SHIP HOUSING REPLACEMENT PROGRAM

DESIGN/BUILD REQUEST FOR PROPOSALS

The Manatee County Community and Veterans Services Department will accept sealed design/build proposals for the following owner-occupied property:

Homeowner Name: **Dorothy Epps** Phone Number: 941-800-6940

Property Address: **308 16th St W Palmetto, Fl 34221**

Housing Type: **Single Family**

Scope of Work: Demolition and Reconstruction of Single-Family Residence

Once you are instructed to do so, please contact homeowner to make an appointment and **do not access the property without the homeowner's permission.** Site and construction information is included in this package. The homeowner will select a contractor on or before **11/10/2026.**

Mandatory Information Conference: 10am Thursday October 22nd, 2026, at 308 16th St W Palmetto, Fl 34221
Deadline for Clarification: 5pm Thursday October 29th, 2026.
Proposal Due Date: 2pm Thursday November 5th, 2026.
Proposal Opening Date: 2pm Thursday November 5th, 2026, at 5213 4th Ave Cr E Bradenton, FL 34208

Request for Proposals information follows or documents are available from the Community and Veterans Services Department by contacting Howard Jensen at (941) 748-4501, extension 3630.

This project is being funded through State Housing Initiative Program (SHIP) funding, with a monetary limit of $192,000. This limit includes all permits, fees and soft costs. Homeowner relocation and storage fees will be paid directly by Manatee County. Contractors are not authorized to begin work until a Notice to Proceed has been issued by the Manatee County Community and Veterans Services Department. The construction contract is the primary agreement between the contractor and homeowner, must be consistent with the requirements of this RFP, and should detail the scope of work to be completed along with time frames. The contract should also address change orders, deliverables, the portable sanitation unit, and dumpster. Payment schedules and whether the project will require the use of subcontractors should also be addressed. The contract should also clearly identify those items that the homeowner is responsible for. Under no circumstances, orally or written, should the contractor make arrangements with the homeowner to do extra work outside the scope of this RFP, or upgrade amenities above the County's standard for affordable housing.

LATE PROPOSALS WILL NOT BE ACCEPTED

Proposals must be entered into Neighborly, and all required attachments must be uploaded to your bid prior to clicking save and submit at the bottom of the bid **by the due date and time.**

Please upload the Proposal Signature Form, all required attachments including a floor plan and exterior renderings, into Neighborly. All questions regarding this Request for Proposals must be submitted in writing to howard.jensen@mymanatee.org.

CONTRACTORS: PLEASE NOTE NEW PROCEDURES

YOU MAY <u>NOT</u> HAVE ANY DIRECT CONTACT WITH HOMEOWNER UNTIL YOU ARE INSTRUCTED TO DO SO

REQUEST FOR PROPOSALS

A. INFORMATION TO PROPOSERS

This project is funded by a State Housing Initiative Partnership (SHIP) Program, as administered through Manatee County. State of Florida guidelines shall apply to this procurement.

A.01 QUALIFICATIONS OF PROPOSERS

To demonstrate qualifications to perform work, each proposer must be prepared to submit written evidence such as financial data, previous experience, present commitments and other such data as may be requested. Proposer must be able to provide evidence of Proposer's qualification to do business in the State of Florida.

The license requirement for this project is either a General Contractor "GC", Certified Building Contractor "CBC", or a Certified Residential Contractor "CRC" issued by the Florida Department of Professional and Business Regulation. A copy of your license (s) must be attached to the proposal (Attachment B).

A complete list of all subcontractors proposed for any portion of the work may be requested of any Proposer, as deemed necessary by the County. Subcontracts shall be awarded only to those subcontractors considered satisfactory by the County.

A.02 MANDATORY INFORMATION CONFERENCE

A mandatory Information Conference is scheduled for 10am Thursday October 22nd, 2026, at 308 16th St W Palmetto, Fl 34221. PROPOSALS WILL NOT BE CONSIDERED FROM THOSE PROPOSERS WHO DO NOT ATTEND THE INFORMATION CONFERENCE.

