

**“FIXED QUOTE” PROPOSAL INVITATION TO BID**

**for the St. Johns County Home**

**for the SAMPLE Family**

555 Triple Crown Lane

Saint Johns, Florida 32259

St. Johns County

R/E #: 011110-1111

Revised: 8/15/2016

**INVITATION TO RE-BID:** This is an invitation to re-bid the construction of a new home in St. Johns County, Whitelock Farms Subdivision. You will be competing with two additional state certified contractors of equal caliber. You must be the license holder and President of your company and cannot use a qualifying agent unless that individual is an employee and corporate officer. All documents are being emailed to you. It is your responsibility to print and/or purchase hard copies. The bid package contains the following:

1. Invitation to Bid.
2. Detailed Specifications along with manufacturers information that is important.
3. Allowance Schedule.
4. Scope of Work.
5. New Home Plans.
6. Client Provided Finish Schedule

**DIV. I** - The Contractor \_\_\_\_\_, proposes to build the structure for the Owners , the SAMPLE Family. The owner has all funds in place to construct the home. The price that you will list below is based on construction drawings designed by Designs for Living, LLC, this cover letter, scope of work, allowance schedule, and the attached specifications that have been selected and approved by the owner. These documents shall supersede the drawings, if there is a conflict! ***The Builder shall not make any substitutions, alterations, or modifications to the plans, specifications, allowances or scope of work documents when compiling his bid!*** Any questions in regards to the plans and specifications may be referred to Designs For Living (904)-730-7135-office, mobile: 904-993-2231, or email: [customhomeplan@gmail.com](mailto:customhomeplan@gmail.com) .

**Very important notes!** The contractor shall be paid per a pre-approved 100 point draw schedule, signed at contract! All draws shall come directly from the Owners. The

**Contractor shall be required to provide a "Builders Affidavit" when receiving each draw check. Prior to the first check being issued, the Contractor shall provide the Owners with the Termite Letter and Builders Risk Certification. The Owners reserve the right to have a third party inspect the project and draw request for accuracy and compliance prior to paying any specific draw. A final retainer of 5% shall be held back until a final inspection is completed by a third party, the St. Johns County Building Department issues a Final Certificate of Occupancy, and all work is complete as agreed upon. The Contractor shall be required to provide a complete list of all sub-contractors and suppliers that performed any type of service on the project, along with final releases of lien, and a complete list of those parties that are still due moneys, prior to the final 5% payment. The Builder may have an attorney representing him and his company at his expense during the contract signing!**

**E-mail your quote to both the SAMPLE family; [robin.SAMPLE@rocketmail.com](mailto:robin.SAMPLE@rocketmail.com) and [jeffSAMPLE@gmail.com](mailto:jeffSAMPLE@gmail.com) and to Chip Mitchell of Designs for Living, LLC; [customhomeplan@gmail.com](mailto:customhomeplan@gmail.com) . Chip Mitchell can be reached @ (904)-730-7135. All bids must received no later than 4:00 PM EST, Wednesday, August 31, 2016. No exceptions! The project could start within 60 days of Contract signing at the owner's discretion!**

The allowances listed shall be based on the price charged to the Contractor by material suppliers and/or subcontractors. The Contractor shall use only Subcontractors who carry Workmen's Compensation and General Liability insurance. All trades which are required by St Johns County, and the State of Florida to be licensed, shall be licensed. No fire arms, drugs, alcoholic beverages, loud music, or profanity shall be permitted on the site at anytime. Work on the project shall be conducted between 7AM and 7PM Monday thru Saturday. No work shall be done on Sunday.

The Contractor agrees to substantially (power on, and certificate of occupancy) complete house, ready to move in, within 11 months from the issuance of the building permit (unless modified in writing between the Owners and the Builder). The Owners shall provide the Contractor with a written list of color selections and items covered by allowance, any adjustments to the contract amount shall be made in writing prior the commencement of construction. The Owners agrees to pay any remaining funds to the Contractor in full within five (5) calendar days of completion, subject to a third party inspection and the St Johns County Certificate of Occupancy.

Any and all change orders must first be discussed with the owner concerning costs, credits or delays, etc., and mutually agreed to in writing.

The Owners shall provide private bank construction financing through Hancock Bank. The Contractor shall be paid construction draws per a pre-approved draw schedule signed with the construction documents. Payment shall be made in full within (3) calendar days of a formal request by the Builder, and inspection by the owner and/or his representative for compliance and completion. All requests for payment shall be in writing by email, hand delivered, fax, or by standard mail.

The Owners shall be solely responsible for the following:

1. The property is owned by the Owners.
2. The Owners shall provide funds for construction.
3. All plan design & building engineering design services, landscape architectural fees, interior design services, and soil boring tests, if necessary.
4. St Johns County fees such as impact fees, and solid waste fees, etc.

The Contractor shall be solely responsible for all of the following:

1. Job sign, permit and plan box, trash receptacle, temporary toilet at the site.
2. Builders risk insurance, Workers Compensation, and General Liability Insurance.
3. Securing the property at the end of each work day.
4. Paying all permit fees: building and right of way permits.
5. Silt fencing to keep debris from blowing onto other properties per code.
6. Noise abatement per county ordinance.
7. Contractor Final Affidavit
8. Final Inspections and Certificate of Occupancy.

**VIP NOTE: The Builder shall have a jobsite toilet and at least a 15-yd dumpster on site prior to starting any construction- NO EXCEPTIONS!**

All items provided by the builder shall be covered by a one (1) year warranty except items provided by the Owners & items specifically noted. The Owners may inspect the site at anytime at their own risk.

(1) The Owners shall make a detailed inspection of the inside and outside (1) one week prior to completion and notify the Contractor, in writing, of any defects or omission. These items must be completed prior to the final 5% draw check being issued.

(2) The Owners shall make a second detailed inspection inside and outside after the electricity has been turned on, prior to the occupancy. The Owner shall submit to the Builder an initial written punch list. A final written punch list shall be prepared by the Owner and submitted to the Contractor two (2) weeks after occupancy. **Work after this final written list constitutes warranty work and must be completed within 30 days.**

**VERY IMPORTANT! E-mail your bid on this form, along with three client references, lumber, concrete, HVAC, plumbing, and electrical sub-contractor references, copies of your business license, contractors' license, and copies of your insurance's to the SAMPLE family at [robin.SAMPLE@rocketmail.com](mailto:robin.SAMPLE@rocketmail.com) also [jeffSAMPLEph@gmail.com](mailto:jeffSAMPLEph@gmail.com) and to Chip Mitchell at [customhomeplan@gmail.com](mailto:customhomeplan@gmail.com) . Time is of the essence!**

***FINAL NOTE: A DEPOSIT OF NOT MORE THAN 5% OF THE TOTAL CONTRACT SHALL BE GIVEN TO THE BUILDER AT THE EXECUTION OF THE CONTRACT. ALL SUBSEQUENT DRAWS SHALL BE PER A PREAPPROVED DRAW SCHEDULE MUTUALLY AGREED UPON AS PART OF THE CONSTRUCTION AGREEMENT.***

Contractor's Bid.....\$ \_\_\_\_\_ Fixed Contract Bid

Contractor :

Date:

**The following information must also be submitted.**

STATE OF FLORIDA CONTRACTOR NUMBER: \_\_\_\_\_

COLLEGE AND DEGREE, IF ANY: \_\_\_\_\_

YEAR YOU OBTAINED YOUR LICENSE: \_\_\_\_\_

OFFICE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CORPORATE EMAIL: \_\_\_\_\_

PERSONAL EMAIL: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

ARE YOU GOING TO PERSONALLY SUPERVISE THE JOB OR ARE YOU USING A SUPERINTENDENT: \_\_\_\_\_

**CLIENT REFERENCES:** A minimum of three with the following information on each:

1. OWNER'S NAME: \_\_\_\_\_

2. YEAR THE HOME WAS BUILT: \_\_\_\_\_

3. SIZE OF THE HOME: heated: \_\_\_\_\_ garage: \_\_\_\_\_ porches: \_\_\_\_\_

4. TIME FROM PERMIT TO C.O.: \_\_\_\_\_

5. OWNER CONTACT INFORMATION: \_\_\_\_\_

6. ADDRESS OF THE HOME: \_\_\_\_\_

7. WILL YOUR CUSTOMER ALLOW THEIR HOME TO BE SEEN: \_\_\_\_\_

**REMINDER: All bids are due along with this document completely filled out N.L.T. 4:00 PM, Wednesday, August 31, 2016. NO EXCEPTIONS!**