

Baker County Board of Commissioners
55 N Third St
Macclenny, Fl 32063
P: 904-259-3613 opt 5
F: 904-259-7610
Email: SHIP@bakercountyfl.org



SHIP PROGRAM

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

FROM: Lydia Mangano
SHIP Administrator

DATE: February 17, 2021

SUBJECT: Public Notice

Please run the notice below twice: **Thursday February 25, 2021** and **Thursday March 4, 2021** 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. 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 Five (5) homes:

1. Rehab four (4) homes requiring structural repair.
2. Emergency repair One (1) home needs new well.

This will be conducted as part of the SHIP Housing Rehabilitation and Emergency Repair Project on **Friday March 12, 2021** 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 19, 2021 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 #5. 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 March 2021

Maximum Allowed Bids:

Rehab- \$36,000

Emergency Assistance- \$10,000

#1– 8437 E Ben Rowe Cir, Macclenny, FL 32063 (Derek Hanson)

Rehab

1. New roof
2. Repair all internal/ceiling damages from roof leaks.
3. Guest bathroom sink piping leaks
4. Master bathroom flooring (possible sub floor too) replacement
5. Dining room window replacement
6. Front stair replacement

#2 – 7935 Madison Dr, Glen St. Mary, FL 32040 (Rosemary Belcher)

Emergency Repair

1. Replace well.

#3 – 17715 John Allen Rd, Glen St. Mary, FL 32040 (Donna Conner)

Rehab - **1st Priority to these items – if funds remain in budget, can move to additional items

1. ** New roof and soffit, total replacement
2. ** ADA Master bath including replace tub with shower
3. ** Weatherize all windows including caulk.
4. ** Vinyl Siding
5. Repair leak on right side of porch, needs gutters, eave on back porch needs replacing.
6. Replace rotted wood on backside of house.
7. New insulation under house
8. Ceiling repair including patching and painting.
9. Replace kitchen cabinet trim.
10. Replace flooring with vinyl.
11. Kitchen/Dining room wall replacement.

#4 – 6641 N 40th Cir, Glen St. Mary, FL 32040 (Geraldine Hodges)

Rehab This property is in an [AE Flood Zone](#)

1. New roof
2. Install rain gutters.
3. Repair all interior leaks from roof leak including patching/painting/mold removal.
4. Black mold in 2nd Bedroom, Master Bedroom corner and bathroom enclosure corner.
5. ADA Bathroom
6. Remove replace rear deck to include Ramp.
7. Replace front steps.
8. Hall vinyl flooring buckling.
9. Cut down trees overhanging trailer.

#5 – 903 Milfordale Rd, Macclenny, FL 32063 (Erma Jean Stafford)

Rehab

1. Repair AC leak and damage from leak
2. Repair/Replace range hood (shorts, won't turn off)
3. Repair kitchen sink plumbing leak and damage from leak
4. Replace carpeting with laminate.
5. Repair master bath wall/floor damage, replace sink.
6. New ADA master bathroom.
7. Replace front and back doors.
8. Replace/weatherize all windows
9. New handrails/ramp at front steps
10. Repair weak 4x4 box post and shutter separating from home.



HOUSING REHABILITATION PROGRAM
NOTICE TO BIDDERS

A. NOTICE TO BIDDERS:

A **Pre-Bid walkthrough** for **Rehabilitation, Emergency Repair and New Construction** for 5 homes in **Baker County** will be conducted as part of the SHIP Housing Program on **Friday, March 12, 2021** 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 19, 2021** 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

