

Totowa Home Improvement Program

c/o Community Grants, Planning & Housing ♦ 1249 South River Road, Suite 301 ♦ Cranbury, NJ 08512
Phone (609) 664-2781

REQUEST FOR REHABILITATION BID

Date: April 30, 2024

Bid Period: 4/30/2024 to 5/21/2024

Homeowner(s): Sheryn Carnazza

Case #: TOTO-2408

Address: 112 Jefferson Place, Totowa, NJ 07512

Dear Rehabilitation General Contractor:

The property owner has requested that you provide a bid on the above-referenced job as part of the Home Improvement Program. Bid packages are available by email at bmccann@cgph.net, mail or fax by contacting me at (609) 664-2781, or bid packages may be picked up at Community Grants Planning & Housing, LLC, 1249 South River Road Suite 301, Cranbury, NJ 08512.

Scope of work includes: Smoke Alarms, Electrical Service Equipment Replacement & Miscellaneous Electrical, Water Heater Replacement, Suspected Asbestos Containing Material on Heat Pipes, Handrail (Exterior)

The scope of work was previously approved by the homeowner. **You must bid on the scope of work as written, without any deviations.** You are to contact Matthew P. Hynes, the Program Inspector, if you have any questions about the scope of work.

Site inspections are scheduled by the contractor, directly with the homeowner. The homeowner contact information can be found within the complete bid package. Please note: the homeowner must sign and date the "Bidder's Proof of Job Site Visit" upon completion of the site inspection. This form must be included with a submitted bid and can also be found withing the complete bid package.

The bid opening is scheduled for **1:00 PM on 5/21/2024** and will be conducted remotely. If you would like to participate in the bid opening via video or phone conference, please provide the Housing Rehabilitation Specialist with at least three (3) business days advance notice. Otherwise, all bidders will receive results after bids are reviewed. **The completed bid packages must reach my office before 1:00 PM on 5/21/2024 either by mail, by courier service, personally delivered by contractor, or by the case specific secured email box at cgph.securebid.ten+toto-2408@gmail.com If you send the bid package by email, you MUST send it to the case specific secured email address provided in the previous sentence. If you send it to any other email address, including mine, it will be disqualified.** All emailed bids will receive an auto-reply message acknowledging receipt and case number. You additionally have the option to send your bid delivery receipt request to ensure transmittal. If you choose to submit your bid(s) other than email, please ensure that the sealed envelope is clearly marked "Bid Enclosed" and identify the municipality and applicable full case number. The original bid documents are to be mailed to my attention at 1249 South River Road Suite 301, Cranbury, NJ 08512.

Please be aware the Program is not guaranteeing to rehabilitate all the work listed in the work write-up but rather, upon receipt of bids, will correct as many work items possible within the funding limit to abate the code violations. The work items will be listed in safety and health related prioritization order if elimination of work items is necessary. The homeowner may contribute personal funds to pay for any work beyond the program funding limit.

Please note that a contractor application, certificate of insurance, business registration, and Consumer Affairs license, will have to be on file with our office prior to your award of a job. If awarded the job, at construction signing, you will have to provide a certificate of insurance listing the municipality and CGP&H as additional insured. If you should have any program questions, please do not hesitate to contact me at (609) 664-2781. Thank you for your interest in the Totowa Home Improvement Program.

Sincerely,

Beth McCann, Housing Rehabilitation Specialist
C: Sheryn Carnazza, (w/out enclosures)