

SPECIFICATIONS AND BIDDING DOCUMENTS



TURNOVER OF SCATTERED SITES TOWN & GARDEN ROSIEN TOWERS ELMWOOD MANOR VACANT DWELLING UNITS

SAGINAW HOUSING COMMISSION

PO BOX 3225, Saginaw, MI 48605

(989) 755-8183

fax (989) 755-8161

SUMMARY OF WORK

This project includes the rehabilitation of a formally occupied single-family/high-rise dwelling unit to a 'like new' condition. The successful contractor shall provide all necessary labor, materials, equipment and services needed to **clean, repair and paint** vacant dwelling units in the base bid for the Saginaw Housing Commission. Additional units may be added on the basis of unit pricing provided in the bid proposal. Base Bid dwelling units include:

1210 Dillon - 3-bedroom Townhome
1122 Dillon - 3-bedroom Townhome

1331 Mt. Vernon- 2 bedroom Single Family home
1115 Essling- 2 bedroom Townhome

Rosien Towers (1 bd apt)

202
305
402
505
507
604
1007
1009
1201
1205

Elmwood Manor (1 bd apt)

206
302
408
705
707
804
902
903
1002
1003

A single prime contract will be awarded for all work described on the following four pages. Quote are due by 4:00 p.m. on Thursday, November 13, 2025 to Administrative office, Saginaw Housing Commission, P.O. Box 3225, Saginaw, MI 48708 or email to Deputy Director Jessica Chasnis, jchasnis@saginawhousing.org.

A pre-bid site inspection walk thru of dwelling units is set for **Friday November 7, 2025 beginning at 10:00 a.m.** and starting at Rosien Towers (310 S. Harrison St.); then proceeding to Elmwood Manor (2814 E. Genesee Ave.); then 1331 Mt Vernon St.; 1122 and 1210 Dillon St. and finally 1115 Essling St.

It is the intent of the specifications on the following pages to describe the rehabilitation of a dwelling unit. If any discrepancies are found between the information contained in the specifications and the actual field conditions, the Contractor shall notify the Owner's representative within one (1) business day of the discrepancy. Failure to do so indicates acceptance by the Contractor of the information listed.

Non-Debarred / Non-Collusive form. Bidders will need to certify that neither they nor the firm, partnership or association in which he/she has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, 29 CFR Part 5, or that any part of this contract has been or will be subcontracted to any subcontractor if such subcontractor, firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor as defined by federal regulations.

The successful bidder will be required to comply with the employment and training opportunity requirements under Section 3 of the HUD Act of 1968 for any newly hired employees for this project and Davis-Bacon Act, requiring minimum wage rates to all workers employed on this project.

Davis Bacon Prevailing Wages and Weekly Payroll Reports. Each contractor and/or subcontractor on site is required to complete and submit payroll form WH-347 and Statement of Compliance, form WH-348, for each week during the course of work. **Davis Bacon prevailing maintenance wage rates apply to this project with a vacant unit prep tech rate of \$19.00 per hour, no additional fringe benefit rate.** All work on this project shall be in accordance with all applicable federal, state and local codes and regulations. A completed IRS W9 Form is required before starting work.

Keys and Site hours. All vacant unit keys will be issued by the Deputy Director or her designee. All work shall be performed during regular business hours, Monday through Friday between 8:00 a.m. and 5:00 p.m., excluding official Housing Commission holidays. Contractor shall protect all occupied areas from damage. Be certain the building and property shall be clean and free of debris at the end of the workday. Contractor shall replace, at their expense, any property or material damaged during removal or storage of equipment.

Final Inspection, Payment Authorization. Each house or apartment will receive a final inspection by the property and/or maintenance manager before any payment is authorized. Punch list to correct or repair workmanship shall be in writing to the Contractor. Payment Certificate with weekly payroll reports shall be submitted for one or more dwellings at time. SHC will render payment within 30 days.

Liability and Worker's Compensation Insurance. No work under any contract or agreement may begin without proof of liability and workman's compensation insurance in force and Certificate(s) of Insurance has been obtained by SHC as required by policy including the *Certificate of Insurance* on file with the Executive Director. All policies shall name the Saginaw Housing Commission as an *additional named insured*.

Workers' Compensation and Occupational Disease Insurance. In accordance with federal and Michigan Workers' Compensation laws. Such coverage must specifically identify coverage as required by state law. The employer's liability limit must be a *minimum* of \$100,000 per accident and \$100,000 per disease, per employee with policy limit of \$1,000,000.

