



SHIP Program
Community Development Department
360 E. Shuey Ave.
Macclenny, FL 32063
Ph: 904-259-3613 opt 2
Fax: 904-259-2403
SHIP@bakercountyfl.org



TO: Baker County Press
Attention: Public Notices
Fax: 904-259-6502

FROM: Lydia Mangano
SHIP Administrator

DATE: January 18, 2024

SUBJECT: Public Notice

Please run the notice below twice: **Thursday, February 1, 2024** and **Thursday, February 8, 2024** and email me a proof me at SHIP@bakercountyfl.org . **You may bill this notice to the Baker County Board of Commissioners, 55 N 3rd Street, Macclenny, FL. 32063 ATTN: SHIP Administrator, so that a PO # may be added prior to sending for payment.** Should you have any questions, please contact me at the number above. Thank you for your prompt attention to this matter.

PUBLIC NOTICE

A pre-bid walkthrough for bids on one (1) Owner Occupied Rehabilitation and two (2) Demolition New Construction site-built homes including one (1) Well and Septic system.
This will be conducted as part of the SHIP Housing Program Projects #2024-02 on **Friday, February 16, 2024** starting at 9:30 am, beginning at the Baker County Administration Office, 55 N. Third St, Macclenny, FL 32063. Bidders must complete the site inspection of the homes before a bid will be accepted. The deadline for sealed bids to be received is **Friday, March 1, 2024 at 4pm**. Bids should be addressed or hand-delivered to: Baker County Administration Office, c/o SHIP Administrator, 55 N. Third St, Macclenny, FL 32063. For more information, or to request bidding instructions or a bid form, please call Baker County SHIP, 904-259-3613 opt #2. Bids received after the time and date specified will not be accepted and will be returned unopened to the Bidder. WBE/MBE/DBE firms are encouraged to participate. Baker County is an Equal Opportunity Employer. The Baker County Board of County Commissioners reserves the right to waive any informality or to reject any or all bids. Any person with a qualified disability requiring special accommodations at the bid opening shall call the phone number listed above at least 2 business days prior to the event.



SHIP Walk- Thru February 16, 2024

Maximum Allowed Bids:
Demo/New Construction - \$117,000
Owner Occupied Rehab - \$45,000

#1– 59 N. Lowder St., Macclenny (inside city limits) (Sally Hires)
Project maximum allowed bid: \$100,000

Demolition / New Construction / Replacement

1. 1 New 900 sq. ft. 2-bedroom, 1 bath house

#2 – 212 South Blvd W., Macclenny (inside city limits) (Vickey Surrency)
Project maximum allowed bid: \$45,000

Owner Occupied Rehabilitation

- * PRIMARY BID – to include: Electrical in kitchen, HVAC replacement, front door & casing replacement, den window replacement.
- ** SECONDARY BID – to include primary bid PLUS: utility room work (leak, electrical to light, finish with insulation on exterior wall, drywall and paint), upgrade master bath to handicap accessible including remove tub replace with walk-in shower, upgraded toilet, grab bars, floor tile.
- ***ALTERNATE BID – to include primary & secondary bids PLUS: replacement of kitchen lower cabinets to include new countertop, sink and faucet. Repair to crack in living room ceiling and ceiling texture.

#3 – 5868 Spruce Rd., Macclenny (Sherry Kibler)
Project maximum allowed bid: \$100,000

Demolition / New Construction / Replacement

1. THIS PROJECT IS IN AN **AE FLOOD ZONE**.
2. 1 new 900 sq. ft 2-bedroom, 1 bath house.
3. Replace well and septic systems.



SHIP Program
Community Development Department
360 E. Shuey Avenue
Macclenny, FL 32063
904-259-3613 opt 2
SHIP@bakercountyfl.org



HOUSING REHABILITATION PROGRAM
NOTICE TO BIDDERS

A. NOTICE TO BIDDERS:

A **Pre-Bid walkthrough** for **Owner Occupied Rehabilitation** for 1 home, and **Demolition/New Construction** for 2 homes in **Baker County** will be conducted as part of the SHIP Housing Program on **Friday, February 16, 2024** starting at **9:30 AM** outside the **Baker County Administration office, 55 N Third St, Macclenny, FL 32063**. In order to bid on a home, you **must complete a walkthrough** of each home before a bid will be accepted.

