



HOUSING & COMMUNITY DEVELOPMENT
THE CENTER OF IT ALL

Request for Proposal #: 320-061225AG

Housing Repair

Date of Issue: 1/13/2026

Proposal Due Date: 1/28/2026

At 02:00 P.M. ET

Direct all inquiries concerning this RFP to:

Alicia Gaines

Alicia.Gaines@rockymountnc.gov

252-972-1227

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

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 64

ATTACHMENT C: SUPPLEMENTARY GENERAL CONDITIONS 75

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION 76

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>FOR CITY USE ONLY: Offer accept, and Contract awarded this _____ day of _____, 20__ for properties _____ as indicated on the attached certification, by _____ Purchasing Manager.</p> <p>PRE-AUDIT: 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 320-061225AG

I. PROGRAM INFORMATION

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

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

The max budget for this project is as follows:

- 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 01/13/2026
Mandatory Pre-bid/Site Visit	City	Tuesday 01/20/2026 10:00 am – 1:00 pm
Submit Written Questions	Contractor	Wednesday 01/21/2026 5:00 pm
Provide Response to Questions/Addendum Deadline	City	Friday 01/23/2026
Submit Proposals	Contractor	Wednesday 01/28/2026 2:00 pm
Contract Award	City	TBD
Estimated Completion Date	Contractor	TBD

IV. MANDATORY SITE VISIT

Mandatory Pre-Bid Meeting

Date: 01/20/2026
 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 January 20, 2026. 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 secured. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow. On-time attendance will be strictly enforced.

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

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

V. QUESTIONS

Written questions shall be e-mailed to Alicia.Gaines@rockymountnc.gov prior to close of business on the date specified in the proposal schedule. Contractors will enter "RFP #320-061225AG – 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, 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 #320-061225AG
City of Rocky Mount
Purchasing- Alicia Gaines
331 S. Franklin Street
Rocky Mount, NC 27802

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

VII. AUTHORIZED SIGNATURE REQUIREMENT

All proposals, bids, or other offers must be signed by an individual authorized to bind the firm contractually. The City reserves the right to request documentation showing evidence of signatory authority (e.g., corporate resolution,

operating agreement, power of attorney, or other verification). Failure to provide such documentation upon request may result in disqualification of the offer or rejection of the executed contract.

VIII. REFERENCES

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

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

IX. CITY’S RIGHTS AND OPTIONS

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

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

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

128 Timberlane Drive



BRIEF DESCRIPTION & OWNER CONCERNS:

Conventional brick-clad ranch home on a crawlspace built in 1957. Home consists of 1816 heated square feet with three bedrooms and 2 baths. Owner's primary concerns include window and door replacement.

SPECIFICATIONS DATED: September 14, 2025

INSPECTED BY: Brian Ashburn

DATE OF INSPECTION: August 29, 2025

ADDRESS: 128 Timberlane Drive Rocky Mounty 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

EXITS

Doorbell signal button and alarm system connections, if existing and working must be working after new exterior door installation is complete.

Install three (3) lite steel insulated Energy Star rated door unit(s) (half glass 9 lite or half-moon top glass): pre-hung, with keyed alike entrance and single or double cylinder deadbolt locksets (per owner's request). Install shims and screws long enough to catch framing on each hinge and keeper latch. drip-cap as applicable. Install hinge or baseboard mounted doorstops as needed.

Location(s): Carport & both rear at enclosed porch

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 Twelve (12) new vinyl replacement window units with grids: 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 (large front window counted as 4)

Right side 1

Left side 3

Rear 7

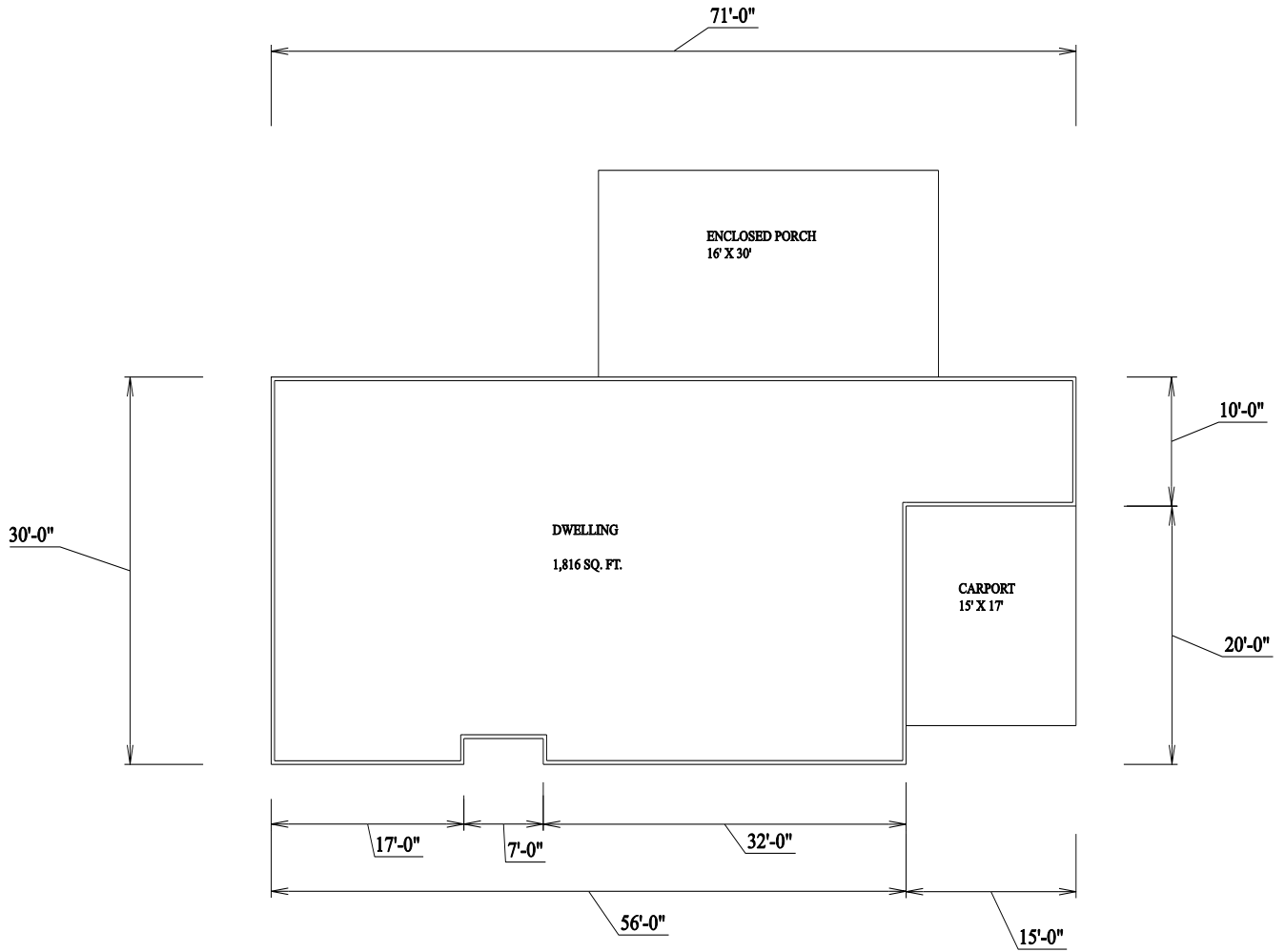
BID: _____

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**

1820 Springfield Rd



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1977 and has 1,406 sq ft of conditioned space. The house has 3 bedrooms and 1.5 bathrooms. Brick veneer with one covered and one uncovered front entrances, an uncovered deck on the rear. Primary issues addressed are as follows: Replacing the sliding glass door on the rear, window replacement, accessibility modifications, and gas HVAC replacement.

SPECIFICATIONS DATED: 10-9-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 1820 Springfield 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

EXITS

Install one (1) vinyl sliding glass door unit with Low-E argon glass complete with door hardware.
Install PVC brick molding on exterior.
Install water proof membrane around framing prior to door installation.
Install window and door foam air seal around door frame and unit to fill all voids.
Install new wood interior casing to match the existing door casing throughout the house.
Location: Rear DR

Bid _____

Rework two (2) existing exit doors. Work to include installation of new Kwikset Cameron entrance and deadbolt locksets; new weather-stripping, sill sweep. Adjust the door to shut and close as airtight as possible.
Location(s): Both front doors

Bid _____

WINDOWS

If the scope of work includes the replacement of windows, all windows shall meet section R303.1, R308, R310, R613 of the international residential building code.
Tempered glass is required for windows close to exits.
Windows with grids are not required unless otherwise specified.
Alarm system connections, if existing and working, must be working after new window installation is complete.

Install ten (10) new double hung Energy Star rated (for this climate zone) replacement window units: remove existing window units; replace with new vinyl units 1/1 double hung thermal pane units, complete, to include locks and full screens. Windows shall have a U-factor less than 0.32, SHGC less than 0.40, and maximum infiltration of .37 cfm per linear foot of edge of operable sash (Contractor shall present manufacturer's specifications to demonstrate compliance) Window must be installed plumb and true, panes must be cleaned, and all affected adjacent surfaces repaired to match existing interior and exterior.

Install new aluminum wrap on exterior casing. Case complete including proper stool. Apply caulk as applicable on aluminum trim abutments and interior casing. Air seal around replacement unit and frame with window and door spray foam. Remove stickers from windows and clean before final inspection. Homeowner shall select color of vinyl windows and aluminum wrap.
Locations: All wood windows EXCEPT the bay window in the LR

Bid _____

INSULATION and ENERGY STANDARDS

Install 6-mil black plastic poly to the entire crawlspace floor. Lap poly seams a minimum of 12-in, lap poly up foundation walls and piers ~6-in. Clean and remove all organic debris from crawlspace prior to poly installation.

Bid _____

PLUMBING

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

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

Bid _____

Install a Clean Cut Step or Safeway Tub Cut to the hall tub/shower unit. Seal with manufacturer approved sealant. Remove the existing glass doors and adjacent surfaces. Install a heavy-duty plastic shower liner and shower curtain rod.

Bid _____

HEATING

All work shall be performed by a licensed HVAC contractor:
Seal around all floor, wall and ceiling penetrations in affected areas, specifically floor boot and floor.
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, crawlspace doors, piers and /or concrete slabs.
All equipment must meet or exceed the international residential building code.

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

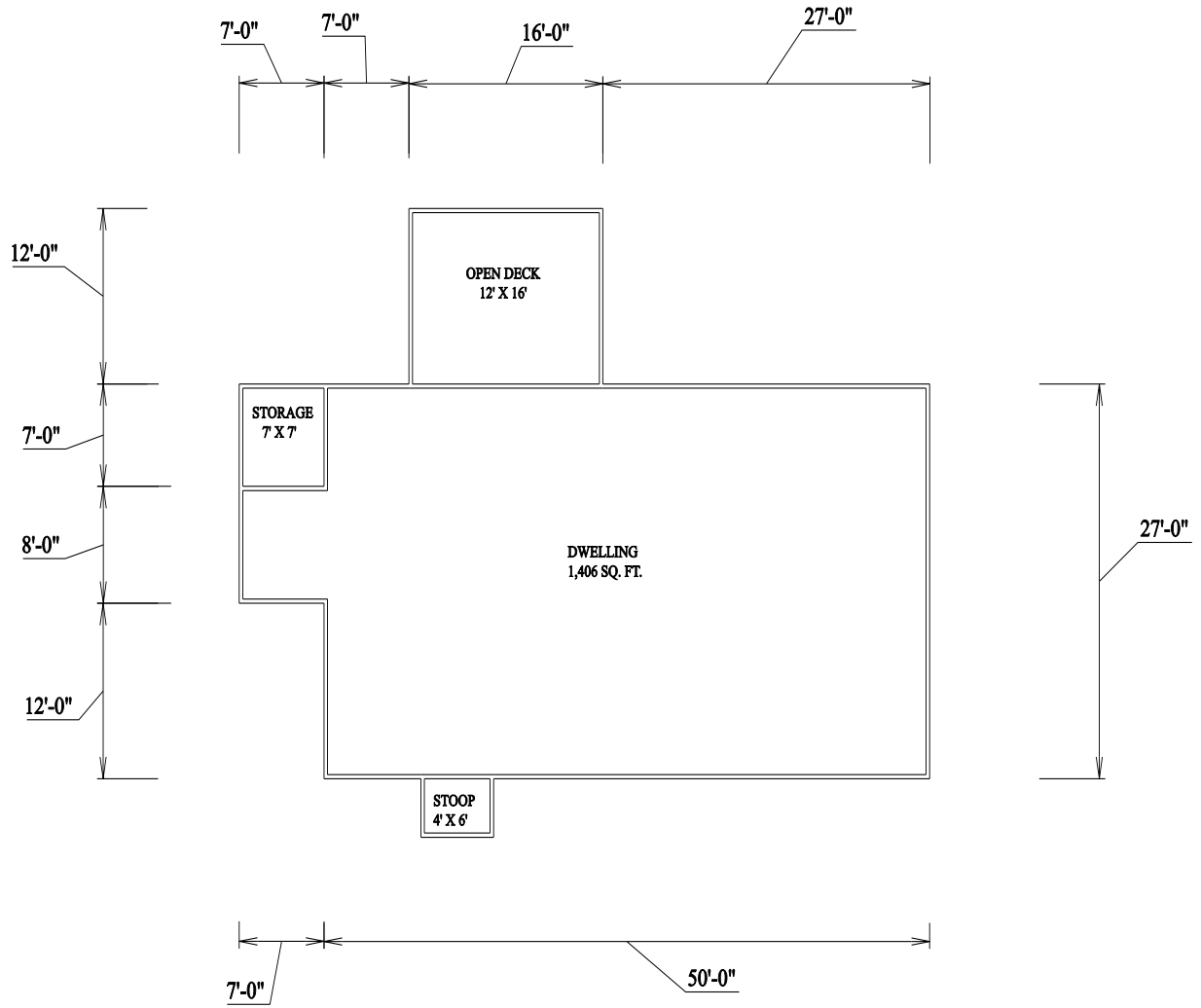
Bid _____

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**

1633 Whitfield Ave



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1978 and contains 1796 sq ft of conditioned space. It has 3 bedrooms, two full bathrooms, sunken Den, uncovered rear deck. There is a front entrance, right side entrance, and a sliding glass door on the rear. Primary issues addressed are as follows: Roof replacement, sliding glass door replacement and floor damage repair, shower valve replacement, battery smoke detectors installation, flooring replacement.

SPECIFICATIONS DATED: 10-9-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 1633 Whitfield 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. 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 a new Atlas Pinnacle Pristine, GAF Timberline HDZ, Certaineed Landmark, or Owens Corning TruDef Duration architectural shingle roof (or other approved equivalent): remove existing roofing down to sheathing; replace all defective sheathing; r nail all loose sheathing with ring shank nails; allow for a maximum of 2 sheets of roof decking maximum (any extra will be change order- call Rehab Specialist for approval).

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

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

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

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

Price per additional roof decking _____

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

Bid _____

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

Bid _____

EXTERIOR WALL, SOFFIT, AND FASCIA

Correct address numbers must be displayed on structure

Repair exterior vinyl soffit and siding on the right side gable. Replace a missing piece of vinyl siding in the gable. Replace missing soffit in the right side gable.

Bid _____

EXITS

Install one (1) prehung steel half glass insulated Energy Star rated door unit with PVC brick molding and rot proof jamb.

Install new Schlage or Kwikset smart key lockset and deadbolt. Hardware finish shall match the existing hardware throughout the house.

Install water proof membrane around framing prior to door installation.

Install shims and a screw long enough to catch framing on each hinge and keeper latch.

Install window and door foam air seal around door frame and unit to fill all voids.

Install new wood interior casing to match the existing door casing throughout the house.

Install hinge or baseboard mounted doorstops as needed.

Paint interior and exterior of door and trim.

Location: Right side laundry exit

Bid _____

Install one (1) vinyl sliding glass door unit with Low-E argon glass complete with door hardware.

Install PVC brick molding on exterior.

Install water proof membrane around framing prior to door installation.

Install window and door foam air seal around door frame and unit to fill all voids.

Install new wood interior casing to match the existing door casing throughout the house.

Location: Rear DR

Bid _____

PORCHES

The steps off the rear deck have come loose from the deck band. Reposition the steps back into place. Install framing between the 4x4 posts to help secure the stringers into place. Use stringer brackets to secure the step stringers to the framing.

Bid _____

PLUMBING

All work shall be performed by a licensed plumbing contractor:

Replace tub faucet with 3-valve diverter or single lever type controls, tub filler, water saver (2 to 2.2 gal. per minute) showerhead in the hall bathroom. Repair/replace tub waste, overflow face plate, waste drain, trip level and pop up as applicable.

Note: Remove existing caulk between tub and wall liner and apply new tub sealant.

Bid _____

ELECTRICAL

Install 10-yr lithium battery operated First Alert smoke detectors. Smoke detectors can be installed on the ceiling at least 4-in away from walls or the on the walls between 4-in and 12-in from the ceiling. Install one in the hallway and one in the lower level of the front den.

Bid _____

FLOORS AND STAIRS

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

Location: In front of rear sliding glass door

Bid _____

Remove existing flooring and dispose of same. Install Bruce (or other approved equivalent) 12-mm thick laminate flooring with manufacturer approved underlayment: laminate flooring shall have a minimum 25 year warranty and be Green Guard certified. Install per manufacturer's specifications. Install standard preprimed wood quarter round molding. All door trim shall be undercut and flooring installed under same. Flooring shall have a price point of \$2.99 per square foot. Paint new quarter round to match existing baseboard color. Install transition between new flooring and existing flooring

Location: Dining Room in front of sliding glass door in repair area (~3' x 8')

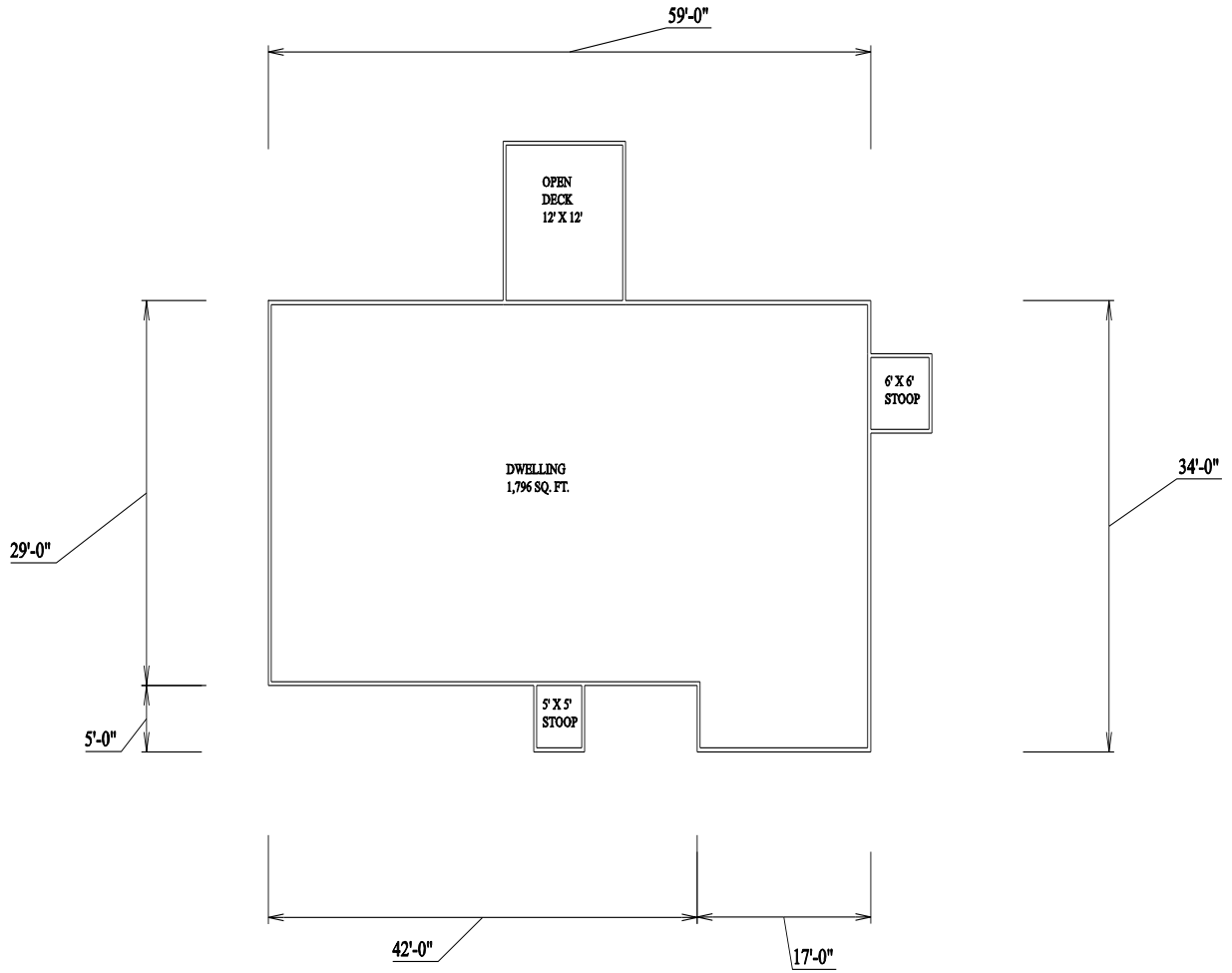
Bid _____

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

1660 Harper St



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1968 and contains 1,334 sq ft of conditioned space. It has a covered front porch with 2 bedrooms, and 1 bathroom. It has exterior and interior CMU walls. The primary issues addressed are as follows: Vinyl siding installation over the wood gable siding, vinyl soffit and aluminum trim installation, front door repair, rear door replacement, rear stoop and step installation, gas HVAC system replacement.

SPECIFICATIONS DATED: 10-17-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 1660 Harper St 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.
10. 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.
11. 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.

- 12. 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

EXTERIOR WALL, SOFFIT, AND FASCIA

Correct address numbers must be displayed on structure
Seal around siding, soffit, fascia and foundation penetrations in affected areas.
Telephone and cable TV connections must be working after 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. Remove any trim that will prohibit the installation of the new soffit and wrap. Replace deteriorated fascia and soffit.

Bid _____

Install Georgia Pacific Compass or Norandex Woodsman Select (.042 thickness) vinyl siding on siding in gables complete with fanfold extruded polystyrene insulation 4' x 50' panels: Shim as necessary to obtain smooth surface. Polystyrene shall cover entire area to be siding with manufacturer approved tape on all seams of the polystyrene. Siding to be installed level and true around all corners. Starter strip required. Install color coordinated nails and caulking as required. Trim with appropriate color matching inside and outside corners, j channel, and finish trim. Note: Rear gable - Install 1x3 just below roof line and wrap with aluminum trim. Bend a wash on the aluminum trim on top of the 1x3 and tuck under existing drip edge

Bid _____

Install new aluminum fascia and Georgia Pacific Premium or Norandex Remolder (040 thickness) vinyl soffit to box in all eaves, complete. Note: Contractor will install soffit ventilation to code requirements, work to include cutting holes in existing eaves. Install vinyl to all porch ceilings.
Wrap all window & door casings, frieze boards, and all other exposed exterior wood surfaces with aluminum, complete.

Bid _____

EXITS

Rework one (1) existing exit door. Work to include installation of new Kwikset Cameron entrance and deadbolt locksets; weather-stripping, threshold rubber seal, doorstop. As necessary re-hinge, adjust door, trim bottom of door.
Location: Front

Bid _____

Install one (1) prehung fiberglass six panel insulated Energy Star rated door unit with PVC brick molding and rot proof jamb.

Install new Schlage or Kwikset smart key lockset and deadbolt. Key holes shall be turned the same so when inputting key, the key does not have to be turned over. Hardware finish shall match the existing hardware throughout the house.

Install water proof membrane around framing prior to door installation.

Install shims and a screw long enough to catch framing on each hinge and keeper latch.

Install window and door foam air seal around door frame and unit to fill all voids.

Install new wood interior casing to match the existing door casing throughout the house.

Install hinge or baseboard mounted doorstops as needed.

Paint interior and exterior of door and trim.

Location: Right side exit and rear exit

Bid _____

PORCHES

Pressure wash the right side deck to include decking boards, band, steps, and railing to remove mildew and microbial growth.

Bid _____

Install a new freestanding pressure treated wood stoop at the rear exit off the bedroom, complete: Deck sized 5'x 5'. Deck band to rest on pressure treated 4"x 4" posts embedded in concrete. Install new steps and handrails all around. Detail specifications: (All lumber shall be pressure treated); deck sills doubled 2" x 8" s bolted to the 4x4 posts; joists: 2" x 6"s 16" OC; flooring: 5/4 decking; deck guard-rails : top and bottom 2"x 4"s with 2" x 2"s pickets set on centers so that a 4" sphere cannot pass between any opening, height to be 36"; steps: 36" width; stringers: three 2" x 12" stringers set on masonry/concrete; treads: two 5/4; maximum riser: 7 1/2"; step handrails: 4"x 4" posts embedded in concrete and top and bottom 2" x 4"s with 2" x 2"s pickets set on centers so that a 4" sphere cannot pass between any opening.

Note: Grade to bottom of threshold is ~ 12-in

Bid _____

PLUMBING

Replace tub overflow face plate, and trip level and pop up as applicable.

Bid _____

Install a handheld detachable shower head with stainless steel coupling 72-in hose to the tub/shower unit. Price point of \$50.00.

Bid _____

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

Bid _____

HEATING

All work shall be performed by a licensed HVAC contractor:

Seal around all floor, wall and ceiling penetrations.

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

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

Install a new gas-fired central heating and cooling split system, complete, to include, controls, automatic thermostat, fans, wiring, etc. Minimum AFUE rating of 92%. Minimum SEER 2 rating of 15.2. System capacity, copy of sizing calculations, and drawings must be submitted to the CDO for pre-approval. All work must be performed by a licensed HVAC contractor.

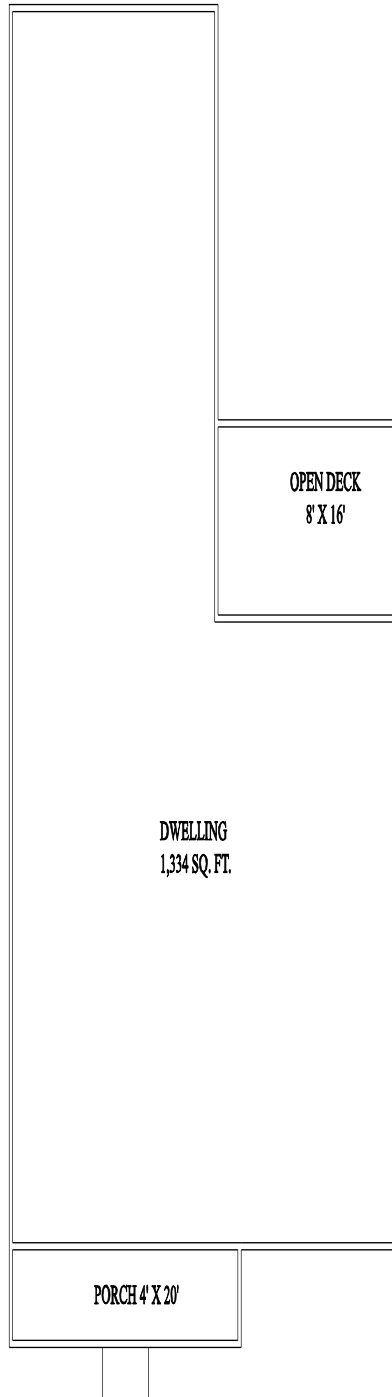
Bid _____

TOTAL BID: _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

BUILDING FLOORPLAN SKETCH



CITY OF ROCKY MOUNT

**HOUSING REPAIR PROGRAM
BID DOCUMENT**

1928 Rosewood Ave



BRIEF DESCRIPTION & OWNER CONCERNS:

This structure is a brick ranch style home built in 1954. It contains 3 bedrooms, one bathroom, and an enclosed porch on the right side. The main concerns addressed in the scope of work are installing vinyl siding, soffit, aluminum wrap, window replacement, door replacement, and the installation of a new washer hookup box.

SPECIFICATIONS DATED: 11-12-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 11-7-2025

ADDRESS: 1928 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. 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

EXTERIOR WALL, SOFFIT, AND FASCIA

Correct address numbers must be displayed on structure.
Seal around siding, soffit, fascia, and foundation penetrations in effected areas.
Telephone and cable TV connections must be working after 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. Remove any trim that will prohibit the installation of the new siding.
Note: Power and internet company will have to be called to drop lines for installation

Bid _____

Replace all deteriorated soffit and fascia and set up for wrap: remove any trim necessary, re-nail loose boards, furr out as necessary.
Note: Power and internet company will have to be called to drop lines for installation

Bid _____

Install Georgia Pacific Forest Ridge or Norandex Woodsman Select (.042 thickness) vinyl siding on house body complete with fanfold extruded polystyrene insulation 4' x 50' panels: Shim as necessary to obtain smooth surface. Polystyrene shall cover entire area to be siding with manufacturer approved tape on all seams of the polystyrene. Siding to be installed level and true around all corners. Starter strip required. Install color coordinated nails and caulking as required. Trim with appropriate color matching inside and outside corners, j channel, and finish trim.
Note: Power and internet company will have to be called to drop lines for installation
The Contractor shall submit necessary paperwork for warranty and provide the homeowner with warranty paperwork.

Bid _____

Install vertical vented soffit to the existing wood gable vents and wrap as necessary.

Bid _____

Install new aluminum fascia and Georgia Pacific Premium or Norandex Builder (.036 thickness) vinyl soffit to box in all eaves, complete. Note: Contractor will install soffit ventilation to code requirements, work to include cutting holes in existing eaves. Install vinyl to all porch ceilings.
Wrap all window & door casings, and all other exposed exterior wood surfaces with aluminum, complete.
Note: Power and internet company will have to be called to drop lines for installation

Bid _____

EXITS

Install one (1) prehung steel six panel insulated Energy Star rated door unit with PVC brick molding and rot proof jamb.

Install new Schlage or Kwikset smart key lockset and deadbolt. Key holes shall be turned the same so when inputting key, the key does not have to be turned over. Hardware finish shall match the existing hardware throughout the house.

Install waterproof membrane around framing prior to door installation.

Install shims and a screw long enough to catch framing on each hinge and keeper latch.

Install window and door foam air seal around door frame and unit to fill all voids.

Install new wood interior casing to match the existing door casing throughout the house.

Install hinge or baseboard mounted doorstops as needed.

Location: Front

Bid _____

PORCHES

Install new exterior flanges and anchors for all the posts on the front and rear stoop. Use redhead concrete anchors. Tighten the railing to posts as necessary.

Bid _____

Remove the exterior carpet from the front and rear stoop.

Bid _____

WINDOWS

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

Tempered glass is required for windows close to exits.

Windows with grids are not required unless otherwise specified.

Install fourteen (14) new vinyl double hung Energy Star replacement window units: remove existing window units; replace with new vinyl units 1/1 double hung thermal pane units, complete, to include locks and full screens. Windows shall be Low-E argon filled, with U-factor of 0.30 or less and SHGC 0.40 or less. Windows shall have a maximum infiltration of .37 cfm per linear foot of edge of operable sash (Contractor shall present manufacturer's specifications to demonstrate compliance) Window must be installed plumb and true, panes must be cleaned, and all affected adjacent surfaces repaired to match existing interior and exterior. Case complete including proper stool. Air seal around replacement unit and frame with window and door spray foam. Remove stickers from windows and clean before final inspection.

Wrap exterior window trim with aluminum trim coil and caulk joints as applicable.

Note: Homeowner to select color of window and aluminum trim.

Note: Replace the front picture window with another picture window.

Locations: All windows

Bid _____

FOUNDATIONS

Replace existing foundation vents with new vinyl automatic foundation vents. Vents must be installed plumb and true using the manufacturer fastening devices. Vents shall be sealed to wall with clear silicone caulk.

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

Install a new washer hookup box with quarter turn ball valves to replace the existing hook up box. Installation shall include connecting water supply lines to the unit, securing to wall, connecting the washer lines.

Bid _____

ELECTRICAL

Install a 10-yr lithium battery smoke detector in the hallway to replace the existing smoke detector.

Bid _____

INTERIOR WALL AND CEILINGS

Cut out the deteriorated drywall area around and below the washing machine hook up box. Install 1/2" gypsum wallboard to the repair area. Apply joint compound per manufacturer's specifications. Finish surface to be free of defects. Carefully remove and reinstall/replace all trim work.

Note: Replace wall insulation in this repair area

Note: The drainpipe will remain in the same location

Bid _____

INTERIOR PAINTING

Prep - Scrape, fill, patch, and caulk as applicable: repair minor defects in all woodwork, repair all drywall/plaster to include re-taping, filling, and sanding filler as needed to obtain smooth surface.

-Clean walls with TSP solution.

-Protect all surfaces and structural contents during work.

-Apply stain block as necessary to prevent any and all bleeding.

-Prime all new wood.

-Use of lead based paint is strictly prohibited.

Contractor must comply with 24 CFR 35.24 regarding Lead base Paint Hazards.

Bid _____

Apply one (1) coat of primer to the new drywall and two (2) coats of no VOC latex paint to all specified areas:
The one wall where the drywall patch and repair was made behind the washing machine. (~8 ft x 10ft)

Primer+paint products will not be accepted.

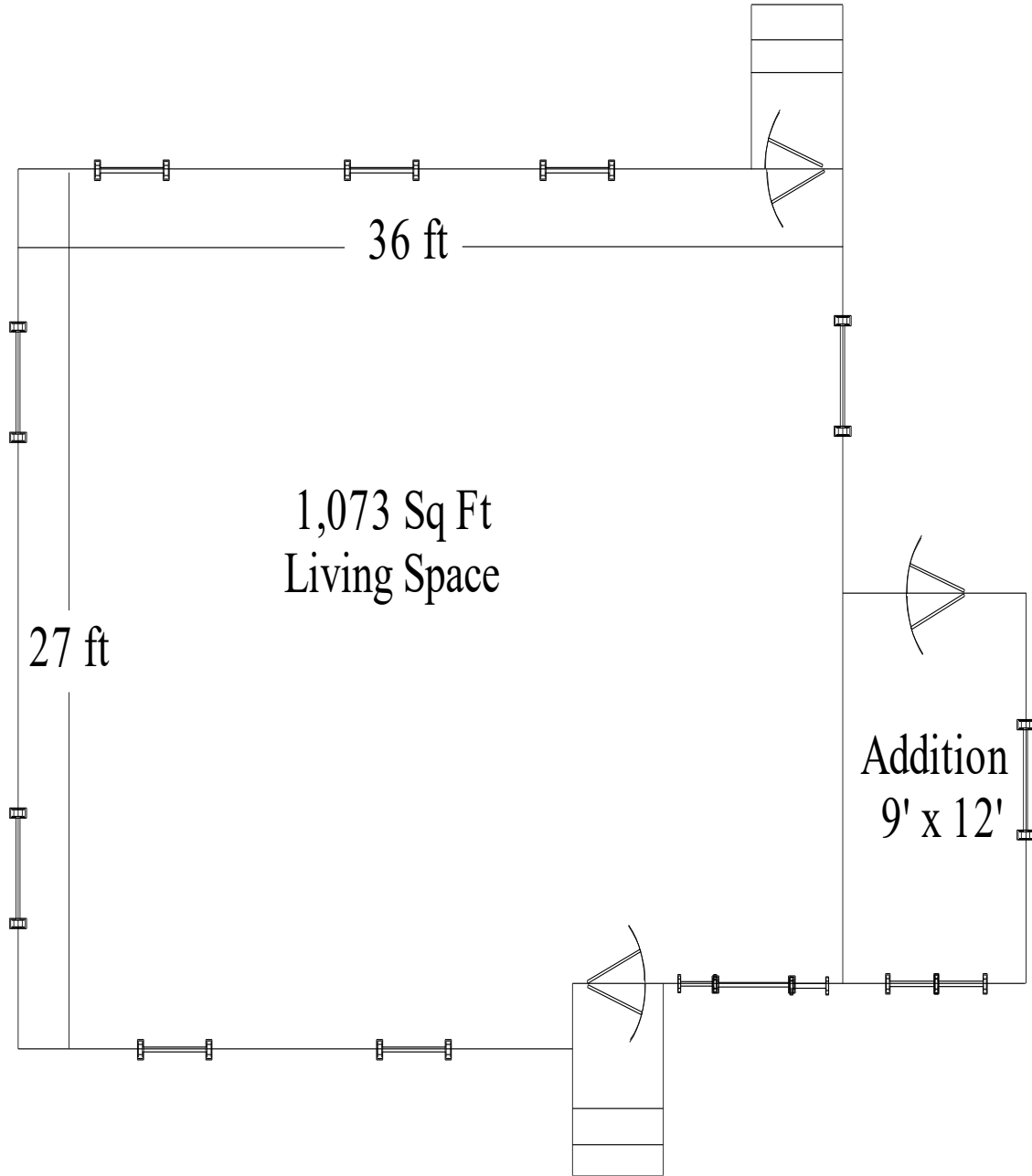
Bid _____

TOTAL BID: _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

BUILDING FLOORPLAN SKETCH



**CITY OF ROCKY MOUNT
HOUSING REPAIR PROGRAM**

BID DOCUMENT

601 Midway St



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1920 and has 1,461 sq ft of conditioned space. It has 3 bedrooms and 1.5 bathrooms, and a covered front porch. Primary issues addressed are as follows: Repair of both exit doors, installation of new kitchen cabinets, kitchen sink, and GFCI outlet in the kitchen and bathroom, installation of a range hood and circuit, floor joist, subfloor, and flooring repair and replacement in the kitchen.

SPECIFICATIONS DATED: 10-14-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 601 Midway St 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

EXITS

Rework two (2) existing exits doors. Work to include installation of new Kwikset Cameron entrance and deadbolt locksets; new weather-stripping, and doorstop as applicable. As necessary adjust door to open and shut correctly and not allow air penetration when closed. Adjust by installing a long enough to reach framing in top hinge or other method of adjustment.

Location(s): Front and Rear exit

Bid _____

PLUMBING

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

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

Bid _____

ELECTRICAL

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

Install additional 110 volt convenience outlets as needed in the countertop area to meet current NC Building Code with no point on the countertop exceeding 24-in from an outlet.
Install additional circuit and breaker.

Bid _____

Install ground fault breaker receptacle protection as required by code to include but not limited to a minimum installation of GFI receptacles in the bath and the kitchen counter top area.

Bid _____

Install range hood in kitchen with two speed exhaust fan and light controlled by separate switches. Duct fan to exterior through roof with boot and cap or through wall with watertight cap and using metal 4" insulated vent duct with back draft damper. Minimum cfm= 150 and maximum sone to be 2.5.

Bid _____

CABINETS AND CLOSETS

Install ~13 LF of new base cabinet, prefinished solid wood drawers and door fronts. Drawers shall be dovetail with soft close drawer slides. Doors shall have soft close hinges. Plywood box required. Shaker style doors and drawers. Install a drawer stack between stove and table top water heater (~32").

Cabinets to be installed plumb and true, all joints with wall to be trimmed as applicable.

Install sheet grade Formica counter top with 1 1/2" Formica band. Substrate to be 3/4" high density board. Install sheet grade Formica backsplash from base cabinet to wall cabinet and behind stove. Use metal trim on all open ends.

Remove existing cabinetry and dispose of same offsite.

Bid _____

Install ~17 LF of new 36" wall cabinets, prefinished solid wood doors. Cabinets to be installed plumb and true, all joints with wall and ceiling to be trimmed as applicable.

Note: Install color matching soffit over upper cabinets to box in to the ceiling. Install color matching crown molding at the top of the soffit.

Note: Air seal the existing wall/ceiling abutment prior to cabinet installation using spray foam.

Bid _____

FLOORS AND STAIRS

Remove existing floor covering and dispose of same. Install Bruce 12-mm thick laminate flooring with manufacturer approved underlayment: laminate flooring shall have a minimum 25 year warranty and be Green Guard certified.

Install per manufacturer's specifications. Install in adjacent closets and install metal trim at all adjacent doorways.

Install standard preprimed wood quarter round molding. All door trim shall be undercut and flooring installed under same. Flooring shall have a price point of \$2.99 per square foot.

Note: Quarter round around cabinetry shall match the color of the cabinet. All other quarter round shall be painted to match the existing baseboard.

Location: Kitchen and Bath (~300 sq ft)

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. Shim out joists so that the completed floor is a flat uniform surface.

Location: Kitchen

Bid _____

Jack up sagging floors: install laid masonry piers on dug footings and pressure treated girders under main span of the room, perpendicularly to joists. Footing and pier specs to meet code requirements, girders to be doubled 2"x8" pressure treated

Location: Kitchen

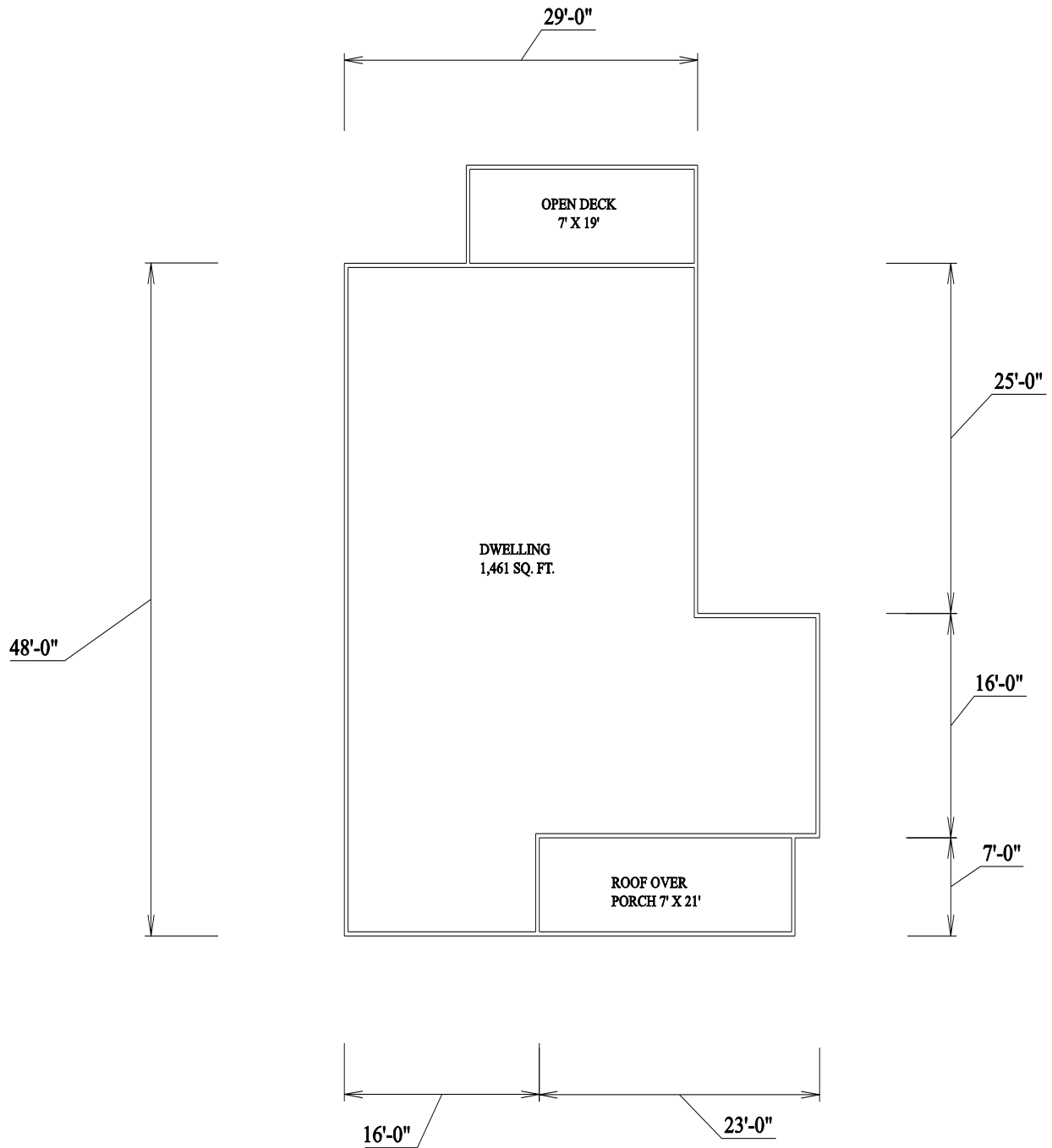
Bid _____

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**

705 Nashville Rd



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1939 and contains 1,472 sq ft of conditioned space. It has 3 bedrooms and one bathroom, a covered front and rear porch, with part of the rear porch being closed in. The primary issues addressed are as follows: Vinyl siding repair, front door replacement, rear door repair, wood window replacement, installation of new bath vanity, bath flooring, toilet DWV pipe repair, kitchen faucet replacement, and installation of an aluminum wheelchair ramp and grab bars.

SPECIFICATIONS DATED: 10-15-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 705 Nashville Rd 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

EXTERIOR WALL, SOFFIT, AND FASCIA

Install color contrasting address numbers on the front porch post where the existing numbers are located. The existing house numbers are black and are attached to a dark brown wood post. Homeowner shall select between brass, white, or gray.

Bid _____

Replace three (3) courses (~ 12LF each course) of vinyl siding on the right side of the house, each side of the bathroom vinyl window. Vinyl siding is cut short, possibly allowing water infiltration. Install new vinyl siding to match the color and style of the existing siding. New siding should be 0.042 thickness.

Install waterproofing tape around window and flash appropriately before vinyl installation.

Replace one piece of damaged vinyl siding on the right side beside the double window towards the rear of the house. The siding has a large hole in it. Use the vinyl siding removed beside the window mentioned above.

Bid _____

EXITS

Rework one (1) existing exit door. Work to include installation of new Kwikset Cameron entrance and deadbolt locksets; weather-stripping, doorstep. As necessary re-hinge, repair jamb, casing, sill, and stop to be structurally sound and free of defects. Install hinge or baseboard mounted doorstops as needed.

Location: Rear exit

Bid _____

Install one (1) prehung 36-in fiberglass Shaker Style insulated Energy Star rated door unit with wood brick molding.

Install new Schlage or Kwikset smart key lockset and deadbolt. Hardware finish shall match the existing hardware throughout the house.

Install water proof membrane around framing prior to door installation.

Install shims and a screw long enough to catch framing on each hinge and keeper latch.

Install window and door foam air seal around door frame and unit to fill all voids.

Use existing interior casing or install new wood interior casing to match the existing door casing.

Install hinge or baseboard mounted doorstops as needed.

Location: Front exit

Bid _____

WINDOWS

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

Tempered glass is required for windows close to exits.

Windows with grids are not required unless otherwise specified.

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

Install twelve (12) new double hung Energy Star rated (for this climate zone) replacement window units: remove existing window units; replace with new vinyl units 1/1 double hung thermal pane units, complete, to include locks and full screens. Windows shall have a U-factor less than 0.32, SHGC less than 0.40, and maximum infiltration of .37 cfm per linear foot of edge of operable sash (Contractor shall present manufacturer's specifications to demonstrate compliance) Window must be installed plumb and true, panes must be cleaned, and all affected adjacent surfaces repaired to match existing interior and exterior. Install new aluminum wrap on exterior casing. Case complete including proper stool. Apply caulk as applicable on aluminum trim abutments and interior casing. Air seal around replacement unit and frame with window and door spray foam. Remove stickers from windows and clean before final inspection. Homeowner shall select color of vinyl windows and aluminum wrap.

Locations: All wood windows

Bid _____

PORCHES

Install new pressure treated handrail at both sides of the rear preformed concrete steps. Handrails to consist of 4" x 4" posts embedded in concrete at the bottom 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 a pressure treated grab bar mounted with exterior handrail brackets for the length of the steps.

Remove and dispose of the existing handrails.

Bid _____

Install an aluminum handicapped access ramp to front porch. Remove the existing wood ramp and dispose of same offsite. Install an aluminum ramp off the front porch consisting of Two-line handrails, with solid surface. Legs shall sit on masonry footers. See diagram for placement.

Install a 4'x4' concrete pad at bottom of ramp. Care should be taken to ensure a ramp slope of 1" in 12".

Note: Porch floor is 28-in high from grade

Bid _____

PLUMBING

All work shall be performed by a licensed plumbing contractor.

Seal around all floor, wall and ceiling penetrations in affected areas.

Install a Delta Foundations washerless water saver (1 2 to 2 gal. per minute) faucet (single lever) to the existing sink complete with spray assembly, stainless steel braided supply lines, and new cutoff valves.

Bid _____

Remove the existing toilet and replace the toilet flange on the DWV pipe. Secure the toilet flange to the floor and install a new wax ring and the existing toilet.

Bid _____

Install 24" vanity complete with water saver (1.2 to 2 gal. per minute) washer less faucet single lever complete with pop-up, drain, p-trap, waste connector, stainless steel braided supply lines, and new cutoff valves. Vanity top and cabinet to have a price point of \$260.00.
Remove and dispose of the existing bath vanity.

Bid _____

Install one (1) stainless steel handicap grab bar on the wall beside the toilet. Bar shall be 24-in with peened texture and concealed wall mounts.

Bid _____

ELECTRICAL

Install 10-year lithium battery First Alert smoke detector. Location can be on ceiling at least 4-in away from wall, or on wall between 4-in and 12-in from ceiling.

Bid _____

Install ground fault breaker receptacle protection as required by code to include but not limited to a minimum installation of GFI receptacles in the bath and the kitchen counter top area.

Bid _____

FLOORS AND STAIRS

Install underlayment and glue down vinyl flooring to the bathroom. Remove existing floor, covering down to subfloor and dispose of same. Underlayment to be 1/4" Sureply or approved equivalent; sand and fill to obtain smooth surface; install vinyl flooring with 12 mil. wear layer and minimum 10-year warranty. No seams allowed unless room size exceeds stock vinyl size. Underlayment and vinyl shall be installed under all fixtures. Install in adjacent closets and install metal trim at all adjacent doorways. Install standard preprimed wood quarter round molding. All door trim shall be undercut and flooring installed under the same.
Location: Bathroom

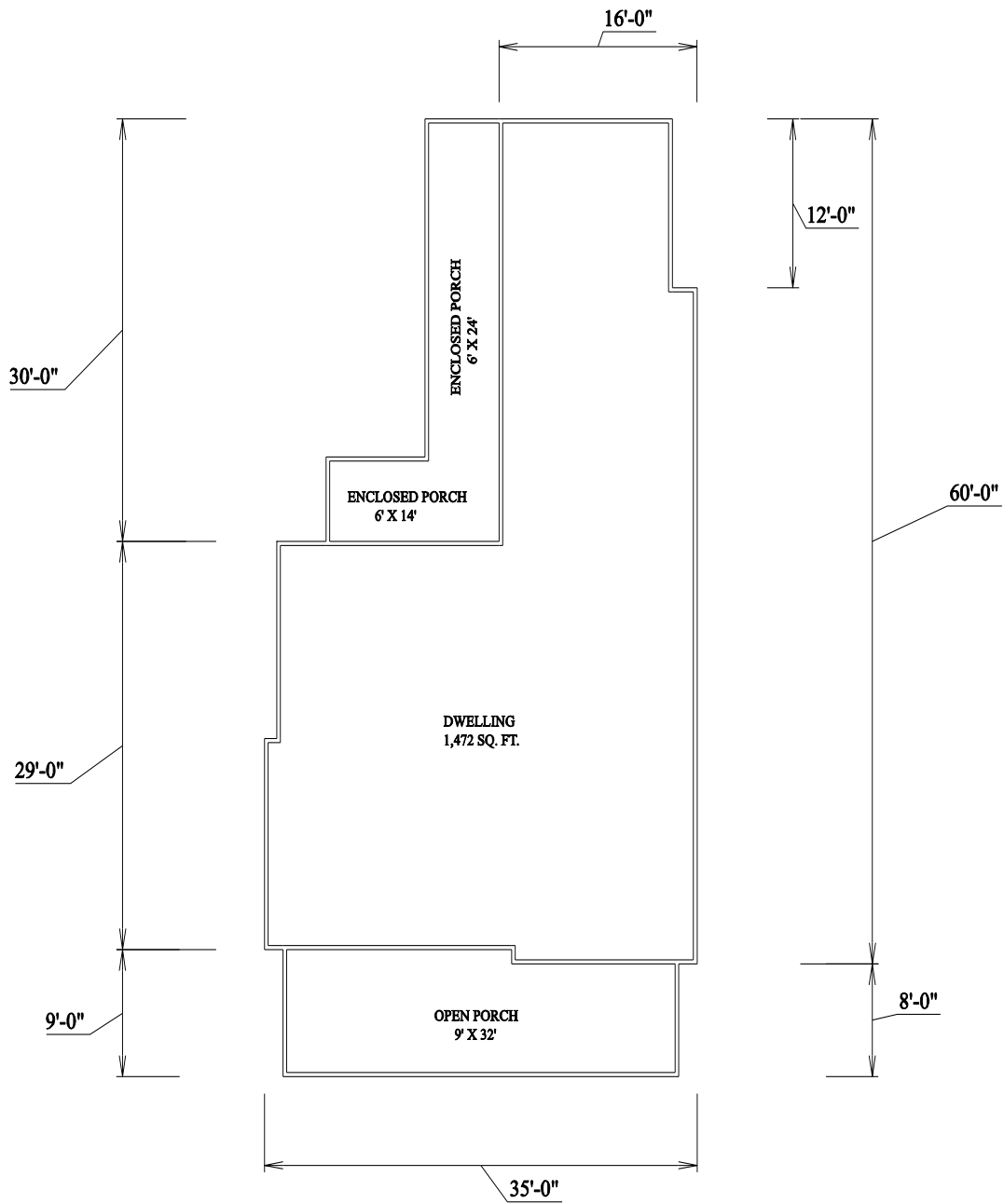
Bid _____

TOTAL BID: _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

BUILDING FLOORPLAN SKETCH



FOOTPRINT

SCALE 1/4" = 1'-0"

**ROCKY MOUNT
HOUSING REPAIR PROGRAM
BID DOCUMENT**

1124 Calvary St



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1958 and contains 1,124 sq ft of conditioned space. It has 2 bedrooms and one bathroom. The front porch is covered and has a covered rear exit. The primary issues addressed in the house are as follows: Replacing the front and rear exit doors, installing handrails on the rear steps, installing battery smoke detector, installing GFCI outlets, addressing electrical circuit for the range hood, and replacing the gas HVAC system and ductwork.

SPECIFICATIONS DATED: 10-9-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 1124 Calvary St 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

EXITS

Alarm system connections must be working after new door installation is complete.

Install one (1) prehung fiberglass Craftsman door with Emerson glass insulated Energy Star rated door unit with PVC brick molding and rot proof jamb.

Install new Schlage or Kwikset smart key lockset and deadbolt. Key holes shall be turned the same so when inputting key, the key does not have to be turned over. Hardware finish shall match the existing hardware throughout the house.

Install water proof membrane around framing prior to door installation.

Install shims and a screw long enough to catch framing on each hinge and keeper latch.

Install window and door foam air seal around door frame and unit to fill all voids.

Install new wood interior casing to match the existing door casing throughout the house.

Install hinge or baseboard mounted doorstops as needed.

Location: Front

Bid _____

Install one (1) prehung fiberglass six panel insulated Energy Star rated door unit with PVC brick molding and rot proof jamb.

Install new Schlage or Kwikset smart key lockset and deadbolt. Key holes shall be turned the same so when inputting key, the key does not have to be turned over. Hardware finish shall match the existing hardware throughout the house.

Install water proof membrane around framing prior to door installation.

Install shims and a screw long enough to catch framing on each hinge and keeper latch.

Install window and door foam air seal around door frame and unit to fill all voids.

Install new wood interior casing to match the existing door casing throughout the house.

Install hinge or baseboard mounted doorstops as needed.

Location: Rear exit

Bid _____

STEPS

Install a round iron handrail at the rear exit steps. The metal handrail shall be 1 1/2-in pipe that attaches to the masonry wall and the concrete at the bottom of the steps.

Location: Rear exit step

Bid _____

ELECTRICAL

All work shall be performed by a licensed electrical contractor:

Seal around all floor, wall and ceiling penetrations in affected areas.

Install one (1) new 10-yr lithium battery operated First Alert smoke detector. Location shall be mounted on ceiling at least 4-in from wall OR on wall between 4-in and 12-in from ceiling. Locate in the hallway.

Bid _____

Install ground fault breaker receptacle protection as required by code to include but not limited to a minimum installation of GFI receptacles in the kitchen counter top area.

Bid _____

Connect the existing range hood into an electrical circuit. It is currently wired with an extension cord and plugged into an outlet.

Bid _____

HEATING

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

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

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

Install a new gas-fired central heating and cooling package system, complete, to include controls, automatic thermostat, fans, wiring, supply/return grilles and filter etc. Insulated metal plenum with insulated metal or flex ductwork system, Size in accordance with ACCA Manual J specifications. Duct insulation shall be R-8 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. All seams shall be sealed with vapor barrier Mastic or approved equally durable alternative. Minimum AFUE rating of 92%. Minimum SEER 2 rating of 15.2. Delivery system ductwork shall be designed in accordance with ACCA Manual D. System capacity, copy of sizing calculations, and duct design calculations and drawings must be submitted to the CDO for pre-approval. All work must be performed by a licensed HVAC contractor.

Remove and dispose of existing system and ductwork offsite.

Note: Reframe the floor system for the new plenum box installing joist headers, joist hangers, etc. No wood shall be within the duct delivery system.

Bid _____

EXTERIOR PAINTING

Apply two (2) coats semi-gloss paint to the exterior side of all new doors and door trim.

Bid _____

INTERIOR PAINTING

Prep the interior casing of the new doors and the existing windows. Caulk as applicable. Apply two (2) coats of acrylic latex paint with no VOC latex paint to all specified areas:

Interior of new doors, Interior door and window trim

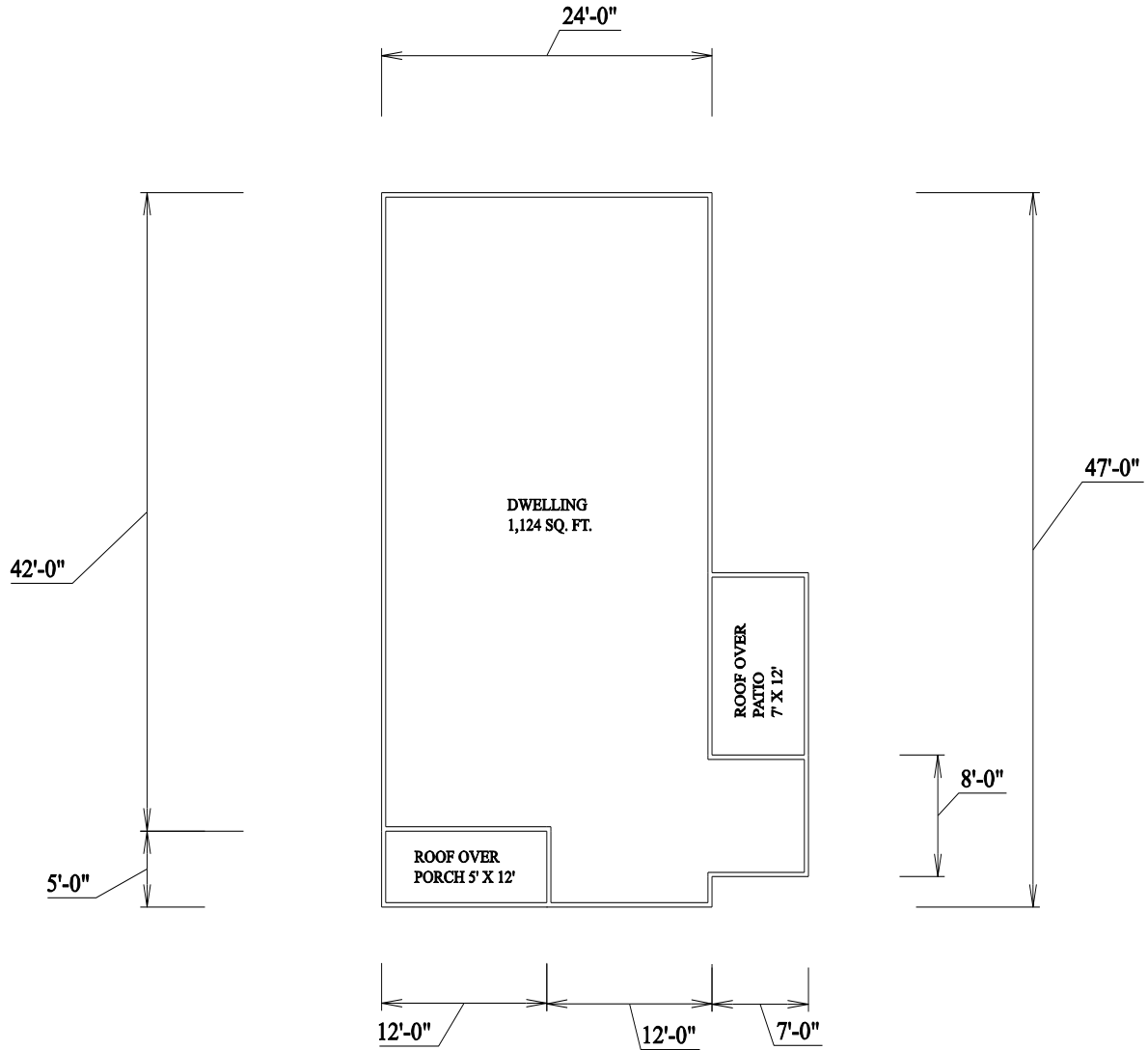
Bid _____

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**

904 Western Ave



BRIEF DESCRIPTION & OWNER CONCERNS:

This house was built in 1950 and contains 1,292 sq ft of conditioned space. It has 3 bedrooms and 1.5 bathrooms, and covered front porch, and uncovered rear exit. The primary issues addressed are as follows: Step handrail installation, foundation vent well installation, water supply line and DWV installation for the washing machine, tub/shower valve replacement, kitchen faucet replacement, lavatory faucet replacement, electric wall heater replacement, battery smoke detector installation, GFCI outlet installation, and gas HVAC and ductwork replacement.

SPECIFICATIONS DATED: 10-9-2025

INSPECTED BY: Michael Kepley

DATE OF INSPECTION: 10-7-2025

ADDRESS: 904 Western Ave 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

PORCHES

Install a round wrought iron handrail and post at the rear entrance steps. Attach top of handrail to the brick and the bottom to the brick step or concrete walkway. Handrail and post shall be primed and painted black.

Bid _____

FOUNDATIONS

Install vent wells to the five foundation vents (2 on front wall, 2 on front porch wall, 1 on right side towards front). Vent wells shall be secured to wall masonry screws and sealed with silicone caulk. Vent wells should be dug in below grade with ~ 6-in above grade showing. Install pea gravel in the bottom of the vent well just below the bottom of the vent. Repair the disturbed yard area back to original shape.

Note: Remove the two existing brick vent wells and dispose of same.

Bid _____

INSULATION

Remove all organic debris from the crawlspace and install 6-mil black poly to the entire crawlspace floor. Lap poly seams a minimum of 12-in, lap poly up foundation walls and piers ~5-in. Poly should be installed after the existing HVAC ductwork is removed.

Bid _____

PLUMBING

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

The washing machine, which is on an enclosed rear porch, is currently not connected to the plumbing drain line system. Install a new washer hookup box complete with new drain line and water supply lines. Access plumbing through the brick veneer wall to the crawlspace. Make all connections to the existing drain and supply lines.

Bid _____

Replace tub faucet with 3-valve diverter type controls, tub filler, water saver (2 to 2.2 gal. per minute) showerhead. Repair/replace tub waste, overflow face plate, waste drain, trip level and pop up as applicable.
Location: Hall bathroom

Bid _____

Replace the existing kitchen faucet with a new kitchen faucet with sprayer to fit the existing sink. Use \$165.00 price point for faucet. Homeowner to select kitchen faucet. Install new water cut off valves and install stainless steel braided supply lines. Install new drain tail line, p-trap, dishwasher connection.

Bid _____

Replace lavatory/vanity faucet with water saver (1.2 to 2 gal. per minute) washer less faucet (single lever or 2 valve, Delta, repair/replace pop-up, drain, p-trap, supply lines, and cutoff valves as applicable.
Location: Rear half bath

Bid _____

ELECTRICAL

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

Replace the existing electric wall heater in the rear bathroom with a new electric wall heater. The new electric wall heater shall be no more than 1500 watt, 120 volt, built in thermostat, and have primary and secondary thermal safeguards for overheating.
Repair wall material to finish standards if the new wall heater does not fill the void of the existing heater.

Bid _____

Install 10-yr battery operated First Alert smoke detector. Installation location can be on ceiling at least 4-in from wall or on wall between 4-in and 12-in from ceiling.

Bid _____

Install ground fault breaker receptacle protection as required by code to include but not limited to a minimum installation of GFI receptacles in the bath and the kitchen counter top area.

Bid _____

HEATING

All work shall be performed by a licensed HVAC contractor:
Seal around all floor, wall and ceiling penetrations in affected areas.
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, crawlspace doors, piers and /or concrete slabs.
All equipment must meet or exceed the international residential building code.

Install a new gas-fired central heating and cooling package system, complete, to include controls, automatic thermostat, fans, wiring, supply/return grilles and filter etc. Insulated metal plenum with insulated metal or flex ductwork system, Size in accordance with ACCA Manual J specifications. Duct insulation shall be R-8 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. All seams shall be sealed with vapor barrier Mastic or approved equally durable alternative. Minimum AFUE rating of 92%. Minimum SEER 2 rating of 15.2. Delivery system ductwork shall be designed in accordance with ACCA Manual D. System capacity, copy of sizing calculations, and duct design calculations and drawings must be submitted to the CDO for pre-approval. All work must be performed by a licensed HVAC contractor.

Remove and dispose of existing system and ductwork offsite.

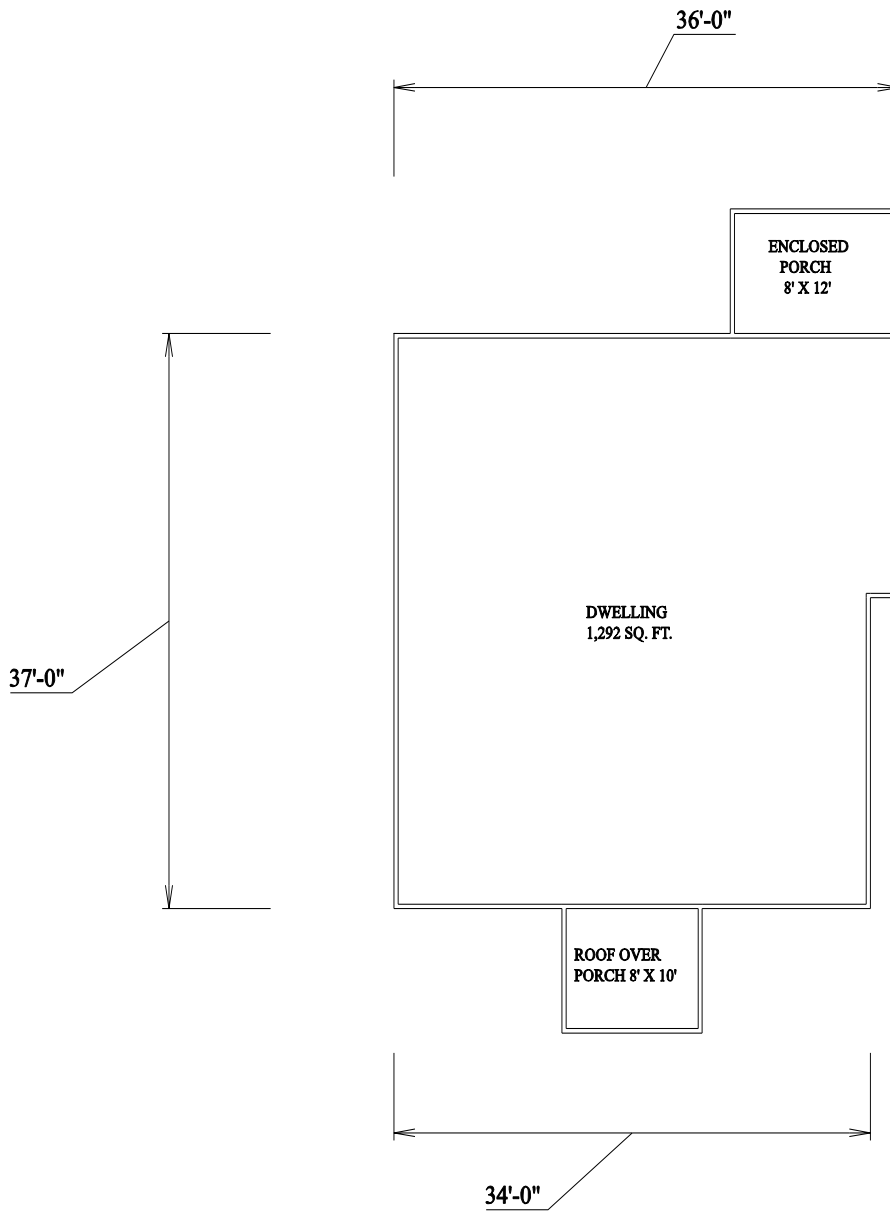
Bid _____

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**

1000 Sycamore Street



BRIEF DESCRIPTION & OWNER CONCERNS:

Two-story conventional brick-clad home built in 1929. Home has 2875 heated square feet and 4 bedrooms and 1 ½ baths. The owner's primary concerns is damaged and non-working windows throughout the home.

SPECIFICATIONS DATED: September 11, 2025

INSPECTED BY: Brian Ashburn

DATE OF INSPECTION: August 20, 2025

ADDRESS: 1000 Sycamore 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-seven (27) 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 9
Right side 10
Left side 8

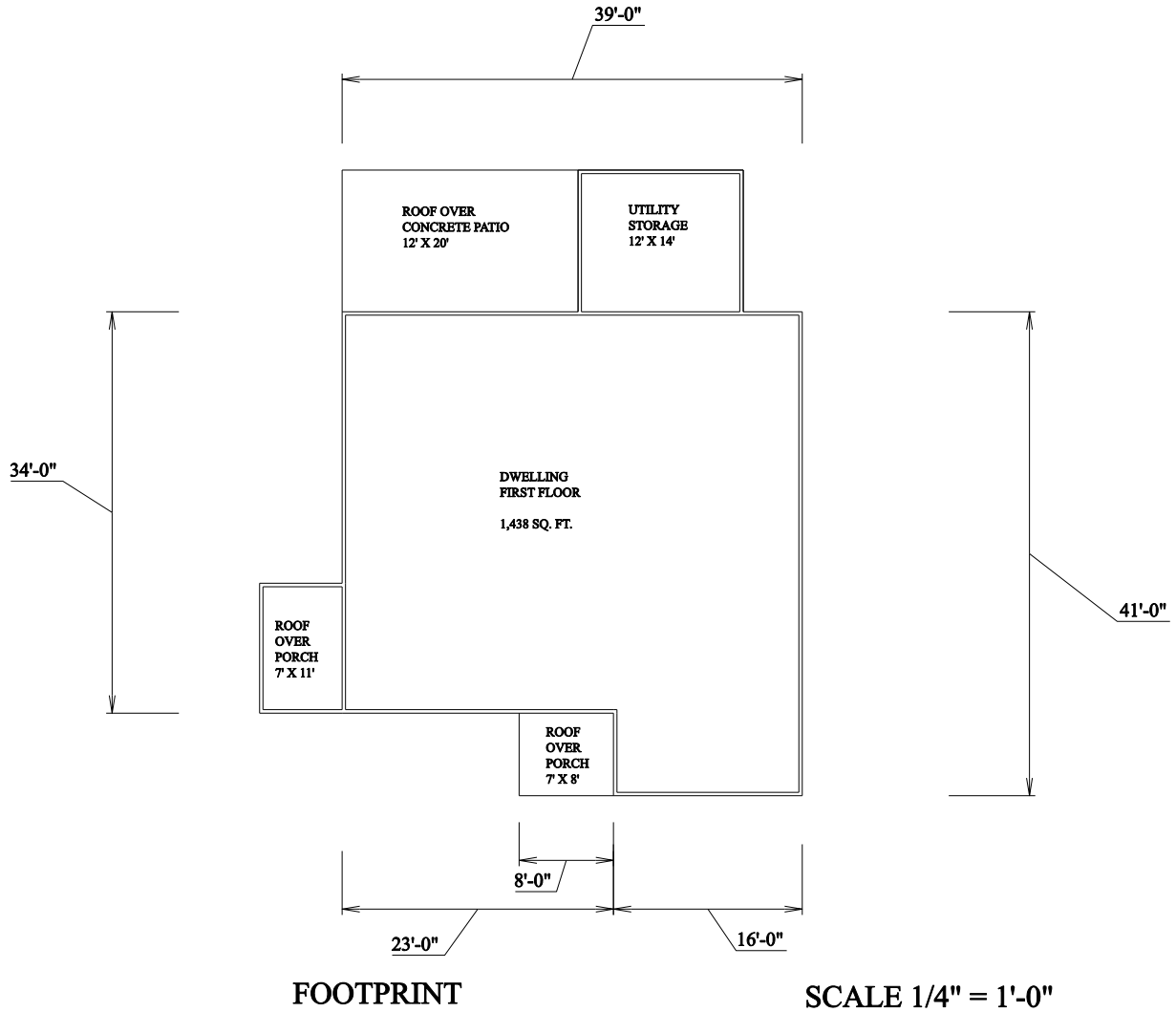
BID: _____

TOTAL BID: _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

BUILDING FLOORPLAN SKETCH



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	128 Timberlane Dr	\$ _____
B	1820 Springfield Rd.	\$ _____
C	1633 Whitfield Ave.	\$ _____
D	1660 Harper St.	\$ _____
E	1928 Rosewood Ave.	\$ _____
F	601 Midway St.	\$ _____
G	705 Nashville Rd.	\$ _____
H	1124 Calvary St.	\$ _____
I	904 Western Ave.	\$ _____
J	1000 Sycamore 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 question #1 and #2 below.

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

If so, state HUB classification: _____

CONTRACTOR REGISTRATION

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

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