

## INSTRUCTIONS TO BIDDERS

**General:** The bidder proposes to furnish and pay for all materials, labor, tools, permits, fees, and all other items necessary to perform the work as outlined in the entire Contract agreement that included and not limited to these instructions to bidders, any general conditions and specifications, drawings, individual Work Write-Ups, Agreement forms, Bonds, Change Orders and reference material specifically detailed to compromise the "Contract". Also subject to the attached term and conditions: Minimum requirements are that all work will be completed in accordance with the 2012 International Residential Code or **Code as required by City and/or County**.

Tennessee's Community Assistance Corporation's contractor's average prices fall in the range of \$70 to \$90 per square foot, depending on site work, house plan, etc. In order to stay true to our mission statement, our building costs have to be a little lower than the national average (\$117/SF).

Please provide the following information if you have not done so within the last three months or if any of your information has changed from what we have on file:

Prime contractor and all sub contractors must have evidence of proper and current license with appropriate monetary limit and current insurance or the bid will be excluded.

**\*\*\*\*\*Contractor must include copy of W-9, Certificate of Insurance, and Contractor's License with bid, IF Tennessee's Community Assistance Corporation does NOT have