B. General Instructions to Bidders:

1.
 - a. All prices shall include all labor, supervision, materials, equipment, and services necessary to perform a complete, thorough, workmanlike job.
 - b. Alternates to the specifications will not be accepted unless the specifications call for same.
 - c. Bids prices must be itemized on the submitted bid form or the bid will be rejected.
2. Insurance: Before any bid can be accepted, a Certificate of Insurance must be attached to the proposal. The Certificate of Insurance must list Baker County as a party to be notified ten (10) days before cancellation or expiration of the policy.
3. Legal Compliance: The bidder shall be familiar with all federal, state and local laws, ordinances, rules and regulations that affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with all laws, ordinances, rules and regulations.
4. Right of Rejection: The owner, in cooperation with Baker County reserves the right to reject any or all bids; to waive any formality; to award the bid in the best interest of Baker County and the Owner. Bids that are more than 15% higher or lower than the Housing Rehabilitation Specialist's cost estimate will not be accepted. **(This rule does not apply to NEW CONSTRUCTION)**
5. Pre-Bid Conference: Bidders or their representatives are **required** to attend an on-site visit and inspection for each home they wish to submit a proposal on. Failure to attend the meeting will result in automatic bid rejection unless a waiver is approved by the Baker County Board of County Commissioners.
6. Bids Submitted: All bids and inquiries shall be addressed to Baker County Board of Commissioners, c/o SHIP Administrator, 55 N Third St, Macclenny, FL. 32063. Bid proposals shall be enclosed in a **sealed** envelope bearing the markings **"SHIP HOUSING SEALED BIDS/Property Name"**. The bids are due **Friday, March 1, 2024** no later than 4:00PM.

7. No contractor or subcontractor may participate in this work if ineligible to receive federal or state funded contracts.
8. No contractor will be awarded more than three (3) rehabilitation or new construction contracts simultaneously, unless substantial evidence is submitted to justify same and the Baker County Board of County Commissioners determines, at their sole discretion, such an award will not jeopardize the program or inconvenience the homeowner.
9. Federal equal opportunity, civil rights, lead base paint and record retention requirements are applicable to work performed on this job.
10. Financing of the work will be provided in whole or in part by the Baker County Housing Rehabilitation Program. Baker County will act as agent for the owner in preparing contract documents, inspecting, and issuing payments. The contract will be between the owner and contractor. Bids, work performed, and payments must be approved by the owner and Baker County.
11. All projects financed in whole or in part by the Baker County Housing Rehabilitation/SHIP Program will be advertised in the Baker County Press.
12. All contractors must meet all eligibility and licensing criteria prior to bidding. All contractors must update their contractor file with the Building & Zoning Department. All Contractors are required to sign in upon updating their contractor file.

