



Bid Documents

Prepared by the

Converse Community Development Department

407 S. Seguin

Converse, Texas 78109

Tele: 210-658-8285 Fax: 210-659-3557

Bid Closing Date:

MARCH 27, 2018 AT 10:00 A.M. (CST)

SCHUMANN-SCHEEL HOME STABILIZATION PROJECT

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SCHUMANN-SCHEEL HOME STABILIZATION PROJECT

INVITATION FOR BIDS (IFB)

The City of Converse will be accepting sealed bids for the **SCHUMANN-SCHEEL Home Stabilization Project**. Sealed bids will be received by and at the office of the City Secretary until **10:00 AM, March 27, 2018** and then opened publicly immediately in the City of Converse City Hall. The results of the sealed bid tabulation are scheduled for presentation to the Converse Historical Preservation Commission and the City of Converse City Council at a future regularly scheduled meeting.

The work to be performed under this contract consists of: 1) Removing and replacing the front porch, 2) installation of skirting to cover all foundation areas, 3) cleaning and preparing for paint and painting the exterior surface of the home. This home is located at 10565 Old Cimarron Trail in Converse, Texas.

A non-mandatory pre-bid meeting and optional site tour will be conducted on **March 8, 2018 at 10:00 A.M.** at the Schumann-Scheel Home located at 10565 Old Cimarron Trail, Converse, Texas, 78109.

The bid documents will be posted on the City of Converse's website by **February 16, 2018**. Website address is www.conversetx.net.

Potential Bidders must call Ms. Linda Gonzales at 210-658-8285 or email buildingclerk@conversetx.net to register so that all addendums or additional can be forwarded to Potential Bidders

Questions regarding the IFB are due by **March 13, 2018 at 10:00 AM**, and the answers will be posted on the City of Converse's website by **March 20, 2018 at 5:00 PM**.

A bid bond in the amount of 5% of the bid issued by an acceptable surety registered with the U.S. Treasury shall be submitted with each bid. A certified check payable to City of Converse may be submitted in lieu of the bid bond. The City of Converse reserves the right to reject any or all bids and to waive any informality in the bidding.

Bids may be held by the City of Converse for a period not to exceed sixty (60) days from the date of the bid opening for reviewing the bids and investigating the Bidder's qualifications prior to the contract award.

**Le Ann Piatt
Interim City Manager
City of Converse**

SCHUMANN-SCHEEL HOME STABILIZATION PROJECT

SCOPE & INTENT

City of Converse (CoC) is accepting sealed bids for the stabilization of one (1) home known as the Schumann-Scheel Home as detailed below.

SCOPE

ITEM #1 - Removal and replacement of the entire front porch with approved materials.

ITEM #2 - Installation of skirting around the entire foundation with approved materials.

ITEM #3 - Surface preparation and painting of the exterior of the Schumann-Scheel home.

1. Furnish all materials, equipment, supplies and accessories required associated with the work specified herein.
2. Obtain all permits necessary to complete removal and replacement of the entire front porch, installation of skirting around the entire foundation and the surface preparation and coatings work designed for this project, including removal, handling and disposal of used abrasive, hazardous and/or toxic waste materials.
3. Use non-lead containing coatings which comply with all laws, regulations and ordinances of the Federal, State, and Local government including V.O.C. regulations.
4. Specification covers the surface preparation and painting of all exterior surfaces, except as otherwise specified or specifically excluded.
5. Protect all adjacent work, vehicular traffic, property and persons from damage, e.g., over spray, and spillage. Should damage occur, THE CONTRACTOR SHALL make provisions for repair of damage in a timely manner at his/her expense.
6. Properly store and handle materials according to manufacturer's requirements and in compliance with applicable government regulations.
7. Provide scaffolding, ladders, lighting and equipment as necessary to accomplish work and to provide safe access for inspection by the City of Converse or its designated representative. All operations, equipment and their installations shall comply with all applicable laws, regulations and ordinances. Compliance with OSHA Standards to be enforced by the Contractor.
8. Provide for the safety of all personnel, including but not limited to the use of explosion proof lighting and proper electrical grounding of equipment. Handling and application of all coating materials shall be in accordance with the manufacturers' latest material safety data sheets (MSDS) and/or product data sheets.
9. Contractor to provide daily site cleanup.

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INTENT

The purpose of these specifications is to ensure the provision of material and workmanship necessary to produce a quality porch flooring system, foundation skirting system and paint coating system for the existing home as identified in the Scope. All porch removal and replacement, skirting installation and exterior painting work shall be implemented in strict accordance with the manufacturer's instructions and shall be performed in a manner satisfactory to the City of Converse.

Bidder shall be responsible for furnishing all materials, supplies, labor and equipment necessary for porch replacement, skirting installation and surface preparation and application of paints and/or protective coating materials in a safe manner with proper handling and removal and disposal of all waste materials.

Intent of Specification:

1. To provide for the removal and replacement of the existing front porch in a skilled manner to achieve a lasting front porch structure.
2. To provide for the installation of skirting around the entire foundation in a skilled manner to achieve a lasting protective structure around the foundation of the home.
3. To provide for application of selected paints and coatings application over properly prepared surfaces in a skilled manner to achieve a lasting protective coating.
4. To present minimum requirements for performance of work, supplemented with specific items which are applicable to this project.
5. To provide requirements for debris handling and storage, and removal.
6. Environmental protection, safety and worker protection, including control of air pollution and visible emissions from particulate matter are to be done in accordance with local, state and federal policies, standards, procedures and requirements.
7. Requirements for handling, testing and disposal of hazardous and non-hazardous waste.
8. All surface preparation and painting for the single-family home.

EXCLUSIONS

Unless otherwise specified, painting will not be required on the following items:

- a. Exposed surfaces of glass.
 - b. Exposed surfaces as specified.
2. If contractor applies paint to or causes damage to surfaces to be protected, or unspecified surfaces, removal of coating, repair or replacement of item is required.

END OF SECTION

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INSTRUCTIONS TO BIDDERS

1. Telephoned, faxed or late bids will not be considered.
2. Bids not conforming to scope and specification may not be considered.
3. Lobbying of Historic Preservation Commission Members, City Council Members or Staff may disqualify bidders.

PRE-BID AND SITE VISIT – A non-mandatory pre-bid meeting will be held at 10:00 a.m. on March 8, 2018 at the Schumann-Scheel Home located at 10565 Old Cimarron Trail, Converse, Texas, 78109.

5. Sealed bid packages will be accepted until 10:00 a.m. March 27, 2018 and publicly opened and read aloud immediately following the opening. Any bid received on or after 10:00 a.m. CST will be returned unopened.
6. Bids are to be in a sealed envelope clearly marked “**SCHUMANN-SCHEEL HOME STABILIZATION PROJECT**” and hand delivered, delivered by U.S. Postal Services or delivered by courier service to City of Converse, Holly Nagy, City Secretary, City of Converse 403 S Seguin Road CONVERSE, TEXAS 78109, prior to the closing time. Faxed or emailed bids will not be opened or accepted and will be returned to sender with notification of the discrepancy.
7. Contractors may be present at the opening, which unless otherwise notified, will occur at the specified closing time and date.
8. Bids shall be awarded based upon best value and not lowest cost. The contract, if awarded, will be awarded to the responsible bidder whose bid will be most advantageous to City of Converse based upon price and other factors considered as may be determined solely at the discretion of the City of Converse. The City of Converse reserves the right to award any combination of Bid Items.
9. Bids will be evaluated in accordance with best value. Time is of the essence and shall be one factors considered along with cost and contractor’s ability and experience in performing similar work.
10. Bidders are expected to examine the drawings, specifications, schedule, and all instructions. Failure to do so will be at the bidder's risk.
11. Pre-Bid Inspection: The exterior of the Schumann-Scheel home may be inspected at any time upon contact and coordination with the Director of Community Development by calling 210.658.8285. The City accepts no liability for any injury or damage incurred by the potential bidders as a result of such inspections. Notwithstanding this inspection requirement, any bidder may submit a bid with the complete understanding and acceptance of the existing condition of the home. All bid prices submitted shall include an allowance to cover the cost of all repair and other conditions, whether inspected or not.
12. Each bidder shall furnish the information required by the bid form. The bidder shall sign the bid and print or type his name on the Schedule and each Continuation Sheet thereof on which bidder makes an entry. Any modifications or other changes to this bid package must

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be initialed by the person signing the bid. Bids signed by an agent are to be accompanied by evidence of his or her authority unless such evidence has been previously furnished to the issuing office.