Whenever possible, the prime contractor should attend the information conference. If the prime contractor cannot attend, one of his/her employees (not subcontractors) may attend on the prime's behalf, if they have a signed Authorized Agent Form (Attachment G) with them at the information conference.

Prior to submitting a Proposal, each Contractor is responsible for scheduling an appointment with the Homeowner to review the floor plan, exterior renderings and to discuss the specifications and limitations of the project.

A.03 DEADLINE FOR CLARIFICATION REQUESTS

5pm Thursday October 29th, 2026, shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposals.

This deadline has been established to maintain fair treatment of all potential proposers, while maintaining the expedited nature of the Economic Stimulus that the contracting of this work may achieve.

A.04 OPENING LOCATION

Proposals will be publicly opened at 5213 4th Ave Cr E Bradenton, Fl 34208 in the presence of County staff at **2pm Thursday November 5th, 2026.** All proposers or their representatives are invited to be present.

Any proposals received after **2pm Thursday November 5th, 2026,** will not be considered. It shall be the sole responsibility of the proposer to have their proposal entered into Neighborly on or before the stated time and date

A.05 CLARIFICATION & ADDENDUM(S)

Each proposer shall examine all Request for Proposals (RFP) documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for proposals shall be submitted in writing to Manatee County. The County shall not be responsible for oral interpretations given by any County employee, representative, or the homeowner. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addendum(s) are issued to this Request for Proposals, it shall be the responsibility of each proposer, to contact Manatee County prior to submitting their proposal, to determine if addendums were issued and to make such addendums a part of their proposal. If addendums were issued, an Addendum Acknowledgement Form (Attachment E) must be attached to your proposal.

A.06 LOBBYING

After the issuance of any solicitation, prospective Bidders, Proposers, or their agents, representatives or persons acting at the request of such Proposer shall not contact, communicate with or discuss any matter relating to the RFP with the Homeowner or any officer, agent or employee of Manatee County other than the Purchasing Official or the contact identified in this RFP, pursuant to the Manatee County Code of Laws. This prohibition includes copying such persons on all written communication, including email correspondence. This requirement begins with the issuance of an RFP and ends upon execution of the final Agreement or when the RFP has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Laws.

A.07 RESERVED RIGHTS

Manatee County reserves the right to accept or reject any and/or all proposals, and holds the following other rights:

a. The Homeowner, upon approval by Manatee County reserves the right to award and enter into a contract with the responsible proposer who has submitted a responsive proposal, provided that the construction cost meets the criteria indicated under Section D of this RFP, therefore being the most advantageous and in the best interests of Manatee County and the Homeowner; and

b. Manatee County, with input from the Homeowner, reserves the right to be the sole judge of the proposals, using the criteria established in Section D of this RFP, whose decision shall be final; and

c. Manatee County reserves the right to investigate all proposers. Such investigation shall include, but shall not be limited to: all references and past performances,

licenses, bonds, verification of the availability of equipment and personnel, that are set forth by the proposers; and

d. Manatee County reserves the right to hold all submitted proposals as the property of Manatee County and has the right to use all ideas presented in any proposal submitted in response to this RFP, regardless of whether or not the proposal is accepted; and

e. Manatee County reserves the right to hold all products and paper produced in the course of this engagement as the property of Manatee County upon the termination or completion of the engagement.

To be responsive, a proposer shall submit a proposal which conforms in all material respects to the requirements set forth in the Request for proposals. To be a responsible proposer, the proposer shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, Manatee County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to furnish the service requested. Information Manatee County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, current workload, and past performance records.

A.08 APPLICABLE LAWS

Proposers must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County, and all applicable federal regulations, as outlined in Section F, will apply to any resulting contract or agreement.

A.09 PROPOSER'S RIGHT TO PROTEST

Any actual or prospective offeror who is aggrieved in connection with the solicitation of a contract, or any actual Proposer aggrieved in connection with the award or notice of intent to award a contract, where such grievance is asserted to be the result of a violation of the requirements of Manatee County's purchasing code or any applicable provision of law by the officers, agents or employees of the county, may file a written protest to the board to be investigated by the administrator or his or her designee.

Protests shall be made in writing to the board, in duplicate, and shall be filed and stamped as received by the board's administrative offices within seven (7) calendar days after the protestor knows or should have known of the facts giving rise thereto, but no later than seven (7) days after the purchasing official provides actual or electronic notice of intent to award. Protests received after the seven-day period shall not be considered.

Any actual bidder, proposer, or contractor who is aggrieved in connection with the notice of intent to award of a contract with a value greater than $250,000 where such grievance is asserted to be the result of a violation of the requirements of the Manatee County Procurement Code or any applicable provision of law by the officers, agents, or employees of the County, may file a protest to the Procurement Official.

Protest must be in writing and delivered via email at purchasing@mymanatee.org or by hand delivery to the Procurement Division at 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205 by 5:00 p.m. on the fifth business day following the date of posting of the Notice of Intent to Award on the County website. There is no stay of the procurement process during a protest. The Procurement Official shall have the authority to settle and resolve a protest concerning the intended award of a contract.

For additional information regarding the County protest process, visit the Procurement Division webpage on the County website.

A.10 COLLUSION

Proposer certifies that its proposal is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal of Proposer from participation in future County solicitations for a specified period.

The County reserves the right to disqualify a Proposer during any phase of the solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Proposer.

A.11 DRUG FREE WORK PLACE

Drug Free Workplace Program requirements apply to this project. The award of proposals to any person or entity that has not submitted written certification to Manatee County that it has complied with the Drugfree Workplace Program requirements shall be prohibited. **A Drug Free Work Place Certification Form (Attachment D) must be attached to the proposal.**

A.12 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals or proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 1/01/2005 is $25,000) for a period of 36 months from the date of being placed on the convicted contractor list.

A.13 PROPOSAL FORMS

Proposals must be submitted in the format specified in Section B hereof. Additional support information may be included if the proposer feels it will help the Homeowner with the guidance of Manatee County evaluate the proposal.

A.14 AMERICANS WITH DISABILITIES ACT

The Homeowner or Manatee County does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation for an Information Conference or Proposal Opening should contact the person named on page 1 of this proposal document at least twenty-four (24) hours in advance of either activity.

A.15 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all contractors that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, all perspective proposers will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

A.16 MATHEMATICAL ERRORS

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s) the extension totals will prevail. All proposals shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

A.17 PUBLIC RECORDS AND DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Proposal become “Public Records”, and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Proposals become subject to disclosure thirty (30) days after the opening or when notice of intent to award is made, whichever occurs first, as provided by Florida Statutes § 119.071(1)(b).

If County rejects all Proposals and concurrently notices its intent to reissue the solicitation, the rejected Proposals are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A proposal is not exempt for longer than twelve (12) months after the initial notice of rejection of all Proposals.

Pursuant to Florida Statute 119.0701, to the extent Successful Proposer is performing services on behalf of County, Successful Proposer must:

Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.

Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Proposer does not transfer the records to the public agency.

Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Proposer transfers all public records to County upon completion of the contract, the Successful Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Proposer keeps and maintains public records upon completion of the contract, the Successful Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, lacy.pritchard@mymanatee.org, Attn: Records Manager, 1112 Manatee Avenue West, Bradenton, FL 34205.

A.18 SUBCONTRACTORS

Subcontractors shall be bound by the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the prime contractor from the full responsibility to the Homeowner and Manatee County for the proper completion of all work to be executed under this contract. The employment of unauthorized aliens by any contractor is considered a violation of Section 274(e) of the Immigration and Employment Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement.

A.19 INSURANCE

The contractor shall not commence work, until the contractor has obtained all insurance under this section, and such insurance coverage as required by the County. The contractor shall obtain, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

> The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Project Manager with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than $100,000/$300,000 in the event of bodily injury including death, and $50,000/$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance as required by State law.

Certificates of Insurance and Copies of Policies for Proposal Package

Certificates of Insurance evidencing the minimum insurance coverage specified in the above paragraphs must be included in the proposal package**.** Contractors who are claiming an exemption from Worker's Compensation Insurance must include a copy of their State of Florida Exemption in the proposal package.

Certificates of Insurance and Copies of Policies Before Commencement of Work

The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the proposal number (if one was assigned), project title and location of project. Insurance shall remain in force at least one year after completion and acceptance of the project by the County, in the amounts and types as stated herein, including coverage for all products and services completed under this contract.

ADDITIONAL INSURED: - The successful contractor shall name Manatee County and Dorothy Epps as additional insured in the required policies, prior to commencement of work, and shall provide a copy of the policy to the Community and Veterans Services Department.

If the initial insurance expires prior to the completion of operations and/or services by the contractor, renewal certificates of insurance and required copies of policies shall be furnished by the contractor and delivered to Manatee County thirty (30) days prior to the date of their expiration.

Nothing herein shall in any manner create any liability of the Homeowner or Manatee County in connection with any claim against the contractor for labor, services, or materials, or of subcontractors; and nothing herein shall limit the liability of the contractor or his sureties to the Homeowner or Manatee County or to any workers, suppliers, material men or employees.

A.20 INDEMNIFICATION

The successful proposer covenants and agrees to indemnify and hold harmless the Homeowner and the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting agreement for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the Homeowner and the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

A.21 ENERGY STAR QUALIFIED PRODUCTS AND PRACTICES

Manatee County encourages the construction of energy efficient residences for low-income persons through the incorporation of ENERGY STAR qualified products and practices, such as effective insulation, high performance windows, tight construction and ducts, efficient heating and cooling equipment, and ENERGY STAR qualified lighting and appliances. For more information visit www.energystar.gov/index.cfm?c=products.pr_find_es_products.

The minimum Energy Star requirements for this project have been incorporated into Section C, General Specifications, Manatee County Affordable Housing Construction Standards, of this Request for Proposals.

A.22 PLACEMENT OF PROJECT FUNDING SIGN IN AREA VISIBLE TO THE PUBLIC (where applicable)

Contractor must securely position a Project Funding sign (provided by Manatee County Community and Veterans Services Department), in the front yard and within view of the street. It is the Contractor's responsibility to pick-up the sign from the Community and Veterans Services Department. Signs are to be returned to Manatee County upon completion of the project. Failure to return sign at the completion of the project may result in a delay of the final payment to the Contractor.

A.23 WITHDRAWAL OR REVISION OF PROPOSALS

Proposers may withdraw proposals under the following circumstances:

If Proposer discovers a mistake(s) prior to the Due Date and Time, Proposer may withdraw its proposal by reopening his/her proposal in Neighborly and make corrections and click save and submit, or if choosing to withdraw proposal proposer would not click save and submit after reopening proposal, in this case they would need to turn in a notice of no bid; or

After the proposals are opened but before a contract is signed, Proposer alleges a material mistake of fact if:

The mistake is clearly evident in the solicitation document; or

Proposer submits evidence which clearly and convincingly demonstrates that a mistake was made in the proposal. Request to withdraw a proposal must be in writing and approved by the Department Director.

A.23 ERRORS OR OMISSIONS

Once a proposal is opened, the County will not accept any request by Proposer to correct errors or omissions in the proposal other than as identified in Section A. 23 Withdrawal or Revision of Proposals.

B. FORM OF PROPOSAL

This section identifies specific information which **must be included** in each proposal. Each proposal shall be arranged to identify each specific item. Proposals must contain:

B.01 MINIMUM QUALIFICATIONS

a. Proposer must have at least five (5) years of residential construction experience, preferably working in unincorporated Manatee County.

b. To qualify for any consideration, **a copy of the required current State of Florida License must be included in the proposal (Attachment B).**

c. It is preferred that the Proposer has experience working on SHIP funded construction projects and the reporting requirements that go along with such.

B.02 ADMINISTRATIVE SUBMITTAL (Must be included in Proposal)

a. Request for Proposals Signature Form (Attachment A)

b. Drug Free Work Place Certification. *See Attachment D for the current Drug Free Work Place Certification, Form HUD-50070.*

c. Copy of valid State of Florida License (Attachment B)

d. Proof of Insurance (Attachment F)

B.03 INFORMATION TO BE SUBMITTED (on Attachment C, Contractor's Questionnaire)

a. Three (3) Client References: including the name, title, full contact information, and a brief description of the services provided.

b. Statement of firm's ability and/or use of value engineering (Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost).

c. Statement of firm's ability to do cost estimating, accounting, and control.

d. Proposal Signature Form with all required attachments, including a floor plan, and exterior rendering.

e. Submission of other pertinent information that may help in evaluating the firm's ability to provide the services enumerated in this RFP.

C. GENERAL SPECIFICATIONS

All replacement housing must conform to the minimum requirements of this section, in accordance with the site specifications and minimum standards contained in this RFP. Since residential units constructed the County's SHIP program are considered "affordable housing", materials and the quality of construction should be selected/constructed to base standards for an average priced home and may not be upgraded to luxury standards. Materials such as marble counter tops, whirlpool tubs, premium grade flooring, etc. should not be included in your proposal. No upgrades per the homeowner's request are allowed.

MANATEE COUNTY AFFORDABLE HOUSING CONSTRUCTION STANDARDS

MINIMUM REQUIREMENTS for RECONSTRUCTION/REPLACEMENT PROGRAM

ITEM	DESCRIPTION	NOTES
Air Conditioning	15.0 SEER, Central Heat and Air Unit (*Energy Star)	Sized per Code
Appliances	30" Self Cleaning Electric Range 2-Speed with Light 30" Self Circulating Electric Range Hood (*Energy Star)/ Microwave 18 Cubic Foot Electric Refrigerator (*Energy Star) ½ Hp Food Waste Disposer Maximum Allowance of $2000.00 for Appliances, does not include installation and/or set-up	
Cabinets	Standard Flush/ or Raised Panel Door Medium price Cabinets Mica – Kitchen Counter Top Cultured Marble Vanity Tops	 Standard Colors Standard Colors Standard Colors
Concrete	3000 min psi – 4" thick 6x6 wwm or Fiber Mesh With Vapor Barrier 3 Course Stem Wall or Monolithic Foundation	 Per Code
Carbon Monoxide Detectors	Carbon Monoxide Alarm that produces a distinct Audible Alarm – either ANSI/UL 2034 – 96, standard Single and Multiple Station CO Alarms or UL 2075-04, Gas and Vapor Detector Sensor	Per Code
Demolition	Complete Removal of Structure/s Debris Hauled to Legal Landfill	
Doors	Exterior Hinged – 6 Panel Colonial Entry/Composite Jam Insulated Fiberglass – No Glass (*Energy Star) Exterior Hinged – Garage Side/Rear Entry/Composite Jam Flush Insulated Fiberglass – No Glass (*Energy Star)	Install Peep Sight

MANATEE COUNTY AFFORDABLE HOUSING CONSTRUCTION STANDARDS

MINIMUM REQUIREMENTS for RECONSTRUCTION/REPLACEMENT PROGRAM

ITEM	DESCRIPTION	NOTES
	Interior Hinged – 6 Panel Colonial Masonite/ Flush Hollow Core Wood	
Driveway	12' Wide Driveway with 3' Wide Walkway to Front Entry Door	Per Code
Drywall	½" Regular Drywall on Ceilings & Walls ½" Greenboard or Durock Cement Board in Wet Areas Orange Peel Finish on Walls Knockdown Finish on Ceilings	
Electric	150 AMP Service Minimum White Plugs & Switches Smoke Detectors & Exhaust Fans 2 Exterior Weatherproof Outlets 1 Door Chime Ceiling Fan/Light Units– Living Room & Bedrooms Light Fixtures- Hallways, Kitchen, Bathrooms, & Walk-in Closets 3 Cable TV Prewires 3 Telephone Prewires 1 Garage Door Opener with motor and remote Lighting Fixtures (*Energy Star)	Overhead/Underground Standard Style Per Code
Exterior Walls	8" Concrete Block Decorative Cementious Finish	Per Code
Flooring	Builder Grade Carpeting in all Sleeping And Living Areas Standard Grade Ceramic Tile in Entry Ways, Kitchen, Bath & Utility Areas Homeowner has the option to choose which flooring	Ceramic Tile/ Vinyl Plank Flooring Comparable Costs
Framing	Interior – 2" x 4" Wood or Steel	Per Code
Garage Door	Overhead 9' x 7' w/ motor and 2 remotes	No Glass or Design

MANATEE COUNTY AFFORDABLE HOUSING CONSTRUCTION STANDARDS

MINIMUM REQUIREMENTS for RECONSTRUCTION/REPLACEMENT PROGRAM

ITEM		DESCRIPTION	NOTE
Hardware		Antique Brass/ Nickel Privacy Knobs – Bedrooms & Bathrooms Passage Knobs – Other Interior Doors Entry Knobs keyed alike with deadbolts	Interior & Exterior Kwikset or Equivalent Polo – Round or Lido – Lever (preferred)
Insulation		Polysealant to Stop Air Infiltration Minimum R-4.2 Foil on Exterior Block Walls Minimum R-40 in Attic (*Energy Star)	Per Codes
Medicine Cabinets & Accessories		Standard Towel Bars Toilet Paper Holders	1 per Bath - Flush or Inset 2 per Bath 1 per Bath
Mirrors		Plate Glass Mirrors in Each Bathroom Length of Vanity	42” High
Paint		Interior – 1 Coat Primer 2 Coats Latex/Flat Finish Exterior – 1 Coat Primer 2 Coats Latex/Flat Finish Colors Chosen by Homeowner from Contractor’s Selection Sheet	 Maximum 2 Colors Maximum 2 Colors
Plumbing	Bathrooms:	American Standard or Briggs Water Closet American Standard or Briggs Lavatories Steel Tubs and Standard Ceramic Tile Tub Surrounds Delta or Moen Chrome Fixtures Kitchen: Dayton or Equal Double Stainless-Steel Sink Delta or Moen Chrome Fixtures	White – Elongated Front White – 19” Round White
	Other:	40 Gallon Water Heater 2 Exterior Hose Bibbs	Electric
Roof		Pre-engineered Wood Trusses 4’ x 8’ ½”CDX Plywood Sheathing 30 Year GAF or Equivalent, Fungus Resistant, 3 – Tab or Dimensional, Fiberglass Shingles. (*Energy Star) Secondary Water Barrier	Per Code Per Code Color to be Chosen by Homeowner from Contractors Sample Board

MANATEE COUNTY AFFORDABLE HOUSING CONSTRUCTION STANDARDS

MINIMUM REQUIREMENTS for RECONSTRUCTION/REPLACEMENT PROGRAM

ITEM	DESCRIPTION	NOTES
Shelving	Ventilated Shelving in All Closets	
Sod & Landscaping	Bahia Sod Low Maintenance Drought Tolerant Plantings for Front of Home	Front Yard Complete Coverage – 8' Sides & 25' Rear $200 Allowance
Soffit & Fascia	6" Fascia with 12" Vented Soffit	Aluminum – Color to be Chosen by Homeowner From Standard Colors Soffit can be vinyl
Soil Poison	Ground Treatment	Per Code
Trim	3-1/4" Colonial Baseboard Cultured Marble Window Sills	
Windows	White Aluminum or Vinyl with Clear **Impact Resistant Glass** and Screen (*Energy Star)	Per Code

These Property Standards are offered as a guideline for contractors. The building code requirements of the local jurisdiction shall be adhered to at all times, and in the event of a conflict, the more stringent of the building code or these standards shall prevail.

Contractor Signature Date

* HUD encourages the CDBG & HOME Program's participating jurisdictions (PJs) to undertake activities that prolong the use of energy efficient residences for low-income persons. One way this can be accomplished is to incorporate ENERGY STAR qualified products and practices when conducting rehabilitation or constructing new housing. Why choose ENERGY STAR? Because it:

- Lowers utility bills,
- Improves comfort,
- Increases project value.

MANATEE COUNTY AFFORDABLE HOUSING CONSTRUCTION STANDARDS

MINIMUM REQUIREMENTS for RECONSTRUCTION/REPLACEMENT PROGRAM

ITEM	DESCRIPTION	NOTES

CDBG & HOME assistance used to fund rehabilitation activities require that structures be brought up to compliance with local codes, as well as increase the efficient use of energy. Increasing energy efficiency can be accomplished through the installation of storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment.

CDBG & HOME assistance used in new housing construction must meet the current edition of the Florida Energy Code adopted by Manatee County. Contractors are encouraged to use ENERGY STAR specifications that are higher than the Florida Energy Code standards.

For more information regarding ENERGY STAR components, please visit:

- http://www.energystar.gov/index.cfm?c=products.pr_find_es_products

D. SELECTION

D.01 SELECTION FOR AWARD OF CONTRACT

Award of a contract will be to the proposer of the homeowner's choosing, provided the proposer has submitted a complete package, and the price of the project is not over the project budget or more than 10% below the County's cost estimate. The proposer selected for award will be required to enter into a contract with the Homeowner, which is subject to review and approval by Manatee County, prior to execution.

E. CONTRACT DEVELOPMENT

E.01 GENERAL

The following general terms and conditions apply to the proposal selected for award and subsequent contract development:

a. The proposal will serve as a basis for developing the contract; and

b. The selected proposer shall be required to enter into a formal contract with the Homeowner, in a form acceptable to Manatee County; and

c. The Homeowner shall be presented a contract from the proposer deemed most qualified. The contract will provide fair and reasonable compensation for the proposer, in accordance with their submitted proposal and in the best interest of the Homeowner and Manatee County; and

d. The Homeowner with guidance from Manatee County shall determine if the contract is to be: rejected with required actions for further contract modifications, rejected with contract development terminated, or accepted, therefore authorizing the Homeowner to execute the contract.

ATTACHMENT A
Request for Proposals Signature Form
(must attach to your proposal)

REQUEST FOR PROPOSALS SIGNATURE FORM
Dorothy Epps
308 16th St W Palmetto, Fl 34221

Firm Name: _____

Mailing Address: _____

(____) _____
Telephone Number

_____
City, State, Zip Code

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per agreement. If the firm is selected by the INSERT HOMEOWNER NAME, the undersigned certifies that he/she will negotiate in good faith to establish an agreement to demolish and replace a single-family home in substantial conformance with the plans submitted in response to this RFP.

Cost for Demolition and Replacement $ _____

Number of Days to Complete Project from Notice to Proceed: _____

_____
Signature

_____
Witness Signature

Date: _____

Date: _____

_____
Name of Above Signer

_____
Name of Above Signer

_____
Title of Above Signer

_____
Title of Above Signer

ATTACHMENT B
Proof of Valid License
(must attach to your proposal)

ATTACHMENT C
Contractor's Questionnaire

(must attach to your proposal – do not leave any blanks – if question does not apply to you, explain why)

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: ( ) _____

CONTRACTOR SIGNATURE: _____

DATE: _____

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? _____

How many years of residential construction experience does your firm have? In Manatee County?

_____

_____

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 clients for which you have performed similar work and to which you refer. Include contact name and phone number:

_____

_____

_____

Describe your experience with value engineering?

_____

_____

_____

Describe your firm's ability/experience with cost estimating, accounting and control:

_____

_____

_____

Describe your firm's experience in working on grant funded projects:

_____

_____

_____

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

_____

_____

List your last 3 jobs, and provide contact information (name, phone number):

_____

_____

_____

Provide any other pertinent information that may help in evaluating your proposal:

_____

_____

_____

ATTACHMENT D
Drug Free Work Place Certification
(must attach to your proposal)

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature X	Date

form **HUD-50070** (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

ATTACHMENT E

Addendum Acknowledgement Form

(must attach to your proposal for projects where 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: _____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

Acknowledge Addendum No. ____ Dated: _____

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

_____
(Print Name & Title of Signer)

DATE: _____

COMPANY ADDRESS: _____

_____

PHONE: _____ FAX: _____

E-Mail Address:_____

ATTACHMENT F
Proof of Insurance
(must be attached to your proposal and show the limits of coverage)

ATTACHMENT G
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
For
Manatee County Community and Veterans Services Department

DATE:_____

I, _____(name of contractor), authorize _____(name of agent), to be an agent in and of _____(company name) in all matters with my work regarding the Manatee County Community and Veterans Services Department. This authorization shall include but not be limited to the signing of contracts, change orders and any other related documents that shall be necessary.

_____
Signature - (NAME OF CONTRACTOR)

_____
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