Project Assistant/ Contractor

Date



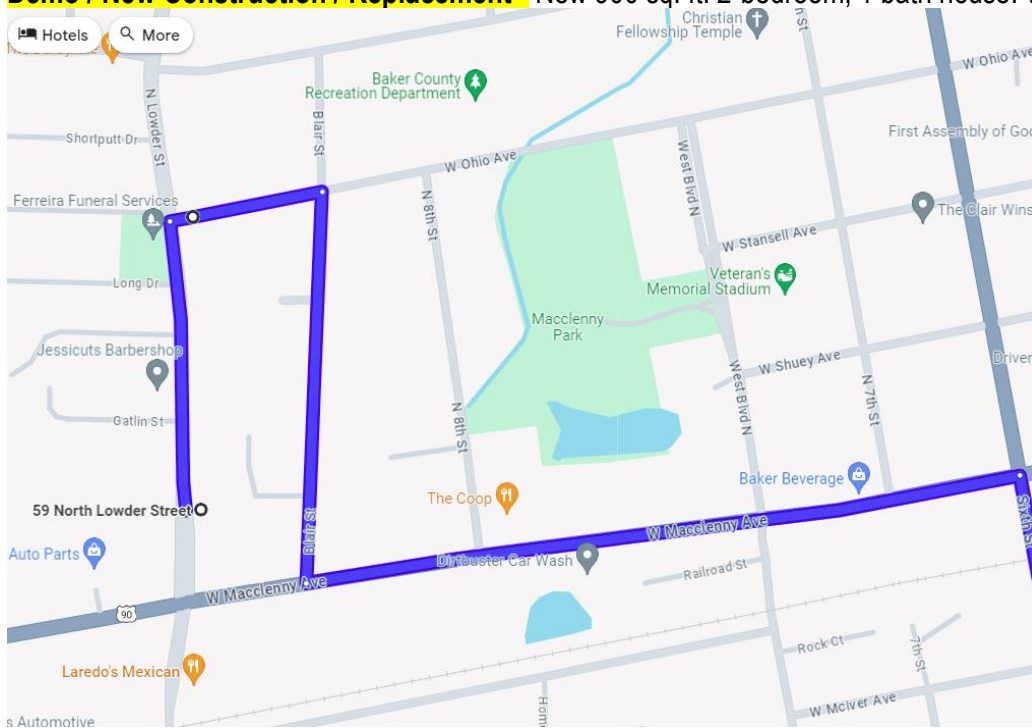
Maximum Allowed Bids:
Demo/New Construction - \$117,000
Owner Occupied Rehab - \$45,000

- House #1– 59 N. Lowder St., Macclenny (inside city limits) (Sally Hires)
- House #2 – 212 South Blvd. W., Macclenny (inside city limits) (Vickey Surrency)
- House #3 – 5868 Spruce Rd., Macclenny (Sherry Kibler) **AE FLOOD ZONE**

Meet at 9:30 AM outside the Baker County Commission Chambers, 55 N 3rd Street. After the brief conference the group will visit the homes in this order:

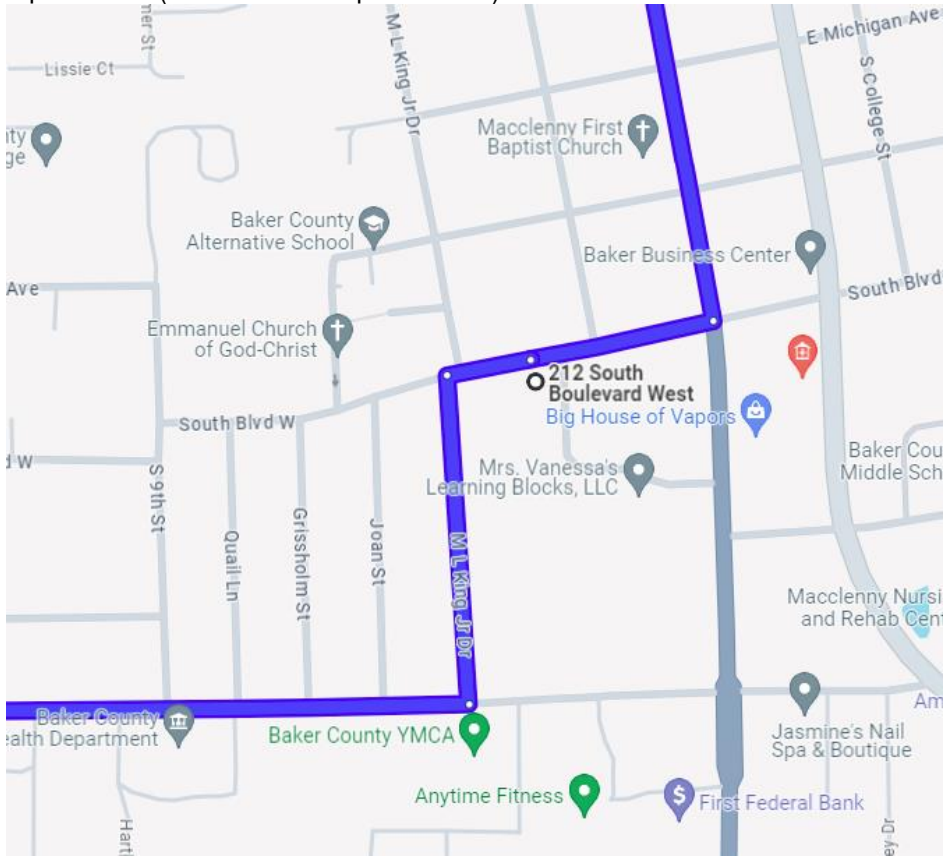
Go to House #1– 59 N. Lowder St., Macclenny (inside city limits) (Sally Hires)