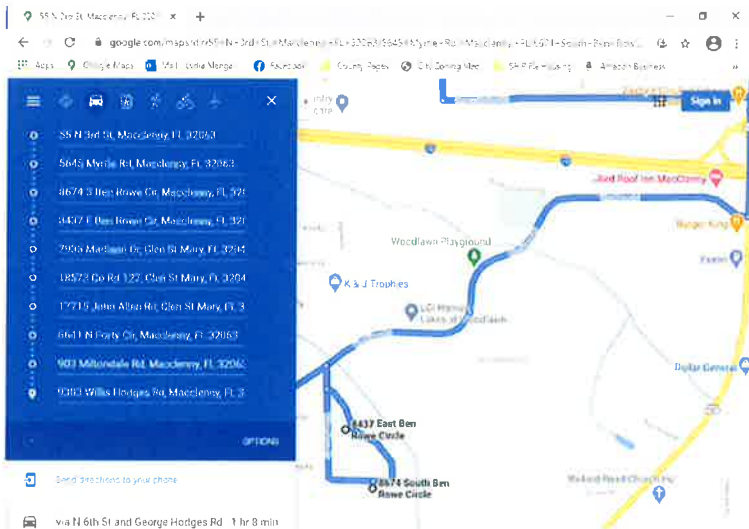


Maximum Allowed Bids:
Rehab- \$36,000
Emergency Assistance- \$10,000

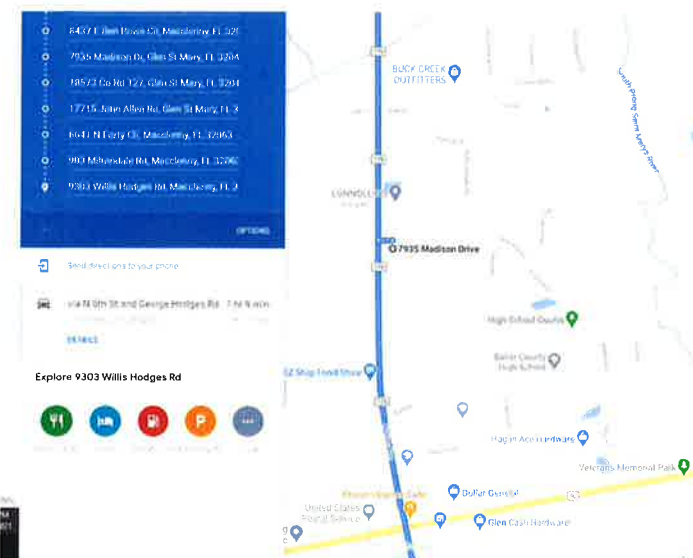
- House #1– 8437 E Ben Rowe Cir, Macclenny, FL 32063 (Derek Hanson)
- House #2 – 7935 Madison Dr, Glen St. Mary, FL 32040 (Rosemary Belcher)
- House #3 – 17715 John Allen Rd, Glen St. Mary, FL 32040 (Donna Conner)
- House #4 – 6641 N 40th Cir, Glen St. Mary, FL 32040 (Geraldine Hodges)
- House #5 – 903 Milondale Rd, Macclenny, FL 32063 (Erma Jean Stafford)

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– 8437 E Ben Rowe Cir, Macclenny, FL 32063 (Derek Hanson) **Rehab New roof, Repair all internal/ceiling damages from roof leaks, Guest bathroom sink piping leaks, Master bathroom flooring (possible sub floor too) replacement, Dining room window replacement, Front stair replacement.**

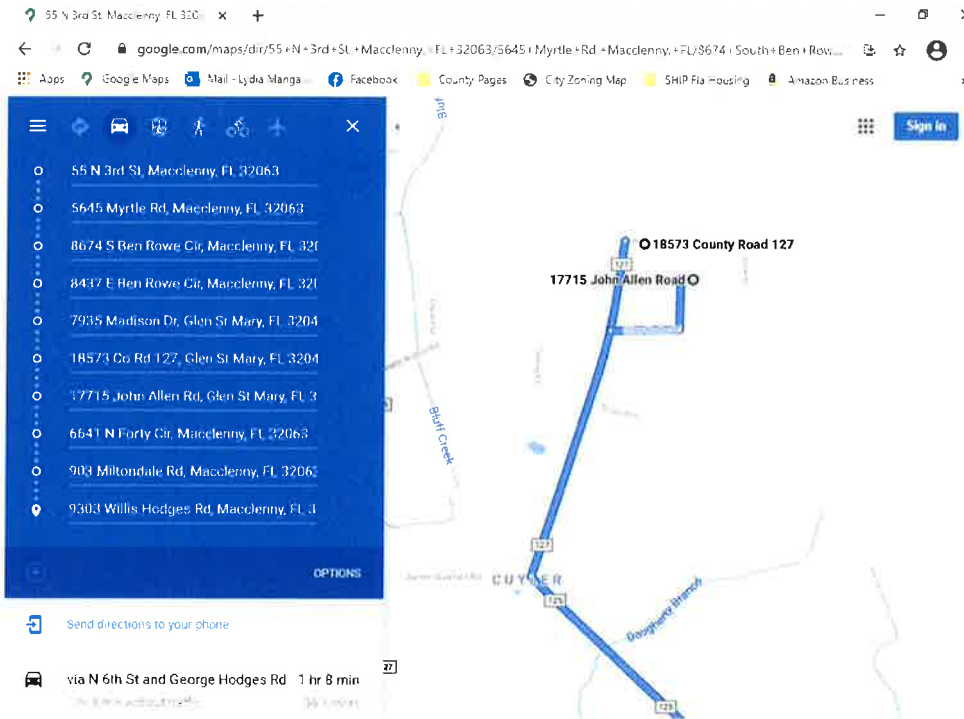


Go to House #2 – 7935 Madison Dr, Glen St. Mary, FL 32040 (Rosemary Belcher) **Emergency Repair Replace well.**

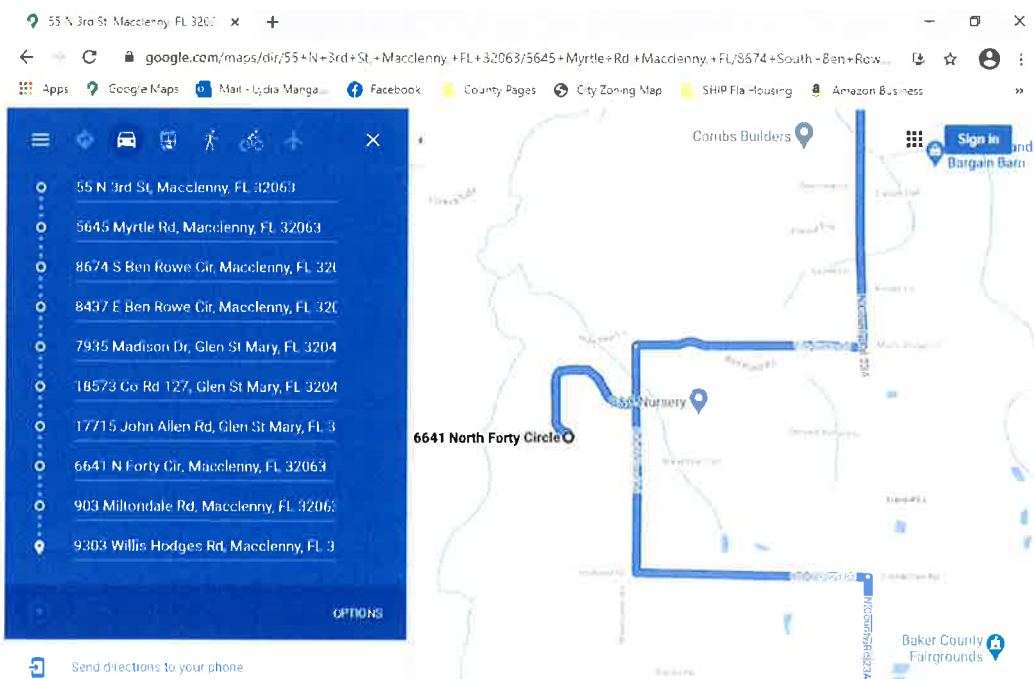


Go to House #3 – 17715 John Allen Rd, Glen St. Mary, FL 32040 (Donna Conner) **Rehab** - ****1st Priority to these items – if funds remain in budget, can move to additional items: ** New roof and soffit, total replacement, ** ADA Master bath including replace tub with shower, ** Weatherize all windows including caulk, ** Vinyl Siding.**

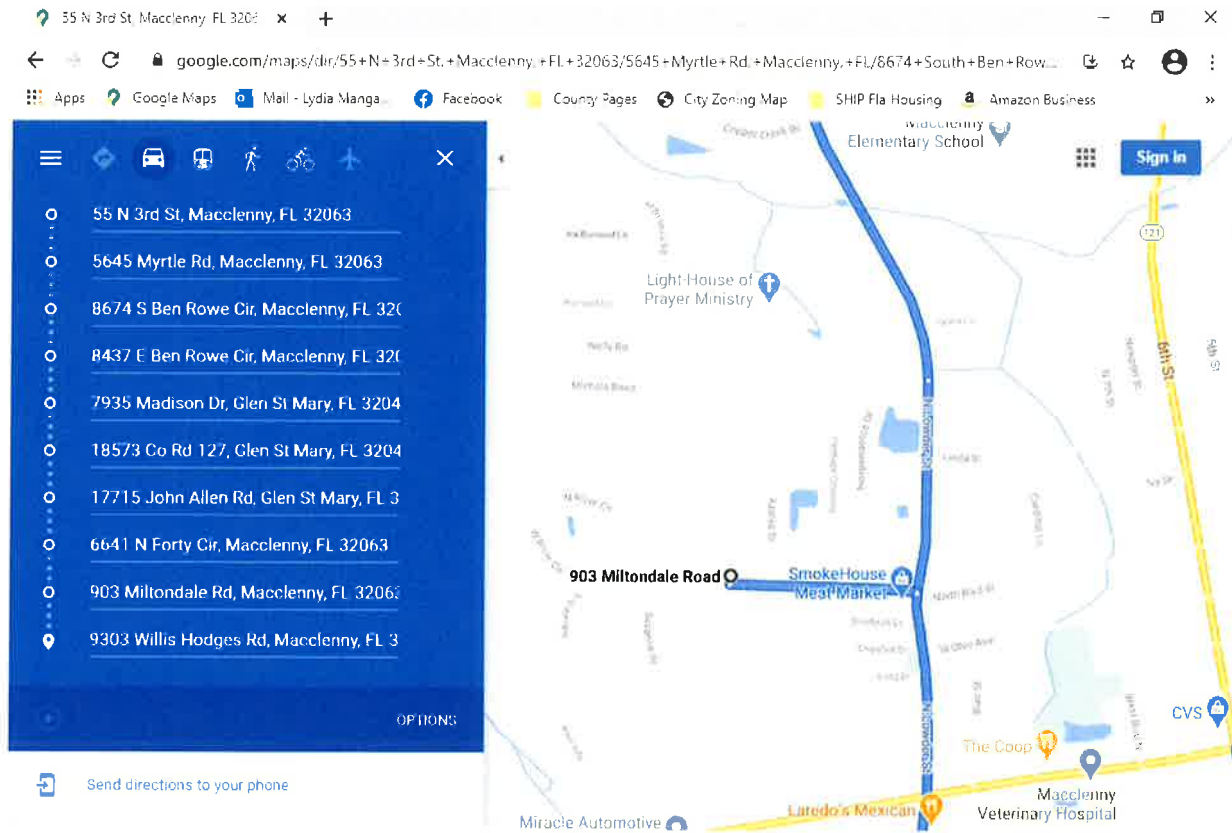
Repair leak on right side of porch, needs gutters, eave on back porch needs replacing, Replace rotted wood on backside of house, New insulation under house, Ceiling repair including patching and painting, Replace kitchen cabinet trim, Replace flooring with vinyl, Kitchen/Dining room wall replacement.



Go to House #4 – 6641 N 40th Cir, Glen St. Mary, FL 32040 (Geraldine Hodges) **Rehab** This property is in an **AE Flood Zone** **New roof, Repair all interior leaks from roof leak including patching/painting, Black mold in back room, ADA Bathroom, Ramp off deck, Move Washer inside home.**



Go to House #5 – 903 Miltondale Rd, Macclenny, FL 32063 (Erma Jean Stafford) **Rehab Repair AC leak and damage from leak, Repair/Replace range hood (shorts, won't turn off), Repair kitchen sink plumbing leak and damage from leak, Replace carpeting with laminate, Repair master bath wall/floor damage, replace sink, New ADA master bathroom, Replace front and back doors, Replace/weatherize all windows, New handrails/ramp at front steps, Repair weak 4x4 box post and shutter separating from home.**



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

Applicants Name: Derek Hanson

Applicants Address: 8437 E. Ben Rowe Cir, Macclenny, FL 32063

Applicants Phone Number: (904) 408-6313

Homeowner Signature: _____

Approximate Square Footage: N/A

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition/Disposal	Demolition and safe, legal, disposal of all materials, and cleanup of job site.		\$
002	Interior Work	Repair all damages from roof leaks		\$
003	HVAC			\$
004	Electrical and Appliances			\$
005	Plumbing Work	Guest bathroom sink piping leaks		\$
006	Cabinets			\$
007	Insulation			\$
008	Flooring	Master bathroom flooring/possible sub-flooring replacement		\$
009	Roofing	Replace roof. Repair any roof damage to interior of house.		\$
010	Windows and Doors	Dining room needs window replacement		
011	Pest Control			
012	Miscellaneous	Front stair replacement.		

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:

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

Applicants Name: ROSEMARY BELCHER

Applicants Address: 7935 MADISON DR, GLEN ST. MARY, FL 32040

Applicants Phone Number: 904-653-1558

Homeowner Signature: _____

Approximate Square Footage: N/A

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition	Demolition and safe, legal, disposal of all materials, and cleanup of job site.		\$
002	Site Work			\$
003	New Structure			\$
004	Electrical, Appliances & HVAC			\$
005	Interior Work			\$
006	Plumbing Work	New Well in accordance with State of Florida regulations.		\$
007	Windows			\$
008	Cabinets			\$
009	Miscellaneous			\$

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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:

Baker County State Housing Initiatives Program

Work Write-Up and Bid Form

REHABILITATION

Applicants Name: DONNA CONNER

Applicants Address: 17715 JOHN ALLEN RD, GELN ST. MARY, FL 32040

Applicants Phone Number: 904-259-6711

Homeowner Signature: _____

Approximate Square Footage: N/A

ITEM NUMBER	SYSTEM SPECIFIC	DESCRIPTION OF WORK	LOCATION	CONTRACTOR PRICE
001	Demolition/Disposal	Demolition and safe, legal, disposal of all materials, and cleanup of job site.		\$
002	Interior Work	Ceiling repair to inside of house, patching and painting		\$
003	HVAC			\$
004	Electrical and Appliances			\$
005	Plumbing Work	**1 – ADA Master bath: New toilet and replace bathtub with shower.		\$
006	Cabinets	Replace kitchen cabinet trim.		\$
007	Insulation	New insulation underneath house		\$
008	Flooring	Replace flooring with vinyl.		\$
009	Walls and Framing	Kitchen/Dining room wall replacement. Replace rotted wood on backside of house, anywhere else it may be rotted.		
010	Roofing	**1 - New roof and soffit – total replacement 2 - Repair leak on right side of porch, needs gutters, eave on back porch needs replacing.		\$
011	Exterior Work	** 1 - Vinyl Siding		
011	Windows and Doors	** 1 - Weatherize all windows including caulk. 2 - Replace guest bathroom window.		
012	Pest Control			
013	Miscellaneous			

**** 1 = 1st Priority to replace/repair, if funds remain in budget, can move to additional items.**

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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: KAYLEE LOWERY

PREPARED DATE: JUNE 19, 2020

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

Applicants Name: GERALDINE HODGES

Applicants Address: 6641 N 40TH CIR, MACCLENNY, FL 32040

Applicants Phone Number: 904-259-1539

Homeowner Signature: _____

Approximate Square Footage: N/A

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition/Disposal	Demolition and safe, legal, disposal of all materials, and cleanup of job site.		\$
002	Interior Work	Repair all interior leaks from roof including black mold in 2 nd bedroom and master bathroom. Hole in Master bedroom. Master Bath convert to ADA Repair vinyl flooring front hall (buckling)		\$
003	HVAC			\$
004	Electrical and Appliances			\$
005	Plumbing Work			\$
006	Cabinets			\$
007	Insulation			\$
008	Flooring			\$
009	Roofing	New Roof		\$
010	Windows and Doors			
011	Exterior Work	Remove/trim trees overhanging trailer. Install roof gutters. Replace front steps Replace rear deck adding ramp for wheelchair.		
012	Pest Control			
013	Miscellaneous			

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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: 2/11/2021

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

Applicants Name: Erma Jean Stafford

Applicants Address: 903 Miltondale Rd, Macclenny, FL 32063

Applicants Phone Number: (904) 259-6765

Homeowner Signature: _____

Approximate Square Footage: N/A

<u>ITEM NUMBER</u>	<u>SYSTEM SPECIFIC</u>	<u>DESCRIPTION OF WORK</u>	<u>LOCATION</u>	<u>CONTRACTOR PRICE</u>
001	Demolition/Disposal	Demolition and safe, legal, disposal of all materials, and cleanup of job site.		\$
002	Interior Work			\$
003	HVAC	Unit Leaks		\$
004	Electrical and Appliances	New Range hood		\$
005	Plumbing Work	Kitchen sink plumbing leaks		\$
006	Cabinets			\$
007	Insulation			\$
008	Flooring	Laminate flooring throughout house. Master bath floor/wall damage		\$
009	Roofing			\$
010	Windows and Doors	New front/back doors. New windows		
011	Exterior Work	Weak 4x4 Box post Hand ramps/rails front door steps Shutter separating from house		
012	Pest Control			
013	Miscellaneous	ADA Bathroom, sink rusty/hole		

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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: