

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

Habitat Choptank, Sub-recipient of The City of Cambridge CDBG grant is accepting written bids from pre-qualified subcontractors for repair/rehab construction services at 504 Pine St, Cambridge, MD.

Pre-bid meeting shall be held at **1 PM ET, on Tuesday, July 29, 2024** at **504 Pine St, Cambridge, MD**. Sealed bids will be received by the City of Cambridge until **1 PM ET, on Monday, August 12, 2024** 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.

Bids will be accepted for individual trades, (electrical, plumbing, HVAC, fire suppression system, alarm system). Bid to be submitted for each trade individually.

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.**

**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. Unless otherwise indicated, prices must be firm for ninety (90) days.
3. 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.
4. 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.
5. Successful bidder and their sub-contractors must obtain all applicable permits from the City and comply with all other state and local requirements.

6. 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.
7. 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.
8. Bidders must attend the pre bid construction meeting.
9. 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.

10. 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.
11. 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.
12. Contractor shall not commence work under this contract 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 release 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 Sheet:** Submit a bid for complete scope of work.

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

Cost of trades as per Plans, Scope of Work, and Spec Manual for 504 Pine St, Cambridge Maryland:

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

---

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

---

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

---

Cost of **Fire Suppression System** per plans and specs 504 Pine St, Cambridge Maryland:

---

Cost of **Alarm system** per plans and specs 504 Pine St, Cambridge Maryland:

---

**Documentation required with this submittal:**

- Attended pre-construction meeting and signed in.
- Signed pre-construction meeting acknowledgement.
- A signed, dated, and completed copy of Habitat for Humanity Choptank Scope of Work.
- Contractor Proposal on company letterhead signed and dated.
- Current copy of the contractor's MHIC License, Trade license or Maryland builder's license which applies to work being bid on.
- Current copy of the contractor's Certificate of Liability Insurance.
- Current copy of the contractor's Workers Compensation Insurance.
- Bid bond of 10% of the Bid.

The Owner upon selection of the winning bid will execute the Rehabilitation Contract.

Bid Submitted By:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative  
Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_