Commercial General Liability. A combined single limit for bodily injury and property damage of not less than \$1,500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on site(s) not covered by Automobile Liability. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

Automobile Liability is required on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

Unit Prices shall be submitted for all labor and materials to add one (1) Town and Garden two-bedroom Townhome (1115 Essling example); one (1) three-bedroom Townhome (1122 Dillon example); one (1) one-bedroom Apartment (Rosien example) and one (1) one-bedroom apartment (Elmwood example); Replace one window screen or six (6) square feet of VCT flooring (family home).

SCOPE OF WORK REQUIREMENTS

Contractor to supply all materials, paint and/or hardware necessary to complete all of the work described in the following specifications herein:

DRYWALL SURFACES

1. Clean all walls and ceilings. Repair all holes (large holes to be cut out; new drywall installed, taped and compound layered). Nail pops must be re-screw top and bottom and nail set.
2. All patches need 1 (one) coat of primer and 2 (two) finish coats of paint.
3. Re-caulk all door and window casings, cove base, countertops as needed
4. Paint walls and ceilings. Note: some walls may require two coats of primer because the previous tenant has repainted with a darker color.

FLOORS AND VINYL or WOOD COVE

1. Repair and secure all loose or damaged vinyl tile and cove base.
2. Vinyl Cove is to be cleaned with floor stripper to remove wax and dirt (all corners and edges need to be cleaned by hand, if necessary)
3. Floor tile is to be scrubbed with a commercial floor scrubber and a Scotchbrite® pad and floor stripper, then mopped at least twice.
4. Apply 3 (three) coats of wax (Betco Floor Wax) to all tile floors and in family homes, the stair risers.
5. Clean all tile and metal bullnose metal on stair risers.
6. Note: Some family housing may have Luxury Vinyl planks (LVP) so contractor must follow its specific cleaning directions.

KITCHEN

1. Check all kitchen cupboards for damage; repair and restrain as needed. Clean cupboards inside and outside.
2. Check all hinges, repair and re-secure as necessary. Install any door bumpers if missing.
3. Remove old caulk from perimeter of countertop, backsplash and re-caulk.
4. Clean countertop and sink.
5. Clean range hood, grease shield and components.
6. Clean refrigerator and relevel if needed Level stove ½" inch above countertop.
7. Check all plumbing connections at kitchen sink for leaks. Report leaks or other problems to maintenance. Check garbage disposal operation.
8. GFCI need to be installed and working within 6 feet of water sources

INTERIOR DOORS – bedroom, bathroom, basement

1. Sand lightly and remove dust and dirt. Repaint any interior doors if they were previous painted. New doors must be sealed first.
2. Adjust door if it drags on top, sides or is hinge bound. Install wall bumper if missing.
3. Clean door hardware and locksets. Door hardware must be functional.

WINDOWS

1. Remove and replace and damaged interior caulk around windows.
2. Repair any damaged screens, report any broken glass and check for smooth operation of windows. Report missing window latches and adjust if needed.
3. Clean all vertical blinds (high rises), report any missing to maintenance. Replace all mini blinds (family housing)
4. Clean all windows, screens, inside and outside. Including frames, tracks and inner storms and frames if present. Paint in between window and inner storms, if present.
5. Repair or replace any damaged trim.

ENTRY DOORS

1. Clean and check entry doors for tight weather seal and adjustment. Repair any dents. Check deadbolt for proper operation. Report to maintenance any missing or non-working locks. .
2. Clean and check storm doors (family housing) for seal, latching, locking. Adjust and repair as necessary. Repair any damaged screens, sash or closers. Clean all weather stripping, thresholds, screens and hardware. Repaint all previously painted entry doors, as necessary. Match existing color (Maintenance will have a schedule of door colors)

STAIRWAYS (Family housing)

1. Check and secure all handrails. Repair as necessary.
2. Stairs (first floor to second) – paint handrails, skirt boards and risers.
3. Stairs (first floor to basement) – paint all stringers, stairs, both sides of wooden side walls and handrails. Report any weak tread risers.
4. Replace any missing 2” no-slip strips all treads to basement.
5. Paint no-slip strips on stairs, as needed.

CLOSETS / BI-FOLD DOORS

1. Closet bi-fold doors and any holes must be repaired and patched.
2. All closets should have shelves and rods intact. Report to maintenance if missing

SMOKE DETECTORS and ELECTRICAL FIXTURES

1. Each floor of house MUST have clean, operable smoke detectors/CO
2. Check all light fixtures and report any that are damaged or not working. Remove all light lenses and wash and re-install them.
3. All Light fixtures must have 60-watt light bulbs except in the basement which shall have 100-watt bulbs and the refrigerator which shall have a 40-watt appliance bulb. Contractor to provide all incandescent bulbs as needed.
4. Secure any loose electrical devices, switches or receptacles.
5. Remove all electrical cover plates and wash and re-install them. Replace any damaged covers.
6. Check all GFCI (kitchen, bath, basement) make sure each are working.
7. All receptacles and switches must be grounded and working correctly.
8. All bathrooms should have one-switch to operate light and automatically turn on exhaust fan (family housing)

BATHROOMS

1. Check and clean all bathroom hardware (towel bars, soap dishes, shower rods, toothbrush holders and shelves) in bathroom(s). If damaged or pitted, replace as necessary. Repair all drywall as necessary
2. Check medicine cabinet for shelves and clean and paint. Must have mirror fronts and finger pulls on mirrors doors.
3. Remove old caulk from bathroom sink and replace. Re-secure sinks if its sagging. Report any plumbing connections and faucets for leaks or drips. Drain pop-up and showerhead must function properly. Recaulk sink.
4. Remove old caulk from bathtub and replace. Remove and replace old caulk around tub spout escutcheon plates. Check operation of all plumbing, tub trip lever and waste lines. Shower must have curtain rod.
5. Check all toilets for proper operation (flush valve, flapper). Make certain toilet is secure to floor (no wobbles, no leaks). Repair as necessary. Remove and replace old caulk around toilet bowl. Replace toilet seat as necessary.
6. Check all angle stops under sink for proper operation – report any problems. Note: SHC will provide bathroom accessories as needed upon request.

MISCELLANEOUS CLEANING AND PAINTING

1. Wash all floor registers and baseboard. All floor registers must be operable. Report to maintenance if missing or not operational.
2. Remove and clean all cold air return grills and vacuum duct.
3. Vacuum Supply grills on first and second floor (family housing).

BASEMENT/MECHANICAL ROOM (FAMILY HOUSING)

1. Check all plumbing in basement for leaks and condition; check faucets, sump pump, laundry tray pump, hot water tank. Report any leaks or sagging pipes or wires.
2. Clean and check exterior dryer vent. Report damaged units to Maintenance.
3. Repair duct work in basement heat runs as needed.
4. Clean and check all basement windows for operation.
5. Clean and check basement stairs tread rises, stringers, repair as necessary.
6. Remove all cobwebs from basement (joists, walls & windows).
7. Clean laundry tub. Check with maintenance if damaged.
8. Clean furnace and hot water tank. **INSTALL NEW PLEATED FURNACE FILTER.**
9. Check floor drains and sewer clean out caps for damage. Replace as necessary.
10. Check GFCI by water sources, install if needed.
11. Clean all CO/Smoke Detectors, install new batteries as needed.
12. Any repainting of any walls or floors will be decide on individual basis by maintenance staff if they were previously painted.

EXTERIOR (FAMILY HOUSING)

1. Check all GFI's for operation. Secure any loose electrical boxes, fixtures, receptacles & switches.
2. Clean gutters and resecure as necessary. Check all downspouts, secure or replace as necessary. All downspouts should have a splash block. notify Housing if splash blocks are missing)
3. Clean and check house numbers. Replace if needed.
4. Clean and check mailbox for operation.
5. All doorbells must be functional. Note to maintenance if not working.
6. Clean outside light fixtures
7. Check all porch rails and handrails, secure as necessary.
8. Trim and shape all overgrown shrubs and remove sucker trees next to house foundation. Clean up plant beds of weeds. *We need nice curb appear!*
9. Check all outside water faucets for leaks and proper operation.
10. Remove debris from shed. Check shed locks, hinges, hasps, trim & roofing. Repair or secure any damaged or loose trim. Paint exterior if necessary (Maintenance has schedule of colors).
11. Clean housing commission trash receptacles.

PROPOSAL FORM

The said amount constituting the Base Bid shall include a General Allowance of \$2,000

UNIT PRICES: Materials and Labor to add one additional dwelling
(Dollars per dwelling unit)

Unit Price A. (Two-bedroom Townhome) \$ _____

Unit Price B. (Three-bedroom Townhome) \$ _____

Unit Price C. (One-bedroom apt. Rosien) \$ _____

Unit Price D. (One-bedroom apt. Elmwood) \$ _____

Unit Price E. Replace one 12 sf ft screen \$ _____

Unit Price F. Replace 6 sq ft of VCT \$ _____

2. In submitting this bid, it is understood that the right is reserved by the Saginaw Housing Commission to reject any or all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract on the prescribed form and furnish the required bonds within ten (10) days after the contract is presented to him for signature.
3. Attached hereto is an affidavit in proof that the Undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitted of proposals for the contract for which this proposal is submitted.
4. The bidder represents that he () has, () has not, participated in a previous contract subject to the Equal Opportunity clauses prescribed by Executive Orders 10925, 11114, or 11246, or the Secretary of Labor, and that he () has, () has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the Clause).
5. Certification of Nonsegregated Facilities. By signing this bid, the bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of this establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and wash rooms, restaurants and to the eating areas, time clocks locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation to entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractor prior to the award of subcontracts which are not exempt from the provisions of the Equal Opportunity Clause; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the Instruction to Bidders.
8. Completion Date: The undersigned agrees if awarded the contract, to complete the whole of the work on or before the time proposed below. Please note: the objective will be to complete all in 40 calendar days following issuance of the notice to proceed.

SCOPE

Base Bid

DURATION
(Calendar Days)

VOLUNTARY ALTERNATES

Voluntary alternates for substituting material or equipment. Attach specifications.

ACKNOWLEDGEMENT OF ADDENDA

The following addenda (if issued) have been received, are hereby acknowledged, and their execution is included in the above proposal amount: Addendum No._____, Dated _____

I understand that the information in this proposal is to be relied upon and warranted by bidder as true. Bidder agrees to furnish additional information prior to acceptance of proposal related to the qualifications of bidder as required. NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Signed:_____, Date:_____2025

Print/Type Name: _____ Title: _____

Company Name: _____ Telephone No _____

Address: _____ Town/Zip: _____

Email _____

Bids due Thursday, Nov. 13, 2025 at 4:00 EST to Saginaw Housing Commission, 1803 Norman, P.O. Box 3225, Saginaw, Michigan 48605 via direct delivery or email to jchasnis@saginawhousing.org

(PASTE or TYPE ON BIDDER'S LETTERHEAD,
and SUBMIT WITH BID)

NON-COLLUSIVE AFFIDAVIT

State of (_____) ss.

County of (_____)

_____, being first duly sworn, deposes and
says:

That he/she is _____ (a partner or officer of the firm of,
etc.) the party making the foregoing proposal or bid, that such-proposal or bid is genuine and
not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly
or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has
not in any manner, directly or indirectly sought by agreement or collusion, or communication or
conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead,
profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage
against the Saginaw Housing Commission or any person interested in the proposed contract;
and that all statements in said proposal or bid are true.

NON-DEBARRED CERTIFICATION

This is to certify that the below signed bidder is not nor have been debarred, suspended or
otherwise prohibited from contacting or entering into construction or modernization agreement
with any federal, state or local agency including the U.S. Department of Housing and Urban
Development.

Date: _____

Signature: _____

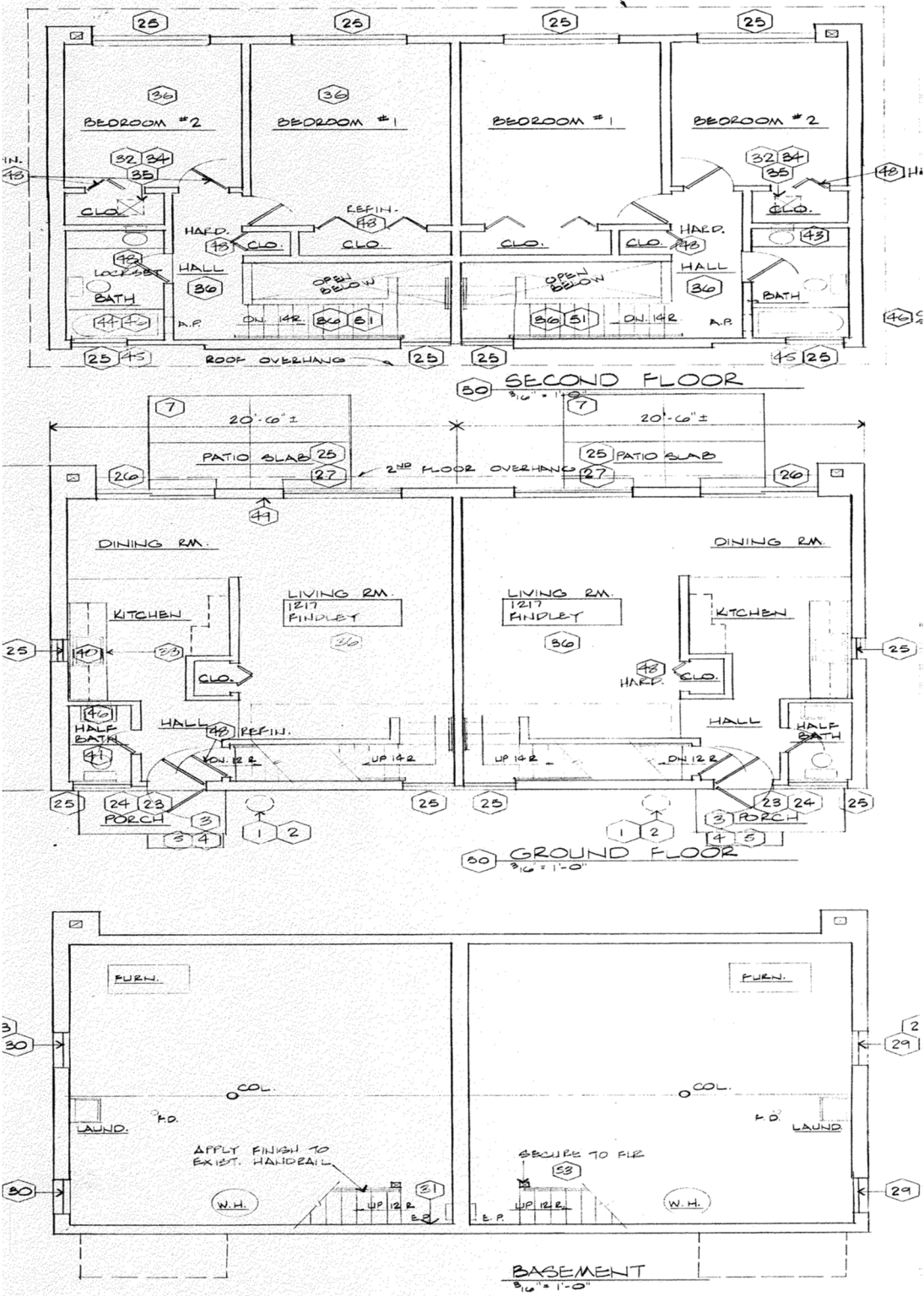
Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

Subscribed and sworn to _____ before me

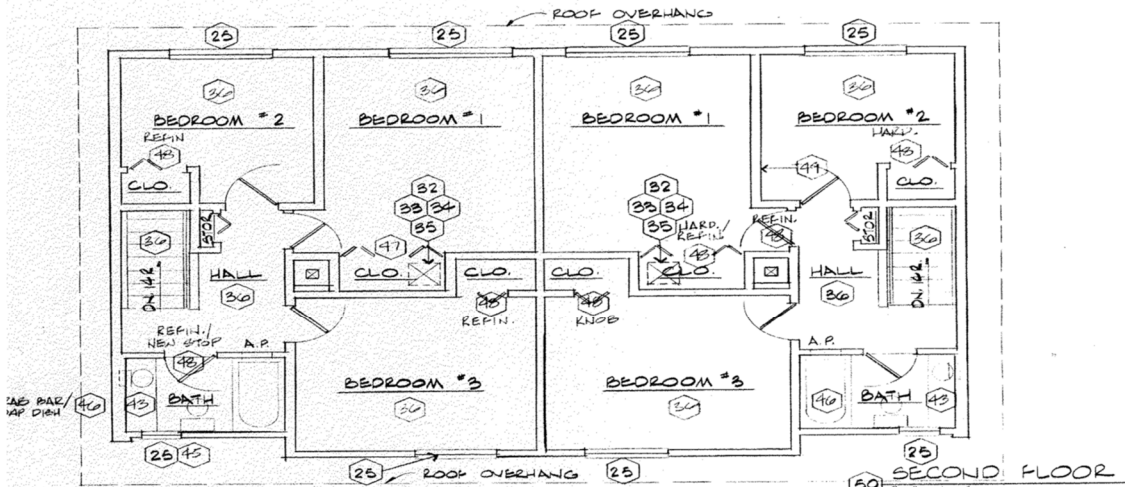
This _____ day of _____ 20_____.

