

REVISED

INVITATION FOR BIDS (IFB)

Name of Service Requested: 1709 Saint Johns Ave – Housing Rehabilitation Project

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Background

The City of Billings purchased this HUD-foreclosed property in November 2023 as part of the City's Foreclosure Acquisition / Rehabilitation Program. Under this program, Community Development Block Grant (CDBG) funds are used to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within our community. This property features a one-story 1,000 square foot ranch style single-family house, with a full basement, on a 6,072 square foot lot. Following a series of professional inspections, an Invitation for Bids (IFB) was developed and advertised. After a successful competitive bidding process, and completion of the rehabilitation project, this home will be offered for sale to approved low-income First Time Home Buyers.

Summary of Invitation for Bid

This bid is for the purpose of entering into a contract for [1709 Saint Johns Ave. Housing Rehabilitation Project](#) for the City of Billings. The successful bidder agrees to provide the City of Billings with an acceptable quality of equipment / service, performance, and workmanship as determined by the City of Billings.

It is the purpose of this Invitation For Bid to obtain the best quality of equipment / materials / service at the most favorable price to the City of Billings. Consideration will be given for the level of service offered and ability to meet stated specifications as outlined in the contract documents.

The lowest bid need not be accepted if it is documented that a specific service provider / supplier in the past has been a poor performer or has provided poor goods or services.

Instructions to Bidders

Sealed bids entitled [1709 Saint Johns Ave. Housing Rehabilitation Project](#) for the City of Billings Community Development Division, must be received by the City Clerk of Billings, Montana, up until 2:00 PM (MST) on [Tuesday, April 16, 2024](#).

All bids may be submitted to Billings City Clerk via email at bids@billingsmt.gov, or by mail to P.O. Box 1178, Billings, MT 59103 or 210 North 27th Street, Billings, MT 59101. Bid openings will be held live on the City's Facebook page: <https://www.facebook.com/Billings-MT-City-Government-74352842013/>. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding this [1709 Saint Johns Ave. Housing Rehabilitation](#)



Project may be obtained by contacting Tam Rodier, Program Coordinator, at (406) 657-8284, or in person or by mail to 2825 3rd Avenue North, Suite 610, Billings, MT 59101 or via email to rodiert@billingsmt.gov.

Bidders, and their subcontractors, are invited to view the property, by appointment with, and at the convenience of, the Program Coordinator between March 15 and April 5, 2024.

A ***Pre-Bid Meeting*** will be conducted at 1:00 p.m. Tuesday, April 2, 2024. Interested parties will participate either in person in the Miller Building 6th floor conference room, 2825 3rd Avenue N, Billings, Montana or online via Zoom conferencing after making arrangements to do so with the CD Program Coordinator at least 24 hours in advance of the meeting. ***All bidding contractors are strongly encouraged to attend.***

Each bid must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to the City of Billings, Montana, in the amount not less than ten percent (10%) of the total amount of the bid. The bid security will be retained by the City Clerk until the successful bidder enters into a contract with the City of Billings. If no contract is entered into by the successful bidder within sixty (60) days, the security may be forfeited to the City of Billings.

Successful bidders will be required to furnish an approved Performance Bond in the amount of one hundred percent (100%) of the contract amount.

No bids may be withdrawn after the scheduled time for the public opening of bids, which is 2:00 PM (MST) on Tuesday, April 16, 2024.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Examination of Documents

Before submitting a bid, the bidder shall:

- a. Carefully examine the Standards and Specifications as well as all other attached documents;
- b. Fully inform themselves of the existing conditions and limitations;



- c. Include with the bid sufficient information to cover all items required in the specifications.

Bid Compliance

It shall be the responsibility of the bidder to see that all bids are submitted to the office of the City Clerk before 2:00 PM (MST) on [Tuesday, April 16, 2024](#).

Bid Modifications

Bids shall be made on the forms provided herein; they shall not contain any recapitulation of the work to be done. Modifications, additions or changes to the terms and conditions of this Invitation for Bid may be cause for rejection of the bid. Bids submitted on other forms may be rejected.

Interpretation Priority

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, bidder shall notify [Tam Rodier, CD Program Coordinator](#) at [2825 3rd Avenue North, Suite 610, Billings, MT 59101](#), who will send written instructions or addenda to all bidders. The City will not be responsible for oral interpretation. All addenda issued prior to bid opening shall be incorporated into and become a portion and part of the contract/agreement upon award. Questions received less than ninety-six (96) hours before the bid opening cannot be answered.

Withdrawal Of Bids

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding sixty (60) days.

Bid Price Valid

Bidder acknowledges that no contractual relationship with the Bidder exists until execution of the resulting contract following City Administration or City Council approval. Because contract approval can be delayed due to scheduling or unforeseen circumstances, the Bidder must honor their pricing and any other terms set forth in the proposal for at least ninety (90) days after the bid due date.

Certification

The bidder certifies that the bid has been arrived at by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition. The bidder further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Any manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

Insurance

The bidder certifies that it/they shall maintain in good standing the insurance outlined below:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
3. Automobile liability -- \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the CITY prior to cancellation.

The CITY shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against the CITY.

BIDDER shall comply with the applicable requirements of the [Workers' Compensation Act, Title 39, Chapter 71, MCA](#), and the [Occupational Disease Act of Montana, Title 39, Chapter 72, MCA](#). Bidder shall maintain workers' compensation insurance coverage for all members and employees of Bidder's business, except for those members who are exempted as independent contractors under the provisions of [§39-71-401, MCA](#).

The certificate will be provided to the City prior to contract execution.

Eligibility

The successful bidder will be required to provide copies of the following, or the ability to obtain the following within 15 days of notification of contract award:

- Completed and signed the new vendor forms (to be eligible for payment) (<http://mt-billings3.civicplus.com/DocumentCenter/View/26004>)
- City of Billings Business License (<http://ci.billings.mt.us/981/Business-Licenses>)

- Montana Contractor's License (<http://erd.dli.mt.gov/work-comp-regulations/montana-contractor/construction-contractor-registration>)
- Certificate of Workman's Compensation or Certificate of Exemption from Workman's Compensation (<http://erd.dli.mt.gov/work-comp-regulations>)
- Unique Entity ID (UEI) number (free at <https://sam.gov/content/home>)
- Proof of SAM registration (federal government's System for Award Management (SAM) free at www.SAM.gov) Local assistance: Montana APEX Accelerator <https://www.montanaapex.org/>

Evidence of Qualification

Upon request of the City of Billings, a bidder whose bid is under consideration for award may be required to manifest satisfactory evidence of his financial resources, experience, the organization and equipment as well as service provisions bidder has available or will make available. In determining the lowest responsible bidder, in addition to price, the following considerations may be addressed:

- a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) Whether the bidder can perform the contract within time specified.
- d) The quality of performance of previous contracts, agreements and/or performance.
- e) Previous and/or existing compliance by the bidder with laws relating to the contract or services.
- f) Such other information which may be secured having a bearing on the decision to award the contract.

Contractors' Gross Receipts Tax and Prevailing Wage Rates

The bidder understands that, if applicable, all contractors or subcontractors working on a publicly funded construction project are required to pay or have withheld from earnings one percent (1%) of the gross contract price if the gross contract price is Eighty Thousand Dollars (\$80,000) or more.

The bidder also understands that, if applicable and unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of \$25,000 for construction or non-construction services in accordance with [Sections 18-2-401 through 18-2-432, MCA](#), and all administrative



rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with [Sections 18-2-403 and 18-2-409, MCA](#). Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

Contract Requirements and Specifications

See Exhibit A



Pricing and Addendum

Please bid net prices at which you will agree to furnish required goods or services (please input the "Total Project Bid" amount included in Exhibit A).

BASE BID PRICE (must match Exhibit A) - _____ dollars
(words)
and _____ cents (\$ _____)
(words) (figures)

I/We acknowledge _____ addendum.
#

Company Name Date

Contact Name (please print) Title

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



Standard Terms and Conditions

In case of default by the successful bidder or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to bidders establish a standard of quality desired by the City of Billings. Any bidder may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications, herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

In the event the City is entitled to a prompt payment or cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed invoices, whichever is later. If an adjustment of payment is necessary, the discount period shall commence on the date final approval for payment is authorized.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, disability, familial status, sex, religion, creed, marital status, age, gender identity and/or sexual orientation with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 30 days written notice to the contractor (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract).

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys



to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, bidder is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the bid or termination of contract.

The successful bidder may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

All materials submitted in response to this IFB become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this IFB will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by the City Administrator or City Council. However, one copy of each bid submitted shall be retained for the official files of the Department and will become public record after award of the Construction Agreement.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.



Conditions and Non-Collusion Agreement

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the product / services specified at the prices stated herein. We additionally agree to deliver the products / services to the location and by the date set forth herein, if applicable.

In signing this bid, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm / Corporation

Authorized Signature

Address

Printed Name

City/State/Zip

Title

Date

Telephone Number



Intent to Respond Form

Fax or email the following Intent to Respond form to [Tam Rodier, CD Program Coordinator](#), at least two (2) days prior to the Bid Opening date of [February 20, 2024](#), even if your company chooses NOT to participate.

To: City of Billings – Planning & Community Service Department

Attn: Tam Rodier, CD Program Coordinator

Phone: (406) 657-8284

Email: rodier@billingsmt.gov

From: _____ (Contact Name)

_____ (Company Name)

_____ (Company Address)

_____ (Email Address)

_(_____)_____ (Phone Number)

_(_____)_____ (Fax Number)

Please indicate whether or not you intend to submit a bid on: [April 16, 2024](#), by checking Yes or No.

We intend to respond by the specified due date:

Yes _____ No _____

Company Name

Date

Contact Name (please print)

Title

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

Questions

Questions regarding this Invitation for Bids must be sent to the contact person listed in Section B no later than 5 business days prior to due date. The City will make every effort to provide a written response within two (2) business days. Whenever responses to inquiries would constitute a modification or addition to the original IFB, the reply will be made in the form of an addendum to the IFB, a copy of which will be posted on the City's website and forwarded to all Suppliers who have submitted an "Intent to Respond" form (Section G).

Supplier must submit their questions via email using the "Master Q & A" form found below (Attachment A), and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable IFB section(s).

Protests

Any Bidder protest of award recommendations and/or bid specifications must be filed with the Purchasing Agent within seven (7) days of bid opening.

Upon receiving a written protest, the Purchasing Agent, with assistance from the City Legal Department, determines if the protest has sufficient merit and if so, schedules an informal hearing with the protesting bidder and the user Department.

At this hearing, all parties discuss the basis of the protest and attempt to resolve the dispute based on fact. If the protesting party is not in agreement with the results of the informal hearing, they may appeal to the City Administrator.



ATTACHMENT A: Master Q & A Form

IFB: 1709 Saint Johns Ave. Housing Rehabilitation Project

Master Q&A	Any questions regarding this IFB should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none">1. Prepare questions or concerns on the template provided.2. Complete the table in full, providing a date for each question and a section of the IFB to reference (if applicable).3. Submit the completed form via email to rodier@billingsmt.gov. Attach associated documents as necessary. <p>Please contact Tam Rodier, CD Program Coordinator with any questions regarding this process.</p>

Questions from: _____ Company: _____

Email Address: _____

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				

Foreclosure Acquisition / Rehabilitation Program

REVISED INVITATION FOR BIDS / EXHIBIT A

Owner: **City of Billings**

Address: **1709 Saint Johns Ave., Billings 59102**

Phone: **(406) 657-8284**
(Tam Rodier, Program Coordinator)

Contractor / Business Name:

Contractor Address:

Date Form Prepared: 3/12/2024

NOTES TO BIDDER:

1. All work is subject to the purchase of applicable building permits and completed / approved City of Billings Inspections. Contractors must obtain the correct permits and inspections before payment will be issued. Please alert the permit clerk to note on the permit "Community Development Division Project".
2. If awarded the bid, contractor must submit the following to the Community Development office prior to contract execution so they can be verified:
 - a. Current City of Billings Business License number
 - b. Current Montana Contractor's License number
 - b. Proof of current General Commercial Liability Insurance Coverage and Automobile Insurance Coverage in amounts specified within the Invitation For Bid.
 - c. Proof of current Workman's Compensation Coverage, or an exemption, as per State law.
 - d. Unique Entity ID (UEI) number; may register for FREE online at www.SAM.gov
 - e. Current registration in the federal government's System for Award Management (SAM). CD staff must verify the contractor has not been debarred. All contractors receiving payment with federal funds from Community Development Division programs must be registered in SAM. Contractors may register on-line for FREE at www.SAM.gov. FREE local assistance is also available from Montana APEX Accelerator <https://www.montanaapex.org/>
3. All work in connection with this project must be performed in a professional, workmanlike manner and in accordance with all city codes, ordinances, state, and federal laws. This means current electrical, mechanical, plumbing, housing and other applicable codes.
4. Contractors must include a specific list of work to be performed with a specific itemized bid price so items may be added or deleted based on the availability of funds.
5. All bids are final and any proposed changes must be submitted via a change order, signed and submitted by the CD staff and the Contractor for approval by the City Administrator and/or the Billings City Council.
6. The cost of all required permits and bonds are the responsibility of the Contractor and should be included in the total bid price.
7. Any work done for this project (if awarded the job) shall be billed on an original invoice, addressed to and mailed or delivered to Tam Rodier, CD Program Coordinator, 2825 3rd Ave N, Suite 610, Billings, MT 59101. Payment will generally be made within 30 days after verification of work performed and City-approved inspections.
8. Contractors related by blood or marriage to Community Development Division staff are not eligible for this project; this is considered a conflict of interest.

GENERAL: Contractor must review and adhere to all City of Billings' Building & Safety Division permitting requirements whether or not they are specified within the Construction Agreement and/or this Invitation for Bid (IFB) - Exhibit A.

LEAD-BASED PAINT: All homes in the Foreclosure Acquisition / Rehab Program are evaluated to identify conditions that may cause lead exposure from lead-contaminated dust or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, and/or impact surfaces that could result in adverse human health effects.

The following was conducted on this property: professional lead-based paint inspections, including XRF testing of coated surfaces on the interior and exterior of the house and detached garage, dust wipe sampling, and soil sampling. XRF and laboratory results show negative presence of lead-contaminated dust or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, and/or impact surfaces that could result in adverse human health effects. Therefore, lead abatement activities (permanent) and/or interim controls (temporary) are not required and an EPA-Certified Lead Renovator contractor is not required.

BUILD AMERICA, BUY AMERICA ACT (BABA): For projects with \$250,000 or more of Community Development Block Grant (CDBG) and/or Home Investment Partnership Program (HOME) funds, BABA requires a domestic content procurement preference. This means all iron, steel, manufactured products, and construction materials used in the the project have been produced in the United States, unless the awarding agency has issued a waiver of this requirement. This is called the "Buy American Preference" (BAP). The purpose of BABA is to bolster America's industrial base, protect national security, and support high-paying jobs. BABA applies to this project. Please contact Community Development Staff if you have questions about BABA or its application on this project.

ADJACENT PROPERTY NOTIFICATIONS:

CD Staff - Will notify area property owners regarding project activities and estimated timeline based upon contractor's bid submittal and executed Construction Agreement.

Contractor - Is responsible for "being a good neighbor" to avoid conflicts with area residents. This includes, but is not limited to:

- Adhering to construction noise hours of 7:00 a.m. to 8:00 p.m.,
- Keeping construction materials and debris from littering nearby properties,
- Providing and using outhouses, as appropriate, and
- Being friendly and respectful to residents asking questions about the project (questions may be referred to CD staff).

Work Items	Bid Amount	Notes
Safety Items <i>(Electrical and plumbing items must be completed by licensed professionals / permit(s) required)</i>		
CO DETECTORS: Install units that meet current code requirements. Prefer hardwired, interconnected units with battery backup. New batteries and inspection required.		Combination Smoke/CO2 units would also be acceptable
SMOKE DETECTORS: Install units that meet current code requirements. Prefer hardwired, interconnected units with battery backup. New batteries and inspection required.		
UTILITY ROOM WIRING: Improper electrical connections should be improved in the utility room. All electrical connections should be made inside junction boxes or rated enclosures and fitted with cover plates. A licensed electrician should make corrections to meet code requirements.		
BASEMENT REC ROOM: An outlet overheated in the basement rec room. A licensed electrician should investigate the circuit, make appropriate corrections, and replace the outlet.		
GFCI OUTLETS: Install / ensure all electrical outlets within 6 feet of water sources are GFCI protected in kitchen, bathrooms, laundry room, and at exterior. Weatherproof GFCI outlets required at all exterior outlets.		
KITCHEN CEILING FAN: The kitchen exhaust duct work appears to have been capped off in the attic and needs to be vented to the outside.		
DINING AREA CEILING FAN: The ceiling fan is damaged and should be removed.		Cost here for removal only; light fixture replacement below