Demo / New Construction / Replacement - New 900 sq. ft. 2-bedroom, 1 bath house. Well & septic NOT required.



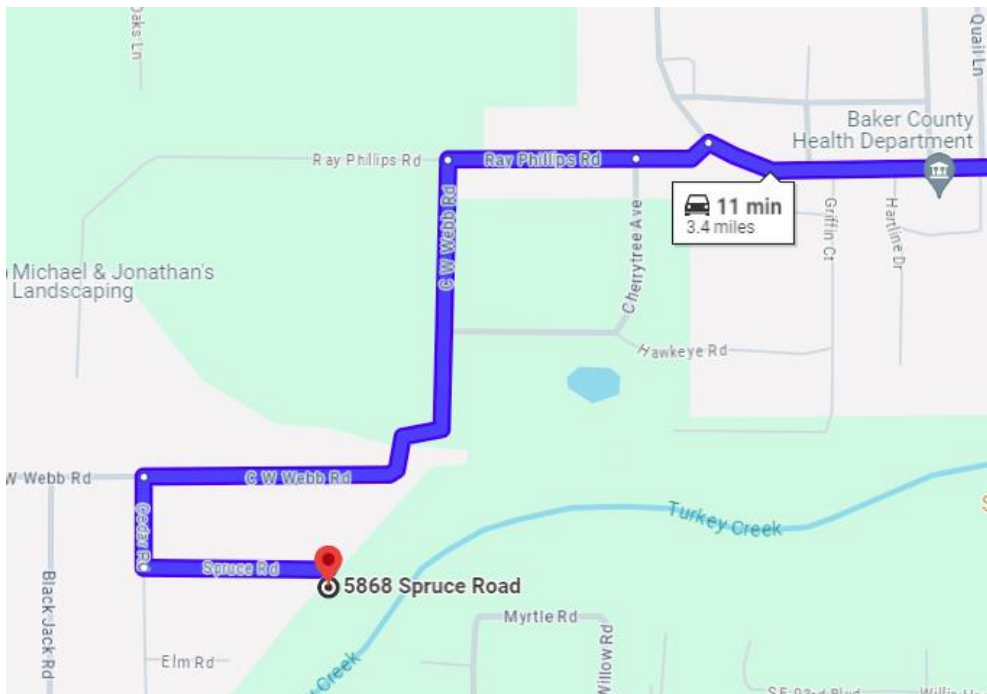
Go to House #2 – 212 South Blvd. W., Macclenny (inside city limits) (Vickey Surrency)

Rehabilitation 3 Bid options: HVAC replacement, electrical repairs, bathroom upgrade, window replacement, front door replacement (see work write up for details).



Go to House #3 – 5868 Spruce Rd., Macclenny (Sherry Kibler) **AE FLOOD ZONE**

Emergency Repair – THIS PROJECT IS IN AN **AE FLOOD ZONE**. New 900 sq. ft 2-bedroom, 1 bath house, replace well and septic systems.



Baker County State Housing Initiatives Program
Work Write-Up and Bid Form
New Construction- 900 SF

Applicants Name: SALLY HIRES

Applicants Address: 59 N. LOWDER ST., MACCLENNY, FL 32063

Applicants Phone Number: 904-803-6100

Homeowner Signature: _____

Approximate Square Footage: 900 Square Foot

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition	Contractor to ensure the premises is completely free of all construction trash and debris and cleaned prior to inspection. Demolition and safe, legal, disposal of all materials.	All	\$
002	Site Work	Preparation of site for new construction shall include all fill dirt required, grading, compacting, and testing necessary for this house. Any site in a flood zone shall be constructed at least one foot above base flood elevation. The required certificate of elevation is the responsibility of the contractor. Treat for termites prior to pouring slab.	All	\$
003	New Structure	The new house shall be handicap accessible throughout and consist of the following: Minimum 900 sq. ft, 2-bedroom, 1- bath, and kitchen- living room combination. Materials shall be concrete slab-on-grade, wood frame walls, and shingled hip roof with vinyl vented soffits and roof vents. All plans and permitting shall be the responsibility of the contractor. Exterior shall be one main color and one trim color.	All	\$
004	Electrical, Appliances & HVAC	Minimum 200- amp service and meet NEC. New minimum 20 cu. ft. frost free refrigerator with freezer, new 4 burner Stove with oven, new electric 40- gallon	All	\$

		water heater, range hood, all electrical plugs to be 24" min. from floor, fixtures, switches, and other items necessary for a complete house in move-in condition. Heating unit shall have a minimum SEER rating of 14 and include a 10K emergency heat strip. Include all duct work, piping, electrical and other items necessary for a complete package system. Air supply vents shall be closeable in each room. A thermostat shall be located appropriately to control temp. evenly throughout dwelling.		
005	Interior Work	Provide drywall walls and knock-down ceilings, new vinyl plank flooring throughout. All walls and ceilings to be painted one color. (one-color walls and one- color ceilings) Insulate walls to R-13, and ceilings to R-38. Include all interior doors 36" wide doors and 36 exterior doors, and closet doors necessary. Exterior doors shall include deadbolts, keyed alike and peeps.	All	\$
006	Plumbing Work	New plumbing fixtures shall include toilet, Drop floor for tiled shower or 1 piece tub/shower, sink, vanity. Install washer and dryer hook-ups, and 2- exterior hose bibs.	All	\$
007	Windows	Windows shall be Vinyl frame, single hung, double pane with screens. Number, size, and location to be determined by contractor's plans. Bedroom windows must be sized properly for egress.	All	\$
008	Cabinets	Provide minimum 8' of base cabinets and countertops and 8' upper cabinets in kitchen. Provide. All wood cabinets	Kitchen	\$
009	Miscellaneous	Provide minimum of 2 towel bars in bathroom, medicine cabinet or mirror in bathroom. 2 grab bars in shower, toilet paper holder, and minimum 5' X 5' concrete pads at exterior entrances. Provide entry/ exit ramps to code on all exits of home. Sod around eve drip of structure.	Various Location	\$

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workmanlike manner, in accordance with the Standard Rehabilitation Specifications, local codes, and manufacturers specifications. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. **All items must be cost itemized in the space provided or the bid will be rejected. All addendums must be signed and submitted with this bid.**

Work must be completed and approved within 90- days of the issuance of the Notice to Proceed.

The house is to be _____ Occupied or _____ Vacant for _____ Days.

Contractor's Name:

Contractor's Address:

Contractor's Phone Number and Email Address:

OFFICAL USE ONLY

BID OPENED BY: _____

BID OPENING WITNESS: _____

DATE OF BID OPENING: _____

TIME OF BID OPENING: _____

DATE OF BID SUMMITANCE: _____

WORK WRITE-UP PREPARED BY: LYDIA MANGANO

PREPARED DATE: January 8, 2024

Baker County State Housing Initiatives Program
Work Write-Up and Bid Form
REHABILITATION

