

**REQUEST FOR BIDS**  
**Pine Street Neighborhood Revitalization Project**

Habitat Choptank, Sub-recipient of The City of Cambridge CDBG grant is soliciting sealed and competitive bids from qualified subcontractors for new construction services at 504 Pine Street, Cambridge, MD.

Sealed bids will be received by the City of Cambridge until **3 PM ET, on Tuesday January 28** from qualified contractors. All bids duly received will be publicly opened and read aloud at Department of Public Works, City of Cambridge, 1025 Washington St, Cambridge MD 21613. Bids will not be accepted after the above date and time. All contractors who wish to bid must attend the pre-bid construction meeting at **10am ET, on Monday, December 30<sup>th</sup> at 504 Pine St, Cambridge, MD.**

Bids will be accepted for insulation, drywall, Finish Carpentry, interior stair railings, installing interior doors, trims, and cabinets, installation of flooring, door and closet hardware, and a finished shed. Bid to be submitted for each individually line item below. Bid documents available online: [www.habitatchoptank.org](http://www.habitatchoptank.org), <http://www.choosecambridge.com/Bids.aspx>, or in person at the Department of Public Works. FedEx/UPS or hand delivered, sealed proposals should be delivered to:

City of Cambridge  
Attn: Gavin Woolford (504 Pine)  
Department of Public Works  
1025 Washington Street  
Cambridge, MD 21613

It is the bidder's responsibility to ensure timely delivery of their bid. Minority and women owned businesses are encouraged to apply.

Upon receiving the “**NOTICE OF AWARD**”, the successful bidder has ten (10) business days to submit all required insurance certificates, permits, and licenses. Evidence of Workman's Compensation Insurance, and Liability must be furnished, along with W9 form. Contractor will apply for all required permits.

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel. The successful bidder will be required to enter into a contract agreement for these services. This project is being funded in whole or in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. **Davis Bacon Wages do not apply.**

**Bidders can be disqualified, even if they provide the lowest bid, if there is a history of non-performance, poor performance, litigation and/or arbitration relating to a previous contract with Habitat for Humanity Choptank or The City of Cambridge.**

**The right is reserved for Habitat Choptank to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; and to award contract according to the bid which best serves the interest of Habitat Choptank.**

## **BID INSTRUCTIONS**

1. Bids, amendments thereto or withdrawal requests received after the time advertised for bid opening will be void regardless of when they are mailed.
2. Seal bids in an envelope, Mark outside of envelope 504 PINE STREET BID.
3. The City of Cambridge/Habitat Choptank reserves the right to reject any and all bids and to waive all technicalities.
4. Unless otherwise indicated, prices must be firm for ninety (90) days.
5. The right is reserved in case tie bids are received to make award as considered to be most advantageous to Habitat Choptank/City of Cambridge.
6. Successful bidder and their sub-contractors shall have a City of Cambridge business license and be properly licensed by the State of Maryland for their trade, prior to beginning work. Contractors listed on the Federal Debarment List are not eligible.
7. Successful bidder and their sub-contractors must obtain all applicable permits from the City and comply with all other state and local requirements.
8. Workmanship shall be in accordance with industry standards and applicable building codes (both Federal, State, and City of Cambridge). All workers must be supervised by the contractor and capable of performing assigned work in a satisfactory manner.
9. Bidders and/or their affiliates may not be on the Federal or State Debarred or Suspended Contractors List at any time during the bidding or project period.
10. Homes built prior to 1978:  
  
Bidder must be Renovation, Repair, and Painting RRP Certified by Environmental Protection Agency (EPA) for lead safe work practices for this project or any home built prior to 1978.
11. All warranties and guarantees are to be left with the home owner as well as Habitat for Humanity Choptank, along with any supplemental information needed to honor such warranties and/or guarantees.
12. Work should be scheduled between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday. The Contractor and The City of Cambridge/Habitat Choptank must agree on other times.
13. Contractor shall not commence work under this contact until they have obtained all insurance required hereunder and such insurance has been approved by The City of Cambridge/Habitat Choptank, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been obtained and approved. Approval of the insurance by The City of

Cambridge/Habitat Choptank shall not relive or decrease the liability of the Contractor hereunder.

**Compensation and Employer's Liability Insurance:** The Contractor shall take out and maintain, during the life of the contract, the workmen's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this contract, and in case any such work is sublet, the contractor shall require the subcontractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

**Bodily Injury and Property Damage Liability Insurance:** The Contractor shall take out and maintain, during the life of this contract, such Bodily Injury Liability and Property Damage Liability Insurance, and Automobile Bodily Injury Liability and Property Liability Insurance, as shall protect him and any subcontractor performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims from property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractors or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall be no less than:

Bodily Injury Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) for each person for injuries, including wrongful death on any one person.

Property Damage Insurance in an amount not less than five hundred thousand (\$500,000.00) per occurrence and one million dollars (\$1,000,000.00) each aggregate.

The City of Cambridge/Habitat Choptank, its officers and employees shall be named as an "additional insured" in the automobile and General Liability policies, and it shall be stated on the Insurance Certificate with the provision that this coverage "is primary to all other coverage The City of Cambridge/Habitat Choptank may possess."

**Bid Itemization Sheet:** It is not necessary to bid all work scopes. Submit a bid for each trade below.

Bids include acknowledgement of receipt and agreement with the specifications and terms of the work to be performed, as given above.

Cost of Insulation per plans and specs 504 Pine St, Cambridge Maryland:

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Cost of Drywall per plans and specs 504 Pine St, Cambridge Maryland:

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Cost of Finish Carpentry per plans and specs 504 Pine St, Cambridge Maryland: (Finish Carpentry includes: hanging doors, Trim, installing cabinets/Vanities, Stair railings, hardware on doors and in closets, attic access door)

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Cost of Flooring per plans and specs 504 Pine St, Cambridge Maryland:

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Cost of Painting per plans and specs 504 Pine St, Cambridge Maryland:

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Cost of Shed per plans and specs 504 Pine St, Cambridge Maryland:

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Cost of Appliances per plans and specs 504 Pine St, Cambridge Maryland:

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Bid Submitted By:

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Company Name:

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Date:

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Authorized Representative Name:

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Signature