Work Items	Bid Amount	Notes
COMBUSTION AND EXHAUST: 1) The opening in the exhaust flue in the utility room should be sealed to prevent carbon monoxide or other gasses from entering the livable space. 2) Furnace exhaust flue is extremely corroded. A qualified HVAC technician should evaluate and make appropriate corrections.		
WATER HEATER: 1) The “draft diverter” of the water heater venting system is configured in such a way that it could allow spillage of exhaust products in the utility room. This is a potential safety concern that should be addressed promptly. Draft diverter has been dislodged from factory mounting position. 2) A drip leg is normally required for gas appliance connections. This should be investigated and appropriate corrections made in the utility room. 3) The water heater in the utility room shows evidence of prior leakage, possibly from the tank, exhibited by corrosion along the lower housing rim and/or inside the burner chamber. Although no moisture was noted at the time of inspection, tank leaks can be intermittent and the tank remains compromised. A licensed plumber should evaluate the above conditions and make recommendations. Alternately, preemptive replacement should be considered.		
SEWER LINES: No sewer camera was performed because the main line out of the home appears to be completely restricted at the clean out point in the utility room. Evaluate and repair or replace as required.		
EGRESS WINDOW(S): There is not an egress window in the basement. An additional means of egress is required. Appropriately sized and positioned egress window(s) should be installed to meet code requirements. NOTE: The City has two (2) vinyl windows available to contractor free of charge; contractor to evaluate and consider installing.	Include your bid below in the Windows & Doors Section	Check with City Building Division to determine number of egress windows required
Electrical (Electrical items must be completed by licensed professions / permit(s) required)		
MAIN PANEL: 1) The neutral wires doubled on the same lug in the main electric panel on the stairway should be separated. Each neutral should be installed on its own lug. 2) White, neutral colored wires are being used as hot into the main bus bar on the stairway. Marking them as “hot” is recommended. 3) Cable clamps (sometimes referred to as bushings or grommets) are required where wiring passes into the main distribution panel. Cable clamps serve to protect the wiring from the metal edges of the panel openings. Consultation with a licensed electrician is needed to determine appropriate repair. Make all necessary corrections to meet code requirements.		
UTILITY ROOM: 1) There is an open junction box that should be fitted with a cover plate in order to protect the wire connections. 2) Individual conductors outside of a raceway were noted. Typically, individual conductors are required to be run inside a raceway. Consultation with a licensed electrician is needed to determine appropriate repair. Make all necessary corrections to meet code requirements.		
SWITCHES: Older / obsolete light switches were noted in various locations. Replace all with matching units.		
LIGHT FIXTURES: Light fixtures and fans with light fixtures to be replaced with new throughout the house.		Light only (no fan) in the dining area

Work Items	Bid Amount	Notes
DOORBELL: The doorbell does not work; replace with standard new doorbell.		
EXTERIOR EXPOSED WIRING: Wiring exposed on interior/exterior finishes at the rear of the house should be relocated or protected by a rigid or flexible conduit. NEC 334.15 Cable shall be protected from physical damage where necessary by rigid metal conduit, intermediate metal conduit, electrical metallic tubing, Schedule 80 PVC conduit, Type RTRC marked with the suffix - XW, or other approved means. There are additional ways to achieve protection other than those listed such as flexible aluminum conduit and ENT. Consult with a licensed electrical contractor for the best remedy for the situation.		
Plumbing (Plumbing items must be completed by a licensed profession / permit(s) required)		
SUPPLY LINES: System was not tested due to utilities being off at the time of inspection. The supply piping is leaking in the utility room. A licensed plumber should evaluate the system and make all necessary repairs to meet code requirements, or replace lines.		
IRRIGATION WELL / PUMP: It is unknown if this system works; evaluate and make useable or recommend abandonment. A licensed plumber should evaluate the system and advise regarding needed repairs or if systems should be abandoned.		
WASTE / VENT: The waste piping is leaking in the utility room. Evaluate and make needed repairs or replace to meet code requirements.		
HALL BATHROOM TOILET: The toilet is loose in the upper hall bathroom. It is recommended the toilet be removed, the floor around the drain flange inspected for water penetration, the wax gasket replaced, in preparation for installation of a new toilet.		Removal / prep only; toilet included in Interior / Hall Bathroom section below
Roof System		
ROOF: 1) The existing T-lock roofing is obsolete and is showing heavy wear. Replace with new 30-year asphalt shingles. 2) Small sections of at least two corners were open to the elements prior to the City purchasing the home. Evaluate roof sheeting and repair or replace as necessary. 3) The rubber pipe vent flashing is deteriorated and leaking. It should be replaced. 4) The chimney is to be removed or capped and the roof appropriately patched.		Fireplace and chimney removal listed in the "Interior" section below
EAVES-SOFFITS-FASCIAS: 1) Soffits, and fascia are wood, deterioration at overhangs noted. Soffit and fascia should be repaired, prepped, caulked and painted; or replaced; and/or wrapped with maintenance-free materials. 2) Localized rot was observed in the fascia at the east side of the house and on the detached garage. Damaged materials should be replaced, prepped, caulked and painted to prevent rot spread. As an alternative, fascia in good condition may be wrapped with maintenance-free materials. 3) Any materials damaged by trees or tree branches should be repaired or replaced, as appropriate. 4) The soffit is loose at the rear of the house and should be properly secured.		Covering with maintenance-free materials is preferred
GUTTERS & DOWNSPOUTS: 1) Several gutter nails are backing out. Make necessary repairs. 2) It is recommended that gutters and downspouts be installed at the detached garage.		

