



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

March 7, 2016

**City of Emporia Redevelopment and Housing Authority (ERHA)**

The ERHA is seeking proposals from qualified contractors to furnish labor and materials to improve the structures as shown on page three. Itemized cost estimates must be provided on page 3 and a total bid below.

Proposers must submit the sealed proposal to the Emporia City Manager, 201 South Main Street, Emporia, Virginia, 23847, in a sealed envelope clearly marked on the outside as “ERHA Home Repair”. The City will accept sealed proposals at the above address no later than 4:00P.M. on Monday, March 28, 2016. The City shall not accept any proposals after this date/time for any reason. If you hand deliver your sealed proposal, then please use the above street address. If you mail your sealed proposal, then it is the proposer’s responsibility that the sealed proposal arrives in the City Manager’s Office by the date/time above. The mailing address is Emporia City Manager, Post Office Box 511, Emporia, Virginia 23847.

***You must complete the following information and return this page with your proposal:***

Name and Address of Proposer:

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

\_\_\_\_\_ By: \_\_\_\_\_  
(signature)

\_\_\_\_\_ Printed Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Title: \_\_\_\_\_

**Insert the total cost of your bid:** \_\_\_\_\_

Potential bidders may ask questions about this RFB by writing to the above address or by calling Brian Thrower or Lori Jarratt at (434) 634-3332, TTD 711.

The ERHA reserves the right to reject any and or all bids and to accept other than the lowest bid if the ERHA deems it in its best interest.

Requirements:

1. Bidders must submit a copy of their current DPOR license.
2. Bidders must submit proof of current General Liability Insurance in the amount of \$300,000 and Property Damage in the amount of \$100,000.
3. ONLY IMPROVEMENTS AS SPECIFICALLY SHOWN ON PAGES 3 AND 4 ARE TO BE BID UPON!!!
4. The ERHA has the right to exclude any work on pages 3 and 4 due to budget limitations.
5. Proposer shall contact homeowners (see numbers provided on pages 3 and 4) and view each household prior to submitting a bid.
6. If awarded the contract, contractor must contact all homeowners again PRIOR to arriving on-site to determine date/time for work to begin.
7. Contractor must provide start date for each unit to the City of Emporia Building Official and coordinate inspections.
8. Contractor must inform the ERHA as each unit is completed.
9. Obtain final inspection from the City of Emporia Building Official.

General Terms and Conditions:

1. Terms of the contract shall be for the period of 120 days.
2. Contractor shall be required to respond to request for services within 72 hours pending weather conditions.
3. Payment for services will be rendered net 30 days upon submission of invoice.
4. Additional charges for work that may fall outside the requirements for contract must be approved by the ERHA prior to being carried out.
5. In case of failure to deliver services in accordance with the contract terms and conditions, the ERHA, after due oral or written notice may procure them from other sources and hold the contractor responsible for any resulting additional costs. The ERHA reserves the right to cancel and terminate the contract upon 15 days written notice to the contractor.
6. Any property damage resulting from work performed under this contract shall be repaired to the ERHA's satisfaction at the contractor's expense.
7. The contractor shall be entirely responsible for any loss or damage to his or her own materials, supplies and equipment and to the personal property of his or her own employees while they are maintained on the work site.
8. The contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the City of Emporia.

**City of Emporia Redevelopment and Housing Authority (ERHA)  
Housing Units and Rehabilitation Description**

The selected contractor must perform the following work in a professional and workmanlike manner in accordance with the Virginia Building Statewide Building Code.

ADDRESS	OWNER	PHONE NUMBER	IMPROVEMENTS		COST	
310 Southampton St.	Ruth M. Koch	434-594-5503	1.	Electrical repair in and out	1.	
			2.	Central Air	2.	
			3.	Interior Painting	3.	
			4.	Kitchen Replacement/Improvement	4.	
			5.	Driveway	5.	
			6.	Replace Shrubs around house	6.	
			7.	Hook up Generator	7.	
			8.	Carpet Cleaning	8.	
<b>Total Improvements: \$</b>						
205 Lowground Rd.	Ruby Boone	434-632-1980	1.	Vinyl Siding	1.	
			2.	Windows	2.	
			3.	Faucet	3.	
			4.	Gutter	4.	
			5.	Plumbing work to faucet	5.	
			6.	Kitchen floor caving in	6.	
			7.	New floors	7.	
			8.	Ceiling leaks	8.	
			9.	New cabinets, need doors, paint	9.	
<b>Total Improvements: \$</b>						
212 Lowground Rd.	Cora J. Hines	434-634-3718	1.	Roof needs Repair	1.	
			2.	Leaking in upstairs bedroom(sheet rock needs repair)	2.	
			3.	Bathroom & Upstairs window need repair	3.	
<b>Total Improvements: \$</b>						
210 Farmer St.	Kathleen Monroe	434-378-1827	1.	Rewiring of entire house		
<b>Total Improvements: \$</b>						

212 Zion Blvd.	Seniorita Carrington	434-634-0279	1.	Roof	1.	
			2.	New Windows	2.	
			3.	Ceiling replaced in bed room	3.	
			4.	Ceiling replaced in dining room	4.	
			5.	Ceiling replaced in second floor bedroom	5.	
			6.	Second floor bathroom closet	6.	
			7.	Check heating system	7.	
			8.	New sheet rock	8.	
<b>Total Improvements: \$</b>						
206 Lee Street	Lisa Harrison	434-532-2542	1.	Roof Leaking	1.	
			2.	Replace Shingles in bad spots	2.	
			3.	Repair Rotten boards on roof	3.	
			4.	Tar and Repair flat roof from leaks	4.	
			5.	Sheet rock den (leak damage)	5.	
			6.	May need paint on new sheetrock	6.	
<b>Total Improvements: \$</b>						
240 Zion Blvd	Charlie Williams	973-449-7525	1.	Need Roof	1.	
			2.	Need Window	2.	
			3.	Door	3.	
<b>Total Improvements: \$</b>						