My commission expires _____ 20 _____

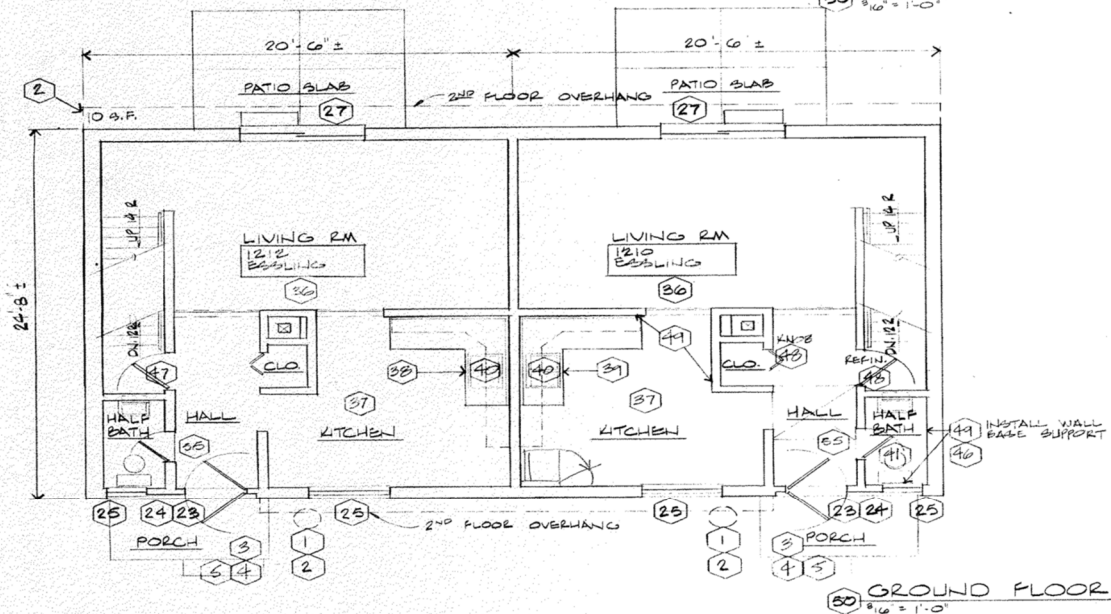
Town & Garden 2 bedroom Townhome with basement
(Both duplexes are shown below)



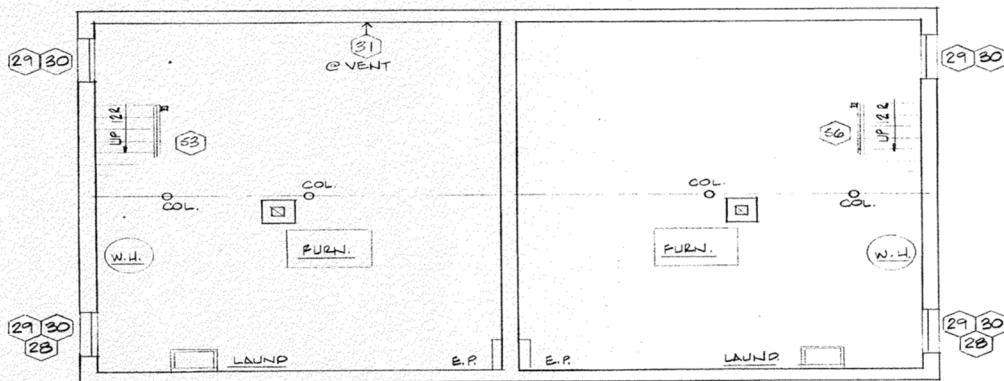
Town & Garden 3 bedroom Townhome with basement
(Both duplexes are shown below)



SECOND FLOOR



GROUND FLOOR



BASEMENT

[illegible]

Elmwood Manor, 1 bedroom apartment