Work Items	Bid Amount	Notes
Exterior		
<p>HOUSE SIDING & TRIM: Significant damage observed to the vinyl siding and trim. Siding and trim should be replaced with maintenance free siding and trim.</p> <p>GARAGE SIDING & TRIM: Damaged Masonite or hardboard siding observed. Repair, prep and paint or replace with maintenance-free siding and trim.</p> <p>1) Wood / soil contact at the base of the siding should be eliminated. Deteriorated siding that is uncovered should be repaired or replaced.</p> <p>2) Rot was observed in the siding at the detached garage. Repairs should be undertaken in conjunction with caulking and painting.</p>		
<p>WINDOW EXTERIOR: The basement windows are vulnerable to moisture intrusion due to being set below grade with no well or curb to direct water away or wells / curbs are minimally above finished grade. Install window wells and covers.</p>		
<p>DETACHED GARAGE:</p> <p>1) The wood overhead garage doors (2) should be caulked and painted as necessary.</p> <p>2) The button for the garage door opener is damaged and should be replaced.</p> <p>3) Ceiling joists in the garage have been cut and/or modified. Repair as needed to meet Building Code requirements.</p> <p>4) Damage to the interior finish was observed in the garage. Repair and replace sheeting as appropriate.</p> <p>5) Evaluate walk-through door and replace, if deemed appropriate. Prep and paint door to match exterior house doors.</p>		
<p>FRONT STEPS HANDRAIL: The cracked concrete around the railing base should be repaired to secure the handrail. Handrail should be prepped and painted, or replaced, as appropriate.</p>		
HVAC		
<p>HEATING SYSTEM(S):</p> <p>1) There is no evidence of recent servicing of the heating system located in the utility room. A qualified HVAC technician should evaluate and service, repair, or replace, as appropriate.</p> <p>2) The humidifier in the utility room has lacked maintenance. A qualified HVAC technician should clean and repair or replace, as appropriate.</p> <p>3) The heating system in the basement rec room requires servicing. A qualified HVAC technician should evaluate, service, repair, replace or remove, as appropriate.</p> <p>4) If heat is distributed upstairs through baseboard units, a qualified HVAC technician should evaluate and service, repair, or replace, as appropriate.</p>		
<p>COOLING SYSTEM:</p> <p>1) The small wall unit under the picture window in the main floor living room should be removed and the wall patched.</p> <p>2) The air conditioning system requires servicing. There is no evidence there has been a servicing of the equipment since it was installed. System should be checked by a qualified HVAC technician and repaired or replaced, as appropriate.</p> <p>3) The outdoor unit at the rear of the house is in contact with surrounding soil or mulch. The unit should be raised and an appropriate support pad installed to prevent damage and/or corrosion.</p>		

Work Items	Bid Amount	Notes
Insulation / Ventilation		
EXHAUST FANS: Should be vented to exterior of the house. Exhaust air from bathrooms and kitchen are not allowed to be recirculated within a residence and shall be exhausted directly to the outdoors. Exhaust air from bathrooms and kitchen shall not discharge into an attic, crawl space or other areas inside the building. Make appropriate corrections / repairs to meet code requirements.		
INSULATION: Stains or drip patterns on the insulation in the attic were observed as evidence of prior roof leakage. Evaluate and make appropriate corrections, including adding insulation to meet current code requirements.		
Windows and Doors: Windows are wood, aluminum, or vinyl and include picture, crank out, slider, and awning styles. Replace all windows with low-E insulated glass windows to ensure workability and energy efficiency. <i>Please provide list of window sizes, locations, and bid price for each window; City staff will choose which windows to replace based upon available funding.</i>		
NOTE: The City has two (2) vinyl windows that may be used free of charge; contractor to evaluate and consider.		
Window Size: Window Type: Specific Location(s): Living Room / South Wall		
Window Size: Window Type: Specific Location(s): Kitchen / Over Sink		
Window Size: Window Type: Specific Location(s): Dining Room / Sliding Glass Door / North Wall		
Window Size: Window Type: Egress Specific Location(s): Southeast Bedroom / South Wall		
Window Size: Window Type: Egress Specific Location(s): Southwest Bedroom / South Wall		
Window Size: Window Type: Egress Specific Location(s): Master Bedroom / North Wall		
Window Size: Window Type: Specific Location(s): Master Bathroom / North Wall		
Window Size: Window Type: Specific Location(s): Basement Rec Room #1 / South Wall		
Window Size: Window Type: Specific Location(s): Basement Rec Room #2 / South Wall		
Window Size: Window Type: Specific Location(s): Basement Rec Room #3 / South Wall		
Window Size: Window Type: Specific Location(s): Basement Rec Room #4 / West Wall		

Work Items	Bid Amount	Notes
Window Size: Window Type: Egress Specific Location(s): Basement Bedroom / West Wall		
Window Size: Window Type: Specific Location(s): Basement Utility Room #1 / North Wall		
Window Size: Window Type: Specific Location(s): Basement Utility Room #2 / North Wall		
MAIN ENTRY DOOR: Clean, prep and paint door to complement or match exterior and interior trim paint colors.		
MAIN ENTRY STORM DOOR: Evaluate storm door condition. Repair or replace as appropriate.		
REAR ENTRY DOOR: Clean, prep and paint door to complement or match exterior and interior trim paint colors.		
REAR ENTRY STORM DOOR: Evaluate storm door condition. Repair or replace as appropriate.		
Interior		
FIREPLACE / MASONRY FLUE: The fireplace unit should be removed and discarded and the flue capped, as appropriate. Repair wall and ceiling, prep and paint to match the rest of the home interior.		
FLOORS: Existing materials include carpet, vinyl, linoleum, and hardwood. Damage / deterioration, uneven areas, and soiled spots noted throughout the house. Evaluate and repair or replace all flooring with LifeProof Laminate flooring, Luxury Vinyl Plank Flooring, or a similar product. Prep and install any necessary subflooring.		Preference is to keep existing hardwood floors and that all are repaired or finished to match existing
BASEBOARDS: Remove all existing baseboards / trim and replace with a matching style throughout the house and caulk (this line item should not include replacement of electric baseboard heaters; see above Heating System line item).		
INTERIOR PAINT: Remove all wallpaper, prepare all interior surfaces (walls, trim, baseboards, ceilings, etc.) and paint all components using neutral colors.		
ROOM DOORS AND CLOSET DOORS: Existing doors are hollow core with similar stain / finish throughout the house. Adhesive damage noted to at least one interior door (hall closet). Evaluate all doors and repair or replace, as appropriate.		Preference is to keep existing doors; all room & closet doors to be the same style and finished to match
HALL BATHROOM: 1) Replace vanity, medicine cabinet / mirror, sink, toilet, tub / shower, surround, and fixtures with new. Toilet should be a "right height" unit. 2) Caulk and/or grout where needed to prevent water intrusion. 3) Ensure the fan is operable and vented to the outside (replace if necessary).		NOTE: Walls and flooring included in other line items
KITCHEN: 1) Evaluate upper and lower kitchen cabinets and clean, repair or replace, as appropriate. 2) Remove counter tops, back splash, sink, and faucet and replace with new. 3) Install new, energy efficient appliances including stove top, hood vent, wall oven, and refrigerator. All appliances shall be in working order.		Preference is to keep existing upper and lower cabinets

Work Items	Bid Amount	Notes
MASTER BATHROOM: 1) Remove stacked washer / dryer and donate to Habitat for Humanities ReStore (if it works, otherwise recycle or dispose). 2) Remove lower cabinet / counter top and relocate to the basement utility room. 3) Replace vanity, medicine cabinet / mirror, sink, toilet, and fixtures with new. Toilet should be a "right height" unit. 4) Install a new tub / shower, and surround. Caulk and/or grout where needed to prevent water intrusion. 5) Ensure the fan is operable and vented to the outside (replace if needed).		
BASEMENT STAIRS: Asbestos abatement required the removal of the stairs from the back door to the basement; temporary stairs were installed to provide access to the basement. Construct new stairs to meet code requirements and cover with flooring to match kitchen and basement rec room.		
BASEMENT REC ROOM: Insulation resembling vermiculate was noted in basement wall cavity behind the wainscoting; however, testing of the material showed "no asbestos detected." Rec room wainscoting and plastic (?) paneling above it to be removed, insulation added (if needed), sheetrock installed, then taped, textured and painted.		
BASEMENT REC ROOM CEILING: Loose or weakened finishes were detected in the lower level rec room. Repair or replace, as appropriate. Sheetrock, tape, texture and painting is an alternate an option.		
BASEMENT BEDROOM: Paneling to be removed, insulation added (if needed) and sheetrock installed, then taped, textured and painted. Ceiling to match rec room.		
UTILITY ROOM FLOOR JOIST: An overhead floor joist is notched and/or cut near the northwest corner of the utility room. It appears that a field repair has been done weakening the joist. Repair or replace to meet Building Code requirements.		
Grounds		
GRADING: Need to eliminate the earth-to-wood contact at the detached garage. Ideally, at least eight (8) inches of clearance should be maintained between soil level and the top of the foundation walls (where possible).		
CONCRETE DRIVEWAY: Concrete surface is raised / settled / cracked. Evaluate correction / repair options or replacement and implement best solution to remove tripping hazards.		Preference is to NOT cut pine tree roots, if possible.
Defects		
Any defects that appear within twelve (12) months from the completion of the work and arise out of defective or improper materials or workmanship will, upon the direction of the City staff, be corrected and made good by the Contractor at the contractor's expense.	N/A	
Rights-of-Way		
The contractor will immediately correct or replace any and all rights-of-way damaged during the project as directed by the City Engineer's Office at the Contractor's expense.	N/A	
Work Items	Bid Amount	Notes
Other		
All Required Permit(s): Including all building, mechanical, electrical, plumbing, etc.	N/A	To be include in prices above

Retainage: Will be withheld from each progress payment. Retainage will be released after project final inspection approval and issuance of the Certificate of Occupancy.	N/A	5%
Montana Gross Receipts Tax: Will be withheld from each progress payment and submitted to the State as required by law.	N/A	1%
Performance Bond: Successful bidders will be required to furnish an approved Performance Bond in the amount of one hundred percent (100%) of the contract amount.	N/A	To be include in prices above

BASE BID: <i>To be included on page 7, "D. Pricing and Addendum" of the Invitation to Bid</i>	\$
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Additional Recommended Work Items: Please list any work items not included above that should be considered for inclusion with this project.		

Total Project Bid:	\$
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Miscellaneous

Are you able to complete the project in 120 days? (circle answer at right)		Yes No
What is your hourly rate for labor / services	HVAC	
What is your hourly rate for labor / services	Electrical	
What is your hourly rate for labor / services	Plumbing	
What is your hourly rate for labor / services Other: _____		
What is your hourly rate for labor / services Other: _____		
What is the overhead percentage you charge to pick up and deliver supplies to the jobsite?		
What do you charge the customer in overhead costs to obtain a building, plumbing, electrical and/or other permits?		
What is the overhead percentage you charge to the customer for subcontractors?		
Are there any other costs you charge to complete a job that have not been listed above? If yes, please explain:		

The undersigned agrees to perform the work items listed above at the home listed above. Contractor also agrees all work will be done in an manner of good workmanship and for the compensation indicated for "Total Project Bid." Any changes to the above work list will be submitted as a Change Order and must be approved by the Community Development office and the City Administrator before such changes are begun. All properties constructed prior to 1978 are presumed to contain Lead Based Paint and may require the use of a Contractor trained in Lead Safe Work Methods. All work and materials shall be in accordance and in compliance with City of Billings and all current electrical, mechanical, plumbing, and housing codes and/or ordinances.

Company Name	
Contact Name (please print):	Title:

Authorized Signature	Date:
By signing the above, I certify that I am authorized by the Company named above to respond to this request.	
Able to Commence Work By (Date):	# of Days to Complete Work:
Names of worker(s) anticipated to be working on this project and their phone numbers:	