Applicants Name: VICKEY SURRENCY

Applicants Address: 212 SOUTH BLVD. W., MACCLENNY, FL 32063

Applicants Phone Number: 904-910-4348

Homeowner Signature: _____

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition / Disposal	Contractor to ensure the premises is completely free of all construction trash and debris and cleaned prior to inspection. Demolition and safe, legal, disposal of all materials.		\$
*	Primary Bid	<p>* Elec – <u>Kitchen</u> - Repair/replace 2 exposed, non-working outlets on either side of kitchen sink with GFI outlets and plate covers. Evaluate/repair electrical on range vent hood or replace vent hood if electrical is in working order.</p> <p><u>Utility Room</u> – Ceiling light not working. Inspect/repair all wiring.</p> <p>* HVAC - Replace central unit heat pump, with automatic float cutoff switch and thermostat. Work to include disconnects at compressor and air handler. Bid to reflect properly sized unit with a minimum of 16 seer. One (1) year parts and labor and five (5) years compressor warranty. If upgrade of electric is required, include in bid.</p> <p>* Front Door – Remove/replace front door, casing and jam. Work to include new lock including deadbolt and 2 sets of keys.</p> <p>* Den Arch Window – Remove/replace single broken pane of arch window.</p>	<p>Kitchen & Utility Room</p> <p>All</p> <p>Front Door</p> <p>Den</p>	<p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>
		SECTION TOTAL		\$

**	Secondary Bid	** Utility Room – Finish: Work to include insulation on exterior walls, drywall all walls, remove/replace damaged ceiling drywall, paint.	Utility Room	\$
		** Utility Room – Repair/replace faucet on hot water line to washer, leaks.	Utility Room	\$
		** Bathroom – Upgrade to handicap accessible. Work to include Walk in shower, with grab bars, toilet at least 18", new wax seal. Repair soft spot in drywall behind existing toilet. Replace tile flooring.	Master Bath	\$
		** Bathroom – Remove/replace existing door casing to properly fit existing door to allow to close & lock properly.	Master Bath	\$
		SECTION TOTAL		\$
***	Alternate Bid	*** Kitchen – Remove/replace all lower kitchen cabinets to include new countertop, sink and faucet.	Kitchen	\$
		*** Living Room – Repair/remove texture on ceiling. Repair crack in ceiling causing ceiling to sag.	Living Room	\$
		SECTION TOTAL		\$
		BID / SECTION GRAND TOTAL		
<i>(grand total may not exceed \$45,00.00)</i>				

Primary Bid = *

Secondary Bid = **

Alternate Bid = ***

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The house is to be _____ Occupied or _____ Vacant for _____ Days.

Contractor's Name:

Contractor's Address:

Contractor's Phone Number and Email Address:

OFFICAL USE ONLY

BID OPENED BY: _____

BID OPENING WITNESS: _____

DATE OF BID OPENING: _____

TIME OF BID OPENING: _____

DATE OF BID SUMMITANCE: _____

WORK WRITE-UP PREPARED BY: LYDIA MANGANO

PREPARED DATE: 1/22/2024

Baker County State Housing Initiatives Program
Work Write-Up and Bid Form
New Construction- 900 SF

Applicants Name: SHERRY KIBLER

Applicants Address: 5868 SPRUCE RD., MACCLENNY, FL 32063

Applicants Phone Number: 904-514-9423 (SON JODY)

Homeowner Signature: _____

Approximate Square Footage: 900 Square Foot

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition	Contractor to ensure the premises is completely free of all construction trash and debris and cleaned prior to inspection. Demolition and safe, legal, disposal of all materials.	All	\$
002	Site Work	Preparation of site for new construction shall include all fill dirt required, grading, compacting, and testing necessary for this house. Any site in a flood zone shall be constructed at least one foot above base flood elevation. The required certificate of elevation is the responsibility of the contractor. Treat for termites prior to pouring slab.	All	\$
003	New Structure	The new house shall be handicap accessible throughout and consist of the following: Minimum 900 sq. ft, 2-bedroom, 1- bath, and kitchen- living room combination. Materials shall be concrete slab-on-grade, wood frame walls, and shingled hip roof with vinyl vented soffits and roof vents. All plans and permitting shall be the responsibility of the contractor. Exterior shall be one main color and one trim color.	All	\$
004	Electrical, Appliances & HVAC	Minimum 200- amp service and meet NEC. New minimum 20 cu. ft. frost free refrigerator with freezer, new 4 burner Stove with oven, new electric 40- gallon	All	\$

