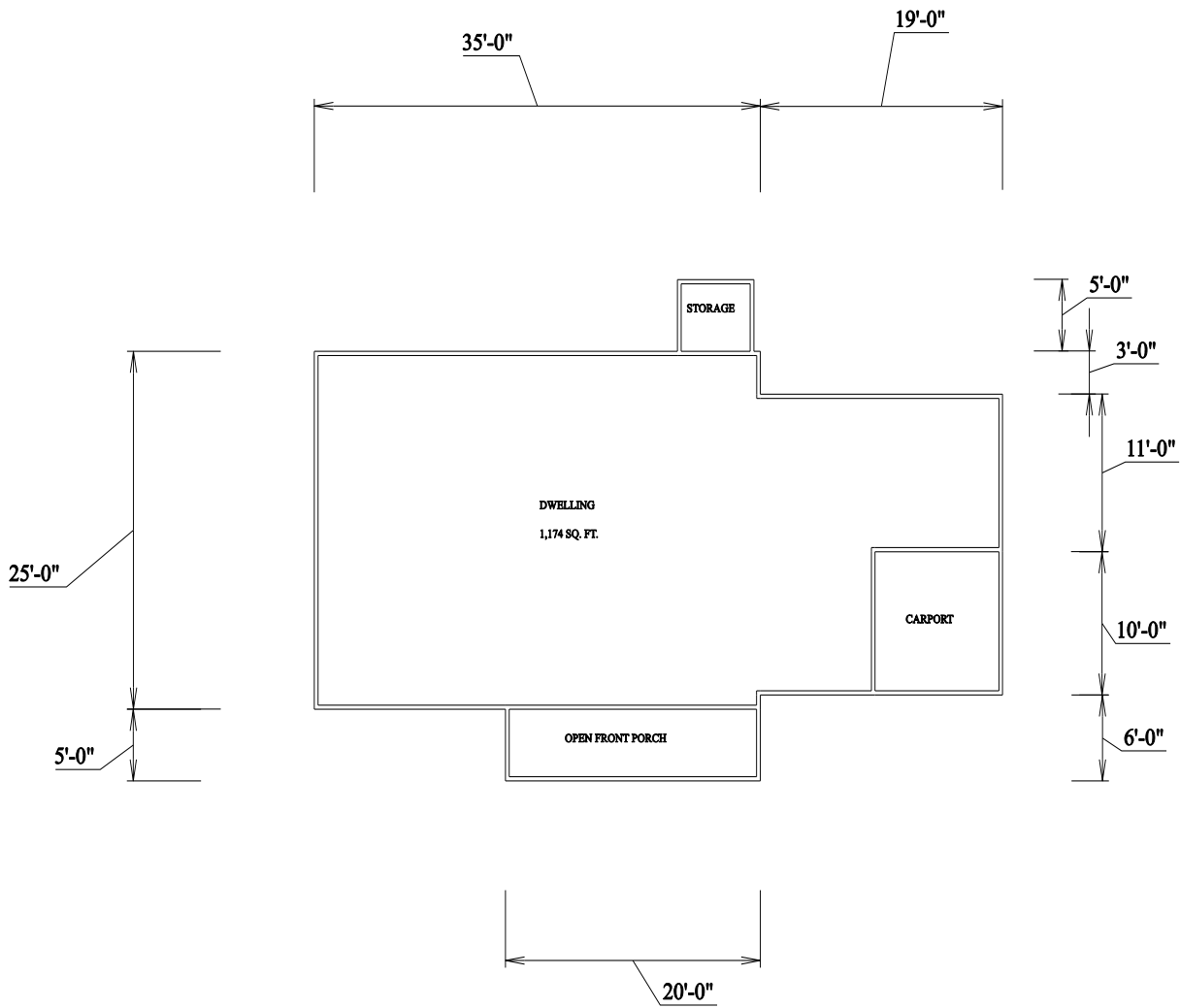
**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

### BUILDING FLOORPLAN SKETCH



FOOTPRINT

SCALE 1/4" = 1'-0"

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

**956 Tarboro Street**



**BRIEF DESCRIPTION & OWNER CONCERNS:**

Conventional two-story brick-clad single-family home built in 1948. Home consists of 2731 heated square feet, with 4 bedrooms and 2 ½ baths. The owner's primary concerns were window replacements and attic insulation.

**SPECIFICATIONS DATED:** September 12, 2025

**INSPECTED BY:** Brian Ashburn

**DATE OF INSPECTION:** August 29, 2025

**ADDRESS:** 956 Tarboro Street Rocky Mount NC 27801

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:
  - a. 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

#### WINDOWS

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

Install twenty (20) new vinyl replacement window unit(s): remove existing window units; replace with new vinyl units 1/1 double hung thermal pane low E units, complete, to include locks and screens. Windows shall have a maximum infiltration of .37 cfm per linear foot of edge of operable sash with an overall solar heat gain co-efficient (SHGC) of .30 or less and an overall U value of .35 or less.

(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. Case complete including proper stool.

NOTE: Install new shutters (owner-supplied)

Location(s):

Front 4

Right side 6

Left side 4

Rear 6

**BID:** \_\_\_\_\_

#### INSULATION and ENERGY STANDARDS (9)

Furnish an insulation certification card and post at a conspicuous location such as inside the attic access door. This certification shall indicate the R-value, minimum thickness, maximum coverage and minimum weight per square foot of the insulation for wall, ceiling, and floor installations.

Seal around all floor, wall and ceiling penetrations. Weather-strip all attic access doors

Installation of insulation shall require insuring proper access and ventilation at the attic and crawlspace including but not limited to roof, ridge, soffit, gable and crawlspace vents

Install secondary insulated air sealing cover on top of the attic side of the attic access opening; (folding stairs or scuttle hole) construct with 3/4" foam board insulation and 3/4" plywood/OSB. Unit lid/top must be hinged with safety chain and provide a continuous air barrier from the attic to the primary attic access door in the conditioned space.

**BID:** \_\_\_\_\_

Install XPS insulation on the attic floor then install blown insulation to attic floor over all conditioned space to achieve an R value of 38. Install blocking around the chimneys. Install 48" baffles between each rafter

Install blocking/rigid material to shield vents, attic accesses, electrical fixtures, etc. to prevent fire hazards. air sealing shall be completed and inspected prior to attic insulation installation.

NOTE: Leave walking area for existing equipment

Estimated 1554 sq. ft.

**BID:** \_\_\_\_\_

**TOTAL BID:** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**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	1025 Southbriar Dr.	\$ _____
B	121 Shannon Ct.	\$ _____
C	121 Crestview Rd.	\$ _____
D	1828 Fletcher Dr.	\$ _____
E	1825 Rosewood Ave.	\$ _____
F	1640 Beverly Rd.	\$ _____
G	304 Kingston Ave.	\$ _____
H	1404 Eastern Ave.	\$ _____
I	956 Tarboro St.	\$ _____

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*.

\*Inspection and certification of compliance by local authorities is necessary if an architect or engineer was not employed on the project.

## 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 questions a and b 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 an E-Verify Affidavit to the contact person listed on the coversheet.

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