13. A total shall be entered in the Amount column of the Schedule for each item bid. In the case of a discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
14. The bidder represents that the merchandise to be furnished under this Invitation for Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
15. BIDDER understands that the OWNER has provided estimated quantities for bidding purposes. This is a turnkey project requiring that the successful contractor perform all work identified, provide all labor, provide all equipment and provide new materials in accordance with bid documents and construction plans.
16. Bids cannot be withdrawn or corrected after opening (except reductions and changes by successful bidder, which would be to the advantage of City of Converse, which may or may not be considered by City of Converse).
17. Be sure to sign bids. Unsigned bids will not be considered (except in cases where bid is enclosed with other papers which have been signed and this determination is to be made by City of Converse).
18. TAXES: If Federal Excise tax applies: show amount and deduct. City of Converse is exempt from Federal Excise tax and Texas Sales tax.
19. The acceptance of this bid and contract approval is subject to approval by the City of Converse City Council. The City of Converse reserves the right to reject any or all bids, to award the contract in what it deems its best interest and to waive any informality or technicality in the proposal.
20. Plans, specifications and information for Bidders are on file and may be examined at the office of the Director of Community Development at 407 S. Seguin, Converse, Texas. Contact Ms. Linda Gonzales at 210-658-8285 to schedule an appointment.
21. **Materials Product and Paint Brands:** The Contractor shall with his Bid furnish a letter stating the system and brand of materials product and paint which he intends to use. He shall also provide the technical specification and the manufacturer's recommended method of application with his letter. A list of names and addresses of other locations where he has used these materials within the last five years shall be supplied. The Owner reserves the right of acceptance of any paint proposed based upon its prior performance and application quality by the Contractor.

The paint systems shall be as specified or a Pre-approved Equal. Approval must be made in writing, at a minimum of 5 days prior to the Bid Date. Sherwin-Williams is a pre-approved painting system.

22. The City believes that the data contained in these specifications is sufficient for the preparation of bids. Requests for additional information will be considered depending on the bid time frame and the availability of the requested information. Such information will be

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submitted to all known bidders simultaneously. In order to ensure a fair and objective bid evaluation, all questions related to this Request for Bid shall be addressed in writing.

Questions must be submitted in writing to Ms. Linda Gonzales, Permit Tech, before 10:00 a.m. CST on March 13, 2018.

Primary Contact Person: Ms. Linda Gonzales, Permit Tech
Telephone: 210-658-8285
Email: buildingclerk@conversetx.net
Address: Converse Community Development Department
407 S. Seguin
Converse, Texas 78109

23. **Documents Required to Be Submitted:** The attached Bid Proposal form must be completed, signed and returned as part of the Bid submission or the submission will be rejected. Submit bids in one (1) original and two (2) copies. (Attachment A).

References - this solicitation requires references to be submitted with the bid proposal form. An Original and 2 copies are required.

1. A list of three each (minimum) home stabilization projects of like size and design completed by the Bidder within the last five (5) years in the State of Texas. The list shall include:
 - a. Entity name
 - b. Mailing Address
 - c. Contact name and title
 - d. Phone number
 - e. Email address
 - f. Painting requirements
 - g. Date work completed

Certifications - this solicitation requires that memberships and certifications be submitted with the bid proposal form (3 copies).

Provide a copy of any memberships and certifications relevant to this IFB, including but not limited to the Conservation Societies or Historical Preservation Organizations.

City of Converse may utilize other available information in gaining a comprehensive overview of the Bidder's qualifications and record of performance.

NOTICE TO PROCEEDS (NTP) AND WORKDAYS

1. Once the contract is awarded, there will be a Notice to Proceed (NTP) issued.
2. Contractor will have **45 consecutive calendar days** to complete all work. If all work is not completed and accepted by the City of Converse, liquidated damages of \$100 per calendar day for each and every day that exceeds the allotted 45 consecutive days.

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FIRST ANNIVERSARY INSPECTION

During the 11th month after the completion of the work, the Contractor and City of Converse (CoC) and or CoC's representative shall inspect all areas of the front porch and skirting, exterior surfaces of the home to determine whether any repair work is necessary.

GUARANTEE

The bid shall be construed to contain a guarantee for a minimum of one (1) year for all materials and workmanship. Longer guarantee will be considered a factor in selecting successful bidder. Any work proving defective within the guarantee period shall be redone by CONTRACTOR without additional expense to City of Converse for labor or materials.

END OF SECTION

GENERAL CONDITIONS

The following conditions shall apply to this project.

PERFORMANCE OF WORK BY PRIME CONTRACTOR

Prime Contractor shall perform material removal operations, skirting installation operations and all painting and cleaning as this work and will be allowed to use subcontractors.

WORKMANSHIP AND SUPERVISION

The contractor shall construct this project utilizing the highest standards for the industry. Employees performing the work shall use the utmost care and craftsmanship in their trade. All work shall be performed by competent employees under the direction of a qualified supervisor. The City of Converse shall have unimpeded access to jobsite at all times.

LICENSURE AND PERMITS

The contractor shall ensure that all required registrations, insurances and licenses are obtained and are current. Provide documentation to Ms. Linda Gonzales, Permit Tech, prior to commencement of work.

COMPLIANCE WITH REGULATIONS

The Contractor is responsible for performance of work in accordance with these specifications. All work performed under this contract shall conform to the City of Converse standards and all other laws and regulations whether specifically noted or not.

MOBILIZATION

The Contractor should assume that there are no utilities and facilities available for use at or near the project site. The Contractor shall mobilize all equipment, temporary utilities, materials and any other temporary facilities required to perform the work. The Contractor shall furnish clean water and temporary sanitary facilities as required for his crews.

ACCESS AND SITE PREPARATION

The Contractor shall establish appropriate access to the project site along a route and in a manner, that minimizes damage to the adjacent private property or the environment and as approved by the City. The Contractor shall protect all utilities and structures from damage. The Contractor shall maintain work areas in a clean and orderly condition; free of waste materials, debris, and rubbish.

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SITE RESTORATION

Upon completion of the project to the satisfaction of the City's Representative, the Contractor shall restore the site and the access route to match the surrounding grade, restore any drainage ways open and clear of debris and verify that the site is ready for seeding or alternately restored to the conditions acceptable to the City's Representative.

All disturbed work areas surrounding the project site and areas along the access road where grass existed prior to construction shall be repaired with sod. Upon completion of field work, the Contractor shall remove all equipment, temporary utilities, left over materials and any other temporary facilities from all areas where Contractor performed work at the water plant site or offsite areas such as equipment and material storage sites.

SITE CLEANUP

Remove all waste, surplus materials, rubbish, and construction facilities from the site and restore it to its original condition.

CITY OF CONVERSE - FURNISHED PROPERTY

No material, labor, or facilities will be furnished by City of Converse unless otherwise provided for in the Invitation.

SILENCE OF SPECIFICATIONS:

The apparent silence of this specification and any supplemental specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with City of Converse's interpretation to prevail.

BRAND NAME OR TRADE NAME/MARK INSTRUCTIONS

If items in this Invitation to Bid have been identified, described or referenced in the Invitation for Bid by a "brand name" the or Trade Name/Mark description, such identification is intended to be descriptive, but not restrictive, and is to indicate quality and characteristics of products that maybe offered. Products may be considered for award if such products are clearly identified in the bids and are determined by City of Converse to meet its needs in all respects.

START OF WORK

The contractor shall begin work within five (5) days after he/she/they are issued a Notice to Proceed by the City of Converse.

WORKING HOURS

Any work on the weekend must be approved by the City of Converse. Contractor shall make a request to work weekends 48 hours prior to weekend in work.

INSURANCES

1. CONTRACTOR shall purchase and maintain such commercial general liability and other insurance as is appropriate for the Work being performed and furnished, and as will provide protection from claims set forth below, which may arise out of, or result from, CONTRACTOR's performance and furnishing of the Work, and CONTRACTOR's other obligations under the Contract Documents, whether it is to be performed or furnished by CONTRACTOR, by any Subcontractor, by anyone directly or indirectly employed by any of

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them, to perform or furnish any of the Work, or by anyone for whose acts and/or omissions any of them may be liable:

- a. Claims under workers' compensation, disability benefits and other similar employee benefit acts;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of CONTRACTOR's employees;
- c. Claims for damages because of bodily injury, sickness or disease, or death of any person other than CONTRACTOR's employees;
- d. Claims for damages insured by personal injury liability coverage which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by CONTRACTOR, or (b) by any other person for any other reason;

The insurance shall include the specific coverages and be written for not less than the limits of liability and coverages specified by OWNER herein or required by law, whichever is greater. The commercial general liability insurance shall include completed operations insurance. All of the policies of insurance so required to be purchased and maintained (or the certificates or other evidence thereof) shall be of an "occurrence" type, and shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused, until at least thirty (30) days prior written notice has been given to OWNER and ENGINEER by certified mail. All such insurance shall remain in effect until final payment, and at all times thereafter when CONTRACTOR may be correcting, removing or replacing defective Work. All insurance coverages furnished under the Contract Documents shall include the OWNER, ENGINEER and their officials, officers, partners, board members, agents and employees, as named additional insureds and hereinafter be referred to as "additional insureds."

2. Specific Coverages of Insurance Required by OWNER.

- a. **Workmen's Compensation and Employer's Liability.** This insurance shall protect the laborer and insure the CONTRACTOR, and insulate the additional insureds, against all claims under applicable state workmen's compensation laws, pursuant to Section 1(a). The additional insureds shall also be protected under an Employer's Liability policy against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This Employer Liability policy shall include an "all states" endorsement. Employer's liability and Workmen's compensation. The liability limits shall not be less than: Statutory and \$100,000 each occurrence.
- b. **Comprehensive Automobile Liability.** This insurance shall be written in comprehensive form and shall protect the CONTRACTOR and the additional insureds against all claims arising from the use of motor vehicles, and shall cover, on or off the site, all motor vehicles licensed for highway use, whether they are owned, nonowned, or hired. Bodily Injury and property damage. The liability limits shall not be less than: \$500,000.00 combined single limit each occurrence
- c. **Commercial General Liability.** This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect the CONTRACTOR and the additional insureds against all claims arising out of any intentional or negligent act and/or omissions of the CONTRACTOR or his agents, employees, or subcontractors. This policy shall also include protection against claims insured by usual personal injury liability coverage.

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- d. Personal Injury and Property Damage liability limits shall not be less than:**
Personal Injury- \$1,000,000.00 combined single limit each occurrence and
Property Damage -\$1,000,000.00 aggregate

If the CONTRACTOR's work, or work under his direction, requires blasting, explosive conditions, or underground operations, the commercial general liability coverage shall contain no exclusion relative to blasting, exploding, collapse of structures, or damage to underground property.

END OF SECTION

SPECIAL CONDITIONS SITE CONDITIONS

This home is located adjacent to a residential subdivision. Extreme care will be necessary to prevent any construction debris and splattering/spraying of paint or other materials on adjacent private property. Contractor shall provide evidence of insurance coverage shall be provided to protect the City of Converse, Texas from any damages resulting from such occurrences. Work will be performed on City owned property. It shall be the responsibility of the Contractor to investigate the conditions as they exist and include in the total bid price anticipated for handling this work.

WATER FOR CONSTRUCTION

The City will provide, at no cost, all water needed for construction purposes. The Contractor shall make all provisions for obtaining water, subject to approval of the Director of Community Development, and shall keep all connections neat and clean.

STORAGE OF MATERIALS

The Contractor shall make all arrangements for storage of materials and equipment during construction. The site may be used for orderly and safe storage of materials and equipment. The Contractor shall make arrangements with the City and the City will not be responsible for loss or damage of any material or equipment of the Contractor.

SUBCONTRACTORS

The Contractor shall utilize the services of skilled subcontractors to complete the scope of work. All subcontractors shall be registered with the City of Converse.

ELECTRICITY

All appropriate electric current required by the Contractor shall be furnished at the City's expense; all arrangements for use shall be made by the Contractor.

ORDER OF CONSTRUCTION

The Contractor shall make special effort to coordinate all activities with the Director of Community Development. The Contractor shall be responsible to ensure these activities are scheduled as required by the City and no claim shall be made by the Contractor, due to a lack of coordination between the City and the Contractor. The Contractor shall continually advise the City of work progress. In the event work cannot proceed on the planned schedule, the City shall be advised of schedule delays or revisions, immediately.

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PROJECT INFORMATION

Description: Single-family structure

Location: 10565 Old Cimarron Trail, Converse, Texas

COMPLIANCE WITH ORDINANCES AND PUBLIC SAFETY

The Contractor shall comply with all safety regulations, ordinances and laws pertaining to this work. He shall provide and maintain suitable signs, barriers, walkways, scaffolds and other facilities and accessories where needed as required by OSHA, and conduct work in such a manner as to protect and not to interfere with the operations of the utility and the public.

PAINT APPLICATION

All painting shall be performed in a workmanlike manner by experienced workmen, and in the manner recommended by the manufacturer and according to the specifications herein.

PAINT SYSTEMS

Paint systems shall be as approved by the Owner, City of Converse, in writing. Contractor shall provide data sheets on the paint system and obtain approval prior to ordering materials.

GUARANTEE

The Contractor shall furnish the City of Converse, a one-year guarantee on the work completed under this Contract. The Owner reserves the right to inspect the home as warranted during this period and to have the Contractor to repair any defects other than those caused by normal wear or Acts of God. If defects are found and repaired, the Owner may re-inspect the home again during the original one-year period.

DIRECTOR OF COMMUNITY DEVELOPMENT

Wherever used in the specifications, the word "Director of Community Development" shall mean John J. Quintanilla, Director of Community Development of the City of Converse.

BID PROPOSAL SHEET

All bids must be submitted on the pages entitled "Bid Proposal". Being a municipality, the City of Converse is exempt from the State of Texas Sales Tax, and will sign an exemption certificate when presented by the Contractor.

PUBLIC RELATIONS

The Contractor shall make a special effort to maintain good public relations. Adequate clean up and assistance to adjacent property owners insofar as the work is concerned shall be included herein.

PAYMENT

Payment will be made on the basis as contained in the proposal for removing and replacing front porch, installing skirting and cleaning and painting the exterior of the home and shall be full compensation for all demolition, construction, painting, labor, materials and supplies necessary for the completion of this work as contained herein.

END OF SECTION

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PRODUCTS AND SPECIFICATIONS

REFERENCE CONSTRUCTION STANDARDS

1. PORCH CONSTRUCTION & DECKING MATERIALS
 - a. 2012 ICC PRESCRIPTIVE RESIDENTIAL WOOD DECK CONSTRUCTION GUIDE
 - b. 2009 ICC INTERNATIONAL RESIDENTIAL CODE
2. SKIRTING MATERIALS (HARDI-PLANK or APPROVED EQUAL)
 - a. 2012 ICC PRESCRIPTIVE RESIDENTIAL WOOD DECK CONSTRUCTION GUIDE
 - b. 2009 ICC INTERNATIONAL RESIDENTIAL CODE

PAINT SYSTEMS

Coatings shall comply with SHERWIN-WILLIAMS Residential Guide Specification or an approved equal. The approval of exterior coatings shall be based on written certification of compliance. Manufacturer's published data shall be submitted concerning transportation, storage, mixing, thinning, pot life, application, curing etc.

Contractor shall furnish one of the alternate proprietary systems EQUAL TO the SHERWIN-WILLIAMS Corporation, Inc. systems specified herein. All coatings shall be supplied by one coating manufacturer. Approved coating manufacturers are listed as follows:

1. Sherwin-Williams
2. APPROVED EQUAL

The coating systems listed below are proprietary to Sherwin-Williams Corporation. All coatings and thinners must be supplied by one manufacturer, including shop coating. All paint must be new and purchased for each project.

SCHEDULING

1. Scheduling shall not supersede temperature, humidity or other environmental requirements for coatings application included in these specifications.
2. Coordinate work of other trades and provide conditions for neat, clean, dust-free work.

SUBMITTALS

Submittals for materials and/or systems proposed for use on this project must conform to requirements and shall include, but not be limited to, those items listed for each product/system. Submittals shall be provided to the Engineer for review. Submittal shall be made one week after award of contract.