		<p>water heater, range hood, all electrical plugs to be 24" min. from floor, fixtures, switches, and other items necessary for a complete house in move-in condition. Heating unit shall have a minimum SEER rating of 14 and include a 10K emergency heat strip. Include all duct work, piping, electrical and other items necessary for a complete package system. Air supply vents shall be closeable in each room. A thermostat shall be located appropriately to control temp. evenly throughout dwelling.</p>		
005	Interior Work	<p>Provide drywall walls and knock-down ceilings, new vinyl plank flooring throughout. All walls and ceilings to be painted one color. (one-color walls and one- color ceilings) Insulate walls to R-13, and ceilings to R-38. Include all interior doors 36" wide doors and 36 exterior doors, and closet doors necessary. Exterior doors shall include deadbolts, keyed alike and peeps.</p>	All	\$
006	Plumbing Work	<p>New plumbing fixtures shall include toilet, Drop floor for tiled shower or 1 piece tub/shower, sink, vanity. Install washer and dryer hook-ups, and 2- exterior hose bibs.</p>	All	\$
007	Windows	<p>Windows shall be Vinyl frame, single hung, double pane with screens. Number, size, and location to be determined by contractor's plans. Bedroom windows must be sized properly for egress.</p>	All	\$
008	Cabinets	<p>Provide minimum 8' of base cabinets and countertops and 8' upper cabinets in kitchen. Provide. All wood cabinets</p>	Kitchen	\$
009	Miscellaneous	<p>Provide minimum of 2 towel bars in bathroom, medicine cabinet or mirror in bathroom. 2 grab bars in shower, toilet paper holder, and minimum 5' X 5' concrete pads at exterior entrances. Provide entry/ exit ramps to code on all exits of home. Sod around eve drip of structure.</p>	Various Location	\$

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Work must be completed and approved within 90- days of the issuance of the Notice to Proceed.

The house is to be _____ Occupied or _____ Vacant for _____ Days.

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone Number and Email Address: _____

OFFICAL USE ONLY

BID OPENED BY: _____

BID OPENING WITNESS: _____

DATE OF BID OPENING: _____

TIME OF BID OPENING: _____

DATE OF BID SUMMITANCE: _____

WORK WRITE-UP PREPARED BY: LYDIA MANGANO

PREPARED DATE: January 18, 2024

Baker County State Housing Initiatives Program
Work Write-Up and Bid Form
New WELL AND SEPTIC

Applicants Name: SHERRY KIBLER

Applicants Address: 5868 SPRUCE RD., MACCLENNY, FL 32063

Applicants Phone Number: 904-514-9423 (SON JODY)

Homeowner Signature: _____

Approximate Square Footage: 900 Square Foot

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition	Contractor to ensure the premises is completely free of all construction trash and debris and cleaned prior to inspection. Demolition and safe, legal, disposal of all materials.		\$
002	Site Work			\$
003	New Structure			\$
004	Electrical, Appliances & HVAC			\$
005	Interior Work			\$
006	Plumbing Work	New Well with water and Septic		\$
007	Windows			\$
008	Cabinets			\$
009	Miscellaneous	Existing Well – Safe and legal abandonment of existing well.		\$

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Work must be completed and approved within 90- days of the issuance of the Notice to Proceed.

The house is to be _____ Occupied or _____ Vacant for _____ Days.

Contractor's Name:

Contractor's Address:

Contractor's Phone Number and Email Address:

OFFICAL USE ONLY

BID OPENED BY: _____

BID OPENING WITNESS: _____

DATE OF BID OPENING: _____

TIME OF BID OPENING: _____

DATE OF BID SUMMITANCE: _____

WORK WRITE-UP PREPARED BY: LYDIA MANGANO

PREPARED DATE: January 22, 2024