



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

September 9, 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 Wednesday, September 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: \_\_\_\_\_

(signature)

\_\_\_\_\_ By: \_\_\_\_\_

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

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

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

**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 City reserves the right to reject any and or all bids and to accept other than the lowest bid if the City 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 PAGE 3 AND 4 ARE TO BE BID UPON!!!
4. The ERHA has the right to exclude any work on page 3 due to budget limitations.
5. Proposer shall contact homeowners (see numbers provided on page 3) 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	
204 Zion Boulevard	Lucy Hicks	434.634.4891	1.	Pillars Under House Replaced	1.	
			2.	Need Flooring	2.	
<b>Total Improvements: \$</b>						
272 Wadlow Street	Mary Nicholls	434.637.1989	1.	Porch and Steps	1.	
			2.	Roof	2.	
			3.	Paint outside of house	3.	
			4.	Side Door Replaced	4.	
			5.	Front Door Replaced	5.	
			6.	Door Bell out of order	6.	
<b>Total Improvements: \$</b>						
206 Lee Street	Lisa Harrison	434.532.2542	1.	Adjacent roof on back of house leaks	1.	
			2.	Leaks in roof and sheetrock	2.	
<b>Total Improvements: \$</b>						
212 Lowground Rd.	Cora Jean Hines	434.634.3718	1.	Bathroom window upstairs needs repair	1.	
			2.	Hall window needs repair	2.	
			3.	Kitchen faucet needs repair	3.	
			4.	Bathroom faucet needs fixing	4.	
<b>Total Improvements: \$</b>						
302 Purdy Road	Shirley Mayweather	434.634.2046	1.	Enforce floor between bath and dining rooms	1.	
			2.	Install vent in foundation	2.	
			3.	Redo tar around chimney on roof	3.	
			4.	Place railing beside front steps	4.	
			5.	Fix window in bedroom	5.	
<b>Total Improvements: \$</b>						

210 Farmer Street	Kathleen Monroe	434.532.3457	1.	Rewiring of entire house	1.	
			2.	Fuse boxes not up to code	2.	
			3.	Roof, Gutters, Downspouts need replacing	3.	
			4.	Kitchen Sink and tub fixtures leaking	4.	
			5.	Storm windows and door off kitchen	5.	
			6.	Heat pump & Thermostat need checking	6.	
<b>Total Improvements: \$</b>						
310 Southampton St	Ruth M. Koch	434.348.0816 Or 434.594.5503	1.	Electrical repairs in and out	1.	
			2.	Central Air	2.	
			3.	All interior painting	3.	
			4.	Kitchen Improvements	4.	
			5.	Driveway	5.	
			6.	Replace Shrubs around house foundation	6.	
			7.	Generator (Already have electric box installed)	7.	
			8.	Carpet Cleaning, Sand Floors	8.	
			9.	Fix Living Room Fireplace(if power goes out this is needed)	9.	
			10.	Attic insulation	10.	
			11.	Back room floor covering replacement	11.	
<b>Total Improvements: \$</b>						