1. Paint and Protective Coatings:
 - a. Manufacturer Technical Data Sheets for all paints, coatings, solvents, detergents and degreasers proposed.
 - b. Manufacturer Material Safety Data Sheets (MSDS) for all paints, coating and thinners proposed.

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PRODUCT HANDLING

1. Delivery and Storage:
 - a. All paints, coatings and related materials shall be delivered to the job site in original unopened containers with the product name, type and batch number, color, and manufacturer date clearly marked on each container.
 - b. All materials used on the job by the Contractor shall be stored in a single place provided by the Contractor or designated by the Engineer at the job site. On site and fabrication shop storage shall comply with OSHA requirements, recommendations of the National Fire Protection Association, City Fire Codes, and manufacturer recommendations.
 - c. Oily or solvent-soaked rags and all waste shall be removed from the job site every night, and all necessary precautions shall be taken to reduce fire hazards to a minimum.
 - d. Upon completion of the work, if the storage space was a fixed part of the project, it shall be left clean. Any damages to such storage space or its surroundings shall be repaired by the Contractor At his/her expense.

WORKMANSHIP

1. All work shall be of good workmanship as defined by the latest edition of the SHERWIN-WILLIAMS Residential Guide Specification of approved equal.
2. These specifications shall not cancel or supersede the directions of the manufacturer regarding the warranty or applicability of the product. In instances of variations between manufacturers recommendations and this specification the more stringent requirement shall govern.
3. The Contractor shall furnish trained personnel experienced in the work to be performed. Contractor personnel shall ensure work is performed in accordance with these specification requirements including, but not limited to: surface cleanliness; anchor profile; ambient conditions; film thickness (wet and dry) and holiday detection.
4. All caulk and/or sealant materials shall be applied smooth and continuous.

SURFACE PREPARATION

1. Prior to surface preparation for coating, visible deposits of oil or grease shall be removed in accordance with the directions of the manufacturer regarding the warranty or applicability of the product.
2. Prior to painting, all prepared interior surfaces to be coated must have dust removed in accordance with the directions of the manufacturer regarding the warranty or applicability of the product.

SITE CLEAN-UP

The Contractor shall maintain the construction site in a neat and orderly manner throughout the duration of the project.

QUALITY OF PAINT

The paint products mentioned in the following specifications are set up as standards of quality. The standard "or equal" clause shall apply. No substitution will be considered unless a written request for approval has been received by City of Converse at least 10 days prior to the date for receipt of bids. Each such request shall include the name of the specified material for which a substitute is being requested; the name of the proposed substitute material; and a complete description of the proposed substitute including performance and test data and any other

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information necessary for an evaluation. The burden of proof of the merit of the proposed substitute is upon the proposer. The decision of City of Converse regarding approval or disapproval of the proposed substitution shall be final.

All material shall be brought to the job site in the original sealed and labeled containers of the paint manufacturer and shall be subject to inspection by City of Converse. Colors where not specified, shall be selected by City of Converse.

The Contractor shall submit to City of Converse, immediately upon completion of the job, certification from the paint manufacturer indicating that the quantity of each coating purchased was sufficient to coat all surfaces in accordance with the specifications and manufacturer's recommendations.

APPLICATION OF PAINT

The Contractor shall apply each coating in accordance with these specifications and the paint manufacturer's recommendations. The coating shall be applied at the specified thickness. If the specified thickness is not obtained, an additional coat(s) of paint shall be applied.

All paint shall be applied in strict accordance with the applicable manufacturer's printed data sheet and container label outlining recommended minimum and maximum surface and air temperatures required for application. Paint shall not be applied to wet or damp surfaces and shall not be applied in rain, snow, fog or mist, or when the relative humidity exceeds 85%.

No paint shall be applied when it is expected that the relative humidity will exceed 85% and/or the air temperature will drop below recommended levels within 12 hours after paint application. Dew or moisture condensation should be anticipated, and if such conditions are prevalent, painting shall be delayed until certain that the surfaces are dry. Painting should be completed well in advance of the probable time of day when condensation will occur in order to permit the film an appropriate drying time prior to the formation of moisture on the surface.

