

BID FORM AND REQUIRED ATTACHMENTS

Manatee County is accepting bids from contractors for the rehabilitation of the property located at _____ . The final selection may not be based solely on price, but may include other criteria.

CONTRACTOR'S BID:

Having read the Work Write-Up # _____ dated _____, I do hereby propose to furnish all labor, equipment, tools, materials and services in accordance with the work write-up for the sum of _____ (\$_____), as fully detailed in the Work Write-up bid. All work included in this bid will be completed within _____ days of the issuance of a Notice to Proceed.

We the undersigned hereby declare that we have carefully reviewed the bid documents, and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this invitation to bid.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between the Property Owner and the successful bidder and their subcontractors. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement cost, damages, and attorney fees as incurred by Property Owner.

Date of Site Visit _____

Name of Representative Who Visited Site _____

Date: _____

Authorized Signature: _____

Name and Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Federal Identification #: _____

Attachments are listed below. This will also serve as a checklist/reminder of those documents which need to be submitted/uploaded with your bid. Attachments are listed as Mandatory or

Informational/Conditional.

<u>Document</u>	<u>Mandatory</u>	<u>Informational/Conditional</u>
A Bid Templates	X	
B Proof of Valid License	X	
C Drug Free Workplace	X	
D Public Contractors-Environmental Crime	X	
E Contractor's Questionnaire	X	
F MBE/WBE Certification - <i>(To be supplied by contractor if applicable)</i>		X
G Proof of Insurance	X	
H Byrd Anti-Lobbying Certificate <i>(Must be submitted with any Bid Over \$100,000K)</i>	X	
I Bid Bond (5% of Total Bid) <i>(Must be submitted with any Bid Over \$100,000K)</i>	X	
J Authorized Agent Form <i>(If someone other than the Signator of the bid form is attending info conference)</i>	X	
K Addendum Form		X
L Build America, Buy America (BABA) Certification		X

Reminder also upload a separate page detailing any deviation from technical specifications, if any.

Document A
Bid Template for Project #23156
(must attach to your bid)

Work Write-Up 23156
Manatee Children's Services Inc. – Project # 2

* EXHIBIT 1 *

Dated: 2/18/2026

CUSTOMER INFORMATION

Manatee Children's Services Inc.

Contact: Krista Post, M.A. | Development Director
Child Advocacy Center
1227 9th Avenue West
Bradenton, FL 34205
(941) 345-1200, ext. 116
kristap@mcsfl.com

PREPARED BY

Howard Jensen, Housing and Community Development Specialist
Howard.jensen@mymanatee.org (941) 748-4501, ext. 3630

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer:_____

Contractor:_____

Location: General Requirements

General Requirements	Quantity	Units	Total
1 - Wind Mitigation and 4 Point (Specification ID:1.00150 Estimated Qty:0)			

Contractor is to supply both a Wind Mitigation report and a 4 point inspection with all required pictures and paperwork. Should the insurance company require additional pictures or paperwork the contractor will supply what is required to complete the inspections.

2 - PERMITS AND LICENSES

(Specification ID:1.00250 Estimated Qty:0)

Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.

3 - GENERAL WARRANTY

(Specification ID:1.02250 Estimated Qty:0)

Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.

4 - PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK

(Specification ID:1.03250 Estimated Qty:0)

Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.

5 - GENERAL CLEAN-UP

(Specification ID:1.05000 Estimated Qty:0)

Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.

Customer:_____

Contractor:_____

6 - CONTINGENCY

(Specification ID:0 Estimated Qty:0)

Bid 10% contingency

Subtotal for General Requirements**Location: Security System**

Electrical System	Quantity	Units	Total
7 - GENERAL ELECTRICAL WORK SECURITY SYSTEM UPDATE (Specification ID:80.00000 Estimated Qty:0)			

You will be given the estimate for the new security and fire alarm system update. You will be scheduling the work and paying the subcontractor so you will add you OHP to the quote you are given at the info session.

Location: Plumbing

Appliances	Quantity	Units	Total
8 - GENERAL APPLIANCE WORK (Specification ID:95.00000 Estimated Qty:0)		Ea	

Supply and install new washer and dryer

Plumbing System	Quantity	Units	Total
9 - GENERAL PLUMBING WORK (Specification ID:75.00000 Estimated Qty:0)			

Camera sewer lines at the start of the project prior to any other work being started.

Customer:_____

Contractor:_____

10 - INSTALL A NEW SAME SIZE ELECTRIC WATER HEATER*(Specification ID:75.08750 Estimated Qty:2)*

2

Remove existing water heater and install same size new water heater per plumbing code requirements, unit to be high recovery glass lined R-7 insulated double element electric water heater with a minimum Energy Factor of .90 and a 5 year tank warranty. Water heater to be manufactured by , Hotpoint, Rudd or approved equal. Install a 3/4" TPR valve, 3/4" discharge tube and drip pan. Extend discharge tube at least 6" below floor joists or outside house. Install escutcheon plate or neatly caulk building surface tube penetrates. Also install new cut-off valves on water heater. Provide necessary electrical wiring, circuit and circuit breaker to make water heater operational.

Subtotal for Plumbing System**Location: HVAC**

HVAC & Gas System	Quantity	Units	Total
11 - GENERAL HVAC WORK <i>(Specification ID:85.00000 Estimated Qty:0)</i>			

Check duct work and if it is good do and FPL duct seal if it needs to be replaced we will credit this item back to the cost of the replacement.

12 - REPLACE CENTRAL ELECTRIC HEATING AND COOLING SYSTEM*(Specification ID:85.05000 Estimated Qty:0)*

Install a new replacement UL listed electric heat pump meeting the SEER 2 rating and sized to properly heat and cool the house. Provide material necessary to connect heat pump to existing duct system. Install new thermostat. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements. Remove and dispose of old unit. Provide written manufacturer's warranty to owner.

Subtotal for HVAC & Gas System**Location: Exterior Walls**

Exterior Walls	Quantity	Units	Total
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Customer:_____

Contractor:_____

13 - CLEAN OUTDOOR FACING SURFACES OF MASONRY WALL

SF

(Specification ID:30.02000 Estimated Qty:0)

Clean brick walls using cleaning agents approved for brick cleaning. Follow manufacturer's instructions for application and clean-up.

14 - PAINT OUTDOOR FACING SURFACES OF MASONRY WALLS*(Specification ID:30.02250 Estimated Qty:0)*

Wet scrape or pressure wash paint off outdoor surfaces of masonry walls. Make minor repairs to surfaces prior to painting. Apply one coat of masonry primer and one coat of satin masonry paint to all masonry walls. Primer and paint to have a 10 year manufacturer's warranty. Homeowner may select up to two colors. Leave unused paint with homeowner.

15 - PREPARE AND PAINT EXTERIOR WOOD COMPONENTS

LF

(Specification ID:30.10000 Estimated Qty:0)

Wet scrape loose paint from all wood components, including but not limited to, trim, casing, window sashes, roof overhangs, cornice, etc. Pressure washing is not permitted. Renail loose material and caulk all cracks prior to applying primer. Reglaze windows where glazing is missing or loose. Apply appropriate primer on bare wood and as required elsewhere prior to applying two coats of acrylic latex paint to all non-pressure treated wood surfaces, windows and doors. Primer and paint to be applied using a roller or brush--spray painting not permitted. Call Program Administrator for compliance inspection between primer and paint coats. Primer and paint to high quality and have a 10 year manufacturer's warranty. Homeowner may select up to three colors. Leave unused paint with Owner.

Subtotal for Exterior Walls

Roof & Attic	Quantity	Units	Total
16 - INSTALL NEW GUTTER SYSTEM MOUNTED TO FASCIA BOARD <i>(Specification ID:35.14000 Estimated Qty:0)</i>			

Install a new fascia mounted aluminum gutter system at all eaves. Sizing of gutter system and locations of downspouts to permit proper drainage and to meet manufacturer's suggestions and building code requirements. New gutter system to have at least 5" 27 gauge seamless aluminum gutters, downspouts, leaders, drops and accessories including a splash block at each downspout. Gutter system to have a baked on enamel finish. Owner to select "standard" color. ****NOTE** ALL DOWNSPOUTS MUST DISCHARGE AT LEAST 2 FEET FROM THE BUILDING AND ON A PERMEABLE SURFACE.**

Customer:_____

Contractor:_____

Location: Interior Walls

Walls	Quantity	Units	Total
17 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT (Specification ID:60.13500 Estimated Qty:0)			

Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. Owner to select one paint color for wall surfaces and one color for baseboard.

NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

NOTE: OWNER TO CHOOSE COLORS FOR EACH ROOM YES THIS MEANS THEY CAN CHOOSE MORE THAN TWO.

Location: Windows

Windows	Quantity	Units	Total
18 - GENERAL WINDOW WORKLIVING ROOM (Specification ID:50.00000 Estimated Qty:0)		Ea	

Remove sliding glass door, infill opening with CMU and install precast window sill. Finish exterior to match existing exterior finish. Finish interior to match existing finish. Painting of both interior and exterior will be covered under the price for interior and exterior painting. You will install two impact windows in this opening and will include window treatments.

Customer:_____

Contractor:_____

19 - INSTALL A NEW IMPACT RESISTANT ENERGY START-RATED WINDOW

12

Ea

(Specification ID:50.05500 Estimated Qty:12)

Install a new impact energy star-rated aluminum or vinyl frame window, with lock and fiberglass screen, to meet energy and building codes. In some cases if windows are located in a bedroom, at least one window must meet egress requirements. If window is located in a bathroom, it must be obscured glass. Window can be single hung, casement or horizontal slider. Contractor will repair, texture, and paint area damaged by window installation. Texture and paint to match existing as close as possible. Homeowner to pick frame color from standard colors.

NOTE: The contractor is required to clean all windows inside and outside, remove all stickers after inspection, clean caulk from frames, glass, and sills and install plugs in mounting screw holes.

Subtotal for Windows**Location: Doors**

Doors	Quantity	Units	Total
20 - INSTALL A NEW IMPACT RATED PREHUNG 6-PANEL INSULATED DOOR WITH LOCKS <i>(Specification ID:45.03750 Estimated Qty:5)</i>	5	Ea	

Install a new impact rated prehung 6-panel insulated fiberglass door unit including jamb, casing, hinges, striker plate, threshold and weather-stripping. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$30 for entry lock and \$25 for deadbolt lock. Install a hinge or wall mount door stop. Caulk, fill and sand nail holes, prime and apply two coats of high quality semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color. **NOTE** ALL EXTERIOR DOOR JAMS TO BE COMPOSITE MATERIAL.

21 - INSTALL A PREHUNG SOLID CORE WOOD DOOR WITH A NEW LOCKSET

6

Ea

(Specification ID:45.07250 Estimated Qty:6)

Install a new 1-3/8" thick prehung solid core lauan door with a split jamb, casing and a new lockset. Lockset to be appropriate for door type--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$20 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.

Subtotal for Doors

Customer:_____

Contractor:_____

Location: Bathroom 2

Cabinets	Quantity	Units	Total
22 - INSTALL A NEW PLASTIC LAMINATED COUNTER TOP ON EXISTING CABINETS <i>(Specification ID:70.00750 Estimated Qty:0)</i>			

Install a post formed plastic laminated counter top with back and end splashes securely fastened to the existing base cabinets. Install end caps where end of counter tops exposed. Apply a bead of mildew resistant caulk between top of splashes and wall surface. Install trim along top of splashes prior to caulking if more than 1/4" gap exists between splash and wall. Owner to select counter top using a \$35.00 per lineal foot allowance.

Electrical System	Quantity	Units	Total
23 - INSTALL A CEILING VENT <i>(Specification ID:80.05750 Estimated Qty:0)</i>			

Install a new minimum 70 CFM vent fixture in ceiling with new switch and wiring. Remove any attic insulation from around fixture. Connect vent to roof vent. Material and installation method to meet with requirements of electrical and Mechanical inspector. ****NOTE** PERMIT IS REQUIRED**
NOTE: INSTALL A TIMER SWITCH.

Plumbing System	Quantity	Units	Total
24 - GENERAL PLUMBING WORK <i>(Specification ID:75.00000 Estimated Qty:0)</i>			

Move plumbing in wall as needed to spread the vanities apart. Install new stops and new lines to faucets in both vanities.

25 - INSTALL A METAL BATHROOM SINK BOWL <i>(Specification ID:75.01500 Estimated Qty:0)</i>			
Install a new round or oval metal sink bowl that has a baked on enamel finish in the vanity cabinet. Connect water lines, drain lines and vents that are necessary for sink bowl to work properly and meet plumbing code requirements. Apply a bead of mildew resistant caulk between edge of bowl and counter top. Repair any damaged work areas with appropriate materials. Owner to select sink bowl using a \$85 allowance.			

Customer:_____

Contractor:_____

26 - INSTALL A NEW BATHROOM SINK FAUCET*(Specification ID:75.02750 Estimated Qty:0)*

Install a new washerless bathroom sink faucet with pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Owner to select faucet.

27 - CONVERT EXISTING TUBE TO TILE SHOWER*(Specification ID:75.03850 Estimated Qty:0)*

Remove existing tub and wall material down to studs. Install new pan liner, curb, Hardi backer board, backing for grab bars, drain, floor tile and wall tile. Install two corner shelves for soap and shampoo. Homeowner to choose color of wall and floor tile. ****NOTE**** INSTALL BACKING FOR GRAB BARS PER ADA CODE, EVEN IF YOU ARE NOT INSTALLING GRAB BARS AT THIS TIME

Subtotal for Plumbing System

Walls	Quantity	Units	Total
28 - GENERAL WALL WORK <i>(Specification ID:60.00000 Estimated Qty:0)</i>			

Remove window and close opening with CMU. Match exterior texture with existing. Interior will be done with new shower.

29 - GENERAL WALL WORK*(Specification ID:60.00000 Estimated Qty:0)*

You will need to remove the vanities and some of the wall material to access the plumbing for the staff bathroom shower and to move the plumbing for the vanities in bath 2 so the vanities can be further apart to allow for a trash can between them..

You will replace the drywall and match the texture to existing. Paint work will be included in the interior paint price.

30 - INSTALL BATH TOWEL BAR, HAND TOWEL BAR, TOILET PAPER HOLDER, SOAP DISH AND TOOTH BRUSH HOLDER*(Specification ID:60.15500 Estimated Qty:0)*

Securely install 2 full size towel bar, 2 hand towel ring, toilet paper holder, soap dish and tooth brush holder.

Customer:_____

Contractor:_____

31 - INSTALL MIRROR ON WALL*(Specification ID:60.16000 Estimated Qty:0)*

Securely mount a minimum 3' tall mirror just above back- splash of bathroom vanity cabinet or sink. Mirror to be as wide as cabinet or sink.

Subtotal for Walls**Location: Bathroom 3**

Electrical System	Quantity	Units	Total
32 - INSTALL A CEILING VENT <i>(Specification ID:80.05750 Estimated Qty:0)</i>			

Install a new minimum 70 CFM vent fixture in ceiling with new switch and wiring. Remove any attic insulation from around fixture. Connect vent to roof vent. Material and installation method to meet with requirements of electrical and Mechanical inspector. ****NOTE** PERMIT IS REQUIRED**
NOTE: INSTALL TIMER SWITCH

Walls	Quantity	Units	Total
33 - GENERAL WALL WORK <i>(Specification ID:60.00000 Estimated Qty:0)</i>			

Remove sliding glass door and close opening with CMU. stucco exterior to match existing and dry wall and texture interior to match existing. Paint for both exterior and interior will be included with whole house paint line item.

Location: Garage

Cabinets	Quantity	Units	Total
34 - GENERAL CABINET WORK <i>(Specification ID:70.00000 Estimated Qty:0)</i>			

They want to remove the cabinets that existing and install a larger shelve setup with no doors. for bid use 6'w x 30" H

Doors	Quantity	Units	Total

Customer:_____

Contractor:_____

35 - REPLACE EXISTING GARAGE DOOR*(Specification ID:45.12050 Estimated Qty:0)*

Replace existing garage door with a new door rated for wind load of area located. New door to include all new hardware, track, rollers, springs, cables, trim and labor. Homeowner to choose from standard door style with NO GLASS and standard colors.

Electrical System	Quantity	Units	Total
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36 - GENERAL ELECTRICAL WORK*(Specification ID:80.00000 Estimated Qty:0)*

Install 2 8ft LED low profile ceiling fixtures include wiring and switch

37 - GENERAL ELECTRICAL WORK*(Specification ID:80.00000 Estimated Qty:0)*

Check electrical panel and advise.

They have removed the pool and some other items and we need to know if the panel is marked correctly (this means that if the breaker is marked living room receptacles when you flip that breaker there should be no power to the living room receptacles)

38 - REPLACE RECEPTACLES AND SWITCHES*(Specification ID:80.00050 Estimated Qty:0)*

REPLACE RECEPTACLES AND SWITCHES. Re place ALL interior and exterior receptacles and switches. Owner to pick from white or beige

39 - REPLACE EXISTING WALL LIGHT FIXTURE WITH A NEW FIXTURE EXTERIOR*(Specification ID:80.02550 Estimated Qty:0)*

REPLACE EXISTING WALL LIGHT FIXTURE WITHE A NEW LIGHT FIXTURE. Install a new wall mounted energy star rated LED or Compact fluorescent bulb light fixture. Customer to pick style and color.

40 - INSTALL A NEW SAFETY PLUG-IN AND WIRING*(Specification ID:80.06750 Estimated Qty:0)*

Install a new GFCI safety receptacle at counter height in location required by electrical code. Use new wiring that includes a ground wire. Run new wiring behind building surface materials unless otherwise approved by Program Administrator. Materials and method of installation must also meet with approval of electrical inspector. ****NOTE** PERMIT IS REQUIRED**

2 at front exterior of garage and 1 inside garage

Customer:_____

Contractor:_____

Subtotal for Electrical System

Location: Kitchen

Cabinets	Quantity	Units	Total
41 - INSTALL NEW BASE CABINET AND COUNTER TOP (Specification ID:70.01250 Estimated Qty:0)			

INSTALL NEW BASE CABINETS AND COUNTER TOP. Field measure and install high quality medium-priced, standard -stock cabinet and counter top. Cabinets shall be built by a professional cabinet maker or cabinet manufacturer. Homeowner shall make selection of color and style from within the offered group of medium-priced, standard-stock cabinets and/or countertops. Price to include all labor, material, and hardware. ALL SQUARE EDGE COUNTER TOPS ENDING AT/OR NEAR A DOOR OR WALK WAY WILL HAVE RADIUS CORNER.

42 - INSTALL NEW 42" TALL WALL CABINET (Specification ID:70.02250 Estimated Qty:0)			
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INSTALL NEW WALL CABINET. Field measure and install high quality medium-priced, standard-stock wall cabinets built by a professional cabinet maker or cabinet manufacturer. Homeowner shall make selection of color and style from within the offered group of medium-priced, standard-stock cabinets. Price to include all labor, material, and hardware.

Subtotal for Cabinets

Ceilings	Quantity	Units	Total
43 - GENERAL CEILING WORK (Specification ID:65.00000 Estimated Qty:0)			

Remove existing existing soffit and panels. Frame ceiling and install drywall. Texture to match ceiling in other area off the garage side of kitchen. Paint with one coat of primer sealer and two coats of ceiling white.

Electrical System	Quantity	Units	Total

Customer:_____

Contractor:_____

44 - INSTALL NEW CEILING RECESSED LIGHT FIXTURE IN SHOWER

6

Ea

(Specification ID:80.02100 Estimated Qty:6)

Install a new ceiling recessed light fixture in the shower. Light fixture must be for wet area and energy star rated LED or compact fluorescent light fixture. Fixture installation to include new wiring and a new wall switch. Installation must meet Electrical code for local jurisdiction. ****NOTE** A PERMIT IS REQUIRED**

Floors & Stairs	Quantity	Units	Total
45 - INSTALL NEW RESIDENTIAL GRADE FLOATING VINYL PLANK FLOORING <i>(Specification ID:55.04250 Estimated Qty:0)</i>			

INSTALL A NEW RESIDENTIAL GRADE 5.9"WX48"L FLOATING VINYL PLANK FLOOR 4mm THICK WITH 12 mil WEAR LAYER. Install using manufacturer recommended installation instructions. Vinyl plank to be stain and scratch resistant with protective urethane layer and a 25 year limited warranty. Install shoe mold if vinyl planks do not fit snugly under baseboard. Caulk all door jams to floor with color match caulk. Customer to pick color from contractor's samples. Cost allowance = #3.15 per square foot material only. ****NOTE** CONTRACTOR IS TO VERIFY MEASUREMENTS. INSTALL VINYL SHOE MOLDING FOR NEW VINYL FLOORING, COLOR TO MATCH OF FLOOR NOT WHITE**

Location: Florida room

Floors & Stairs	Quantity	Units	Total
46 - GENERAL FLOOR & STAIR WORK <i>(Specification ID:55.00000 Estimated Qty:0)</i>			

R&R existing flooring so the sub floor can be leveled using a self leveling cement. The floor has a bad slope in the outer left by the bathroom door.

Walls	Quantity	Units	Total

Customer:_____

Contractor:_____

47 - INSTALL NEW BASEBOARD SIMILAR IN STYLE AND DIMENSION TO ORIGINAL

(Specification ID:60.08750 Estimated Qty:0)

Install baseboard that is similar in dimension and style to baseboard found throughout room or house. Use finish nails to install baseboard. Fill and sand ALL nail and joints. Paint baseboard with 2 coats of semi-gloss acrylic latex paint.

NOTE: OWNER TO SELECT BASEBOARD STYLE.

Location: Bathroom 1

Cabinets	Quantity	Units	Total
48 - INSTALL NEW VANITY CABINET AND PREFORMED SINK AND SOLID SOLID SURFACE COUNTER TOP COMBINATION <i>(Specification ID:70.00150 Estimated Qty:0)</i>			

Field measure and install a high quality bathroom vanity base cabinet. All visible wood surfaces to be protected with water resistant coating. Install a cultured marble counter top with back splash and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet , style and top color from contractors samples. ****NOTE** ALL NEW VANITIES ARE TO INCLUDE A NEW FAUCET, STOPS AND WATER LINES FROM STOPS TO FAUCET. OWNER TO SELECT FAUCET**

Electrical System	Quantity	Units	Total
49 - INSTALL A CEILING VENT <i>(Specification ID:80.05750 Estimated Qty:0)</i>			

Install a new minimum 70 CFM vent fixture in ceiling with new switch and wiring. Remove any attic insulation from around fixture. Connect vent to roof vent. Material and installation method to meet with requirements of electrical and Mechanical inspector. ****NOTE** PERMIT IS REQUIRED**

NOTE: INSTALL A TIMER SWITCH

Plumbing System	Quantity	Units	Total

Customer:_____

Contractor:_____

50 - CONVERT EXISTING TUBE TO TILE SHOWER*(Specification ID:75.03850 Estimated Qty:0)*

Remove existing tube and wall material down to studs. Install new pan liner, curb, Hardi backer board, backing for grab bars, drain, floor tile and wall tile. Install two corner shelves for soap and shampoo. Homeowner to choose color of wall and floor tile using a purchase allowance of \$1.50 sf and \$125.00 for shower valve. ****NOTE**** INSTALL BACKING FOR GRAB BARS PER ADA CODE, EVEN IF YOU ARE NOT INSTALLING GRAB BARS AT THIS TIME

Total

Customer:_____

Contractor:_____

OWNER ACCEPTS SCOPE OF WORK

I have read the contents of this work write up and received a copy. I fully understand the repairs to be made to my property.

Owner:

Date

CONTRACTOR ACCEPTS SCOPE OF WORK

I have read the contents of this work write up and agree to perform all work called for in accordance with the bid submitted on _____.

Contractor

Date

Construction Specialist

Date

Document B
Proof of Valid License
(must attach to your bid)

Document C
Drug Free Work Place Certification
(must attach to your bid)

Document D

Public Contracting and Environmental

Crimes Certification

(must attach to your bid)

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

for
[print individual's name and title]

[print name of entity submitting sworn statement]

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ . If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a County contract for public improvements, procurement of goods or services (including professional services) or a County lease, franchise, concession or management agreement, or shall receive a grant of County monies unless such person or entity has submitted a written certification to the County that it has not:

been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States; any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price or otherwise; or

been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

made an admission of guilt of such conduct described in items (1), (2), or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of *nolo contendere*; or

where an officer, official, agent or employee of a business entity has been convicted of or has admitted to any of the crimes set forth above on behalf of such entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both

entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgement has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by
_____.

Personally known _____ OR produced identification

_____ My commission

expires _____
[Notary Public Signature]

[Print, type or stamp commissioned name of Notary Public]

Signatory Requirement – In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Document E

Contractor's Questionnaire

**(must complete and include in bid
package – answer all questions or
indicate why the question does not
apply to you - do not leave any blanks)**

CONTRACTOR'S QUESTIONNAIRE

The Bidder warrants the truth and accuracy of all statements and answers herein contained (include additional sheets if necessary).

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

LICENSE # and COMPANY NAME: _____

PHYSICAL ADDRESS: _____

TELEPHONE NUMBER: () _____ FAX: () _____

Bidding as an individual: ____; a partnership: ____; a corporation: ____; a joint venture: ____

If a partnership, list names and addresses of partners. If a corporation, list names of officers, directors, shareholders, and state of incorporation. If a joint venture, list names and address of venturers and the same if any venture is a corporation for each such corporation, partnership or joint venture:

Your organization has been in business under this firm's name as a
_____ for how many years? _____

Describe and give the date and owner of the last three government projects you've completed which are similar in cost, type, size and nature as the one proposed. Include contact names and phone numbers:

Have you ever been assessed liquidated damages under a contract during the past (5) five years? If so, state when, where and why and provide contact names, addresses and phone numbers.

Have you ever failed to complete work awarded to you? If so, state when, where and why and provide contact names, addresses and phone numbers.

Have you ever been debarred or prohibited from bidding on a governmental entity's construction project? If yes, name the entity and describe the circumstances:

Name three individuals, governmental entities, or corporations for which you have performed work (preferably similar in nature) and to which you refer. Include contact name and phone number:

What specific steps have you taken to examine the physical conditions at or contiguous to the site, including but not limited to, the located of existing underground facilities?

What specific physical conditions, including but not limited to the location of existing underground facilities have you found, which will in any manner affect the cost, progress performance or completion of the work?

Will you subcontract out any part of this work? If so, describe which major portion(s):

List any/all WBE/MBEs that will be utilized in this project, including the contract amount:

What equipment do you own that will be used for this project?

What equipment will you purchase/rent that will be used for this project?

If applicable, list the Surety that will provide the bond(s) for this project:

Surety's Name: _____

Surety's Address: _____

Surety's resident agent for service of process in Florida:

Name: _____

Address: _____

Phone: _____

Document F
MBE/WBE/Section 3 Certification
(must be attached to your bid to be eligible for
up to 10% pricing consideration)

Document G
Proof of Insurance
(must be attached to your bid)

Document H
Byrd Anti-Lobbying Certificate
(must be attached to bids over \$100,000K)

BYRD ANTI-LOBBYING CERTIFICATE

Certification for Contracts, Grants, Loans and Cooperative Agreements (to be submitted with each bid)

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LL, “Disclosure Form to Report Lobbying,” in accordance with its instructions as amended by “Government wide Guidance for New Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96).
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pursuant to 31, U.S.C. § 1352 (c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, *et seq.*, apply to this certification and disclosure.

Date: _____

Signature: _____

Company Name: _____

Title: _____

Document I
Bid Bond (5% of Total Bid)
(Must be included in bid package for any
Bid over \$100,000K)

Document J
Authorized Agent Form
(must be completed, notarized and brought
to the Information Conference
when Prime sends alternate
to act on his behalf)

AUTHORIZED AGENT FORM

DATE: _____

I, _____ (name of Owner), authorize _____ (name of agent), to be an agent for _____ (company name) in all matters regarding my business. This authorization shall include but not be limited to the signing of contracts, leases, agreements, accounts and any other related documents that shall be necessary.

Signature - (NAME OF OWNER)

Signature - (NAME OF AGENT)

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who produced identification OR is personally known to me and who did/did not take an oath.

NOTARY PUBLIC

My Commission Expires

Document K
Addendum Acknowledgement Form
(must attach to your bid when addendums are
issued)

ADDENDUM ACKNOWLEDGEMENT FORM

We, the undersigned hereby declare that we have carefully reviewed the bid documents/addendum(s), and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this Invitation for Bids.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between the Homeowner and the successful bidder and their subcontractors. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by Manatee County and the Homeowner.

PROJECT ADDRESS: _____

Acknowledge Addendum No. ____ Dated: _____

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

_____ (Print Name & Title of Signer)

DATE: _____

COMPANY ADDRESS: _____

PHONE: _____ FAX: _____

E-Mail Address: _____