



CONTRACT BIDDING DOCUMENTS

For

ADMINISTRATION BUILDING

ADVERTISEMENT FOR BIDS

The HERITAGE HOUSE MUSEUM OF ORANGE COUNTY seeks experienced General Contractors who specialize in or have subcontractors who specialize in masonry restoration, structural repairs to heavy-timber framing, exterior trim, window restoration, door restoration and exterior painting.

Sealed bids for the HERITAGE HOUSE MUSEUM OF ORANGE COUNTY ADMINISTRATION BUILDING contract are invited from GENERAL CONTRACTORS for the following work:

RESTORING HERITAGE HOUSE MUSEUM OF ORANGE COUNTY
ADMINISTRATION BUILDING TO PRE-STORM CONDITION

Qualification Statements must be submitted with bid in duplicate in a sealed envelope properly marked with the contractor's name and address. Bid must be a unit - price bid. Bid must also include contract provisions.

SEND QUALIFICATION STATEMENTS AND BIDS TO:

To: Heritage House Museum of Orange County
905 W Division St, Orange, TX 77630

ATTN: Charlotte Alford

Marked: ADMINISTRATION BUILDING RESTORATION

By: February 26th, 2021 by 4 PM

Inspections of the ADMINISTRATION BUILDING can be scheduled by appointment only Monday - Friday from 10 AM to 4 PM by calling Charlotte Alford at (409) 886-5385.

All respondents will be notified in writing of the decision as to qualifications. The Heritage House Museum of Orange County requires that prospective bidders must submit a completed Qualifications Statement as set forth herein. Failure to complete the Qualifications Statement may result in disqualification.

All entries on the forms must be completely filled in. Complete Qualifications Statement Forms must be submitted in duplicate to: Charlotte Alford at 905 W Division St, Orange, TX 77630. The Heritage House Museum of Orange County Board will review the Qualifications Statement Forms according to the Evaluation Criteria set forth herein. General Contractors whose Qualification Statements are determined to be acceptable will be identified as Qualified Prospective Bidders. Each respondent will be notified in writing of the determination. Only bids received from previously Qualified Bidders will be opened. All successful Qualified Bidders will be required to submit with the bid to the Heritage House Museum of Orange County Board, for its review and approval, the qualifications of all subcontractors who will be used on the project.

Scope of Work for the HERITAGE HOUSE MUSEUM OF ORANGE COUNTY ADMINISTRATION Building

Administration Building

Work includes but is not limited to-

OUTSIDE: Pressure wash, chemical wash, tear out insulation, batt insulation 4", R&R central air condenser unit - 3 ton, dumpster load and haul debris, muck out and clean debris from crawlspace, clean floor joist system, apply antimicrobial agent to floor joist system.

OFFICE 1: structural drying, clean stud wall, apply antimicrobial agent to more than the floor perimeter.

FLOOR: R&R underlayment 3/4 " BC plywood, R7R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 1/4", seal and paint baseboards with two coats, r&R corner trim, seal and paint corner trim with two coats, detach and reset crown molding - 2 1/4", seal and paint crown molding with two coats, R&R paneling - high grade.

DOORS AND WINDOWS: R&R exterior door - metal - insulated- flush or panel style, paint door slab only with two coats, paint door/ window trim and jamb with two coats per side, R&R casing - 2 1/4", paint casings with two coats, door lockset and deadbolt - exterior - detach and reset.

OFFICE 2: Structural drying, clean stud wall, apply antimicrobial agent to more than the floor perimeter.

FLOOR: R&R underlayment - 2/4" plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 ¼", seal and paint baseboards - two coats, R&R corner trim, seal and paint corner trim with two coats, detach and reset crown molding - 2 ¼", seal and paint crown molding with two coats, R7R paneling - high grade.

DOORS AND WINDOWS: R&R casing - 2 ¼", paint casing with two coats.

OFFICE CLOSET: Structural drying, Clean stud wall, apply antimicrobial agent.

FLOORING: R&R underlayment ¾" BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 ¼", seal and paint baseboards - two coats, R&R paneling, paint the walls with two coats, Shelving - detach and reset.

DOORS AND WINDOWS: R&R interior door - Colonist- Prehung unit, paint door slab only with two coats, paint door/ window trim and jamb - 2 coats per side, door knob - detach and reset.

HALLWAY :Structural drying, Clean stud wall, apply antimicrobial agent.

FLOORING: R&R underlayment ¾" BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 ¼", seal and paint baseboards - two coats, R&R paneling, paint the walls with two coats, Shelving - detach and reset.

DOORS AND WINDOWS: R&R casing - 2 ¼", paint casing with two coats.

BATHROOM: Structural drying, Clean stud wall, apply antimicrobial agent.

FLOORING: R&R underlayment ¾" BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 ¼", seal and paint baseboards - two coats, R&R corner trim, seal and paint corner trim with two coats, detach and reset crown molding - 2 ¼", seal and repaint crown molding with two coats, R&R paneling - high grade.

CABINETS: R&R Vanity, detach and reset vanity top.

DOORS AND WINDOWS: R&R interior door - Colonist- Prehung unit, paint door slab only with two coats, paint door/ window trim and jamb - 2 coats per side, door knob - detach and reset.

PLUMBING: detach and reset toilet, clean toilet.

UTILITY ROOM 2: Structural drying, Clean stud wall, apply antimicrobial agent.

FLOORING: R&R underlayment ¾" BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 ¼", seal and paint baseboards - two coats, R&R corner trim, seal and paint corner trim with two coats, detach and reset crown molding - 2 ¼", seal and repaint crown molding with two coats, R&R paneling - high grade.

DOORS AND WINDOWS: R&R casing 2 ¼", paint casing.

HVAC ROOM: Structural drying, Clean stud wall, apply antimicrobial agent.

FLOORING: R&R underlayment ¾" BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 ¼", seal and paint baseboards - two coats, R&R paneling.

DOORS AND WINDOWS: R&R interior door - Colonist- Prehung unit, paint door slab only with two coats, paint door/ window trim and jamb - 2 coats per side, door knob - detach and reset.

FILING ROOM: Structural drying, Clean stud wall, apply antimicrobial agent

FLOORING: R&R underlayment $\frac{3}{4}$ " BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 $\frac{1}{4}$ ", seal and paint baseboards - two coats, R&R corner trim, seal and paint corner trim with two coats, detach and reset crown molding - 2 $\frac{1}{4}$ ", seal and paint crown molding with two coats, R&R paneling - high grade.

DOORS AND WINDOWS: R&R Exterior door - metal- insulated - flush or panel style, R&R interior door - colonist - prehung unit, paint door slab only with two coats, paint door/ window trim and jamb - 2 coats per side, door lockset and deadbolt - exterior- detach and reset, door knob - detach and reset.

KITCHEN: Structural drying, Clean stud wall, apply antimicrobial agent.

FLOORING: R&R underlayment $\frac{3}{4}$ " BC plywood, R&R carpet pad, remove carpet, carpet.

WALLS: R&R baseboard - 2 $\frac{1}{4}$ ", seal and paint baseboards - two coats, R&R corner trim, seal and paint corner trim with two coats, detach and reset crown molding - 2 $\frac{1}{4}$ ", seal and paint crown molding with two coats, R&R paneling - high grade.

CABINETS: countertop - flat laid plastic laminate- detach and reset, R&R custom cabinets - base units.

DOORS AND WINDOWS: R&R casing - 2 1/4", paint casing

APPLIANCES: Fridge - clean and service, Range - clean and service.

QUALIFICATION REGULATIONS HERITAGE HOUSE MUSEUM OF ORANGE COUNTY ADMINISTRATION BUILDING

Bidder's Qualification Statement, this form must be completed and submitted by Bidders who wish to be considered for this work. Failure to complete the Qualification Statement may result in disqualification of the Bidder. Attachments to this sheet are acceptable. Please properly label all attachments.

1. Name and Address of Firm:

A. Under what other name(s) has your business operated?

B. Business form (corporation, partnership, etc.) :

Date of formation:

Principal location:

Names of Officers of Corporation, or Partners:

2. Provide a list of names and contact numbers for at least three difference references.

3. Has your firm or any predecessor firm defaulted on a contract or had work terminated for nonperformance within the last five (5) years? If so, on a separate sheet, describe the project, owner, date and circumstances/reasons.

4. Has your firm or any predecessor firm been denied a consent of surety, bid guarantee or performance bond within the last twelve (12) months based on potential bidder's inability to meet the surety's reasonable underwriting standards. If so, on a separate sheet, describe the circumstances/reasons.

5. Provide a copy of all relevant licenses held.

6. Provide a copy of proof of insurance.

**QUALIFICATION REGULATIONS HERITAGE HOUSE MUSEUM OF ORANGE
COUNTY ADMINISTRATION BUILDING**

General Contractor Provide evidence of successful experience on two (2) projects of a similar nature, construction cost and scope of work as the subject project completed. These projects can also serve as two of your three references.

Project One

Project Name:

Location:

Construction Cost:

Completion Date:

Approximate Construction Date of Site:

Project Supervisor:

Scope of Work and Nature of Project:

Owner:

Owner's Contact Person:

Phone:

Fax:

Project Two

Project Name:

Location:

Construction Cost:

Completion Date:

Approximate Construction Date of Site:

Project Supervisor:

Scope of Work and Nature of Project:

Owner:

Owner's Contact Person:

Phone:

Fax:

QUALIFICATION REGULATIONS ADMINISTRATION BUILDING

I (We) the undersigned certify the truth and correctness of all statements and answers contained herein:

DATE:

NAME OF BIDDER:

ADDRESS OF POTENTIAL BIDDER:

TELEPHONE AND FAX:

BY (Sign name, no stamps):

Print/Type Name and Title:

WITNESSED (If a Corporation, by the Secretary of the Corporation)

BY (Sign name, no stamps):

Print/Type Name and Title:

Subscribed and sworn before me This day of _____, _____ Notary Public
of the State of _____

FEMA PROCUREMENT STATEMENT

If awarded the bid, I agree to take FEMA's affirmative action steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

- 1) Place such organizations on solicitation lists
- 2) Ensure such organizations are solicited whenever they are potential sources
- 3) Divide total requirements, when economically feasible, into smaller tasks or quantities
- 4) Establish delivery schedules, where the requirement permits, which encourage their participation
- 5) Use the services and assistance, as appropriate, of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Signature

Print Name

Date