END OF SECTION

SCHUMANN-SCHEEL HOME STABILIZATION PROJECT

ATTACHMENT A - BID PROPOSAL FORM

**BID PROPOSAL FOR
CITY OF CONVERSE - SCHUMANN-SCHEEL HOME STABILIZATION PROJECT**

THIS BID IS SUBMITTED:

The City of Converse
Attn: City Secretary
403 S. Seguin
Converse, Texas 78109

1. The undersigned BIDDER proposes and agrees, if this BID is accepted, to enter into an agreement with CITY OF CONVERSE in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

2. BIDDER accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for forty-five days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen days after the date of OWNERS's Notice of Award.

3. In submitting the Bid, BIDDER represents, as more fully set forth in the Agreement that:
 - a. BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date	Addendums & Numbers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- b. BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

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- c. BIDDER has given OWNER written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to BIDDER.
 - d. This Bid is genuine and one made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder to over OWNER.
- 4. The undersigned BIDDER proposes and agrees to furnish all labor, tools, equipment, material, supervision and incidentals necessary to complete the work according to the plans and attached specifications for the lump sum bid of each of the following:
 - a. This Bid shall be to perform the proposed work, as per specifications for the cleaning of the interior tank for sediment and debris, internal and external surface preparation and repainting; replacement of internal tank access ladder and replacement of the vent screen to TCEQ regulations.

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BID DETAILS

ITEM #1 -

Removal and replacement of the entire front porch with approved materials.

BID PRICE (Numbers) \$ _____

BID PRICE (Words) _____

_____ Dollars.

ITEM #2 -

Installation of skirting around the entire foundation with approved materials.

BID PRICE (Numbers) \$ _____

BID PRICE (Words) _____

_____ Dollars.

ITEM #3 -

Surface preparation and painting of the exterior of the Schumann-Scheel home.

BID PRICE (Numbers) \$ _____

BID PRICE (Words) _____

_____ Dollars.

TOTAL FOR ITEMS #1, #2 & #3

BID PRICE (Numbers) \$ _____

BID PRICE (Words) _____

_____ Dollars.

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5. BIDDER agrees that all work will be substantially complete with the time specified in the Contract Agreement and complete and ready for final payment as indicated.
6. BIDDER accepts the provisions of the Agreement as to liquidate damages in the event of failure to complete work on time.
7. BIDDER accepts and agrees, unless stipulated in this Bid.
8. The following documents are attached to and made a condition of this Bid:
 - a. A tabulation of Subcontractors, Suppliers and other persons and organizations required to be identified in this Bid.
 - b. If additional time is required to order and furnish equipment, please indicate total time required to complete _____.
 - c. Other:

9. Communications concerning this Bid shall be addressed to:

The address of BIDDER indicated below:

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

10. The undersigned BIDDER certifies that he has thoroughly examined these documents (Bid Documents, Contracts, General Conditions, Supplementary and Special, etc.) and that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final.
11. Within ten (10) business days after formal acceptance of this Proposal by a Notice of Award of Contract, the undersigned will execute the Contract Agreement and will furnish approved surety bonds and such other bonds as required by the Contract Documents for the faithful performance of the contract. In the event the Contract Agreement and bonds are not executed within the time above set forth, the attached bid bond in the amount of

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5% of the bid total is to become the property of the City of Converse as liquidated damages for the delay and additional work caused thereby.

12. The undersigned agrees to:

- a. Complete all work covered by these Contract Documents within a reasonable period of time after the date of the executed Contract Agreement as directed by the City of Converse;
- b. Hereby indicates his interest and ability to perform painting during the spring/summer months of April 2018 to July 2018 to ensure viability of home.

Submitted on _____, 2017

By:

Title:

If BIDDER is:
An Individual

By _____
(Individual's Name)

(Seal)

Doing business as: _____

Business address: _____

Phone No.: _____

A Partnership

By _____
(Firm Name)

(Seal)

(General Partner)

Business address: _____

Phone No.: _____

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A Corporation

By _____
(Corporation Name)

(State of Incorporation)

By _____
(Name of Persons Authorized to Sign)

(Title)

(Corporate Seal)

Attest _____
(Secretary)

Phone No.: _____

A Joint Venture

By _____
(Name)

(Address)

By _____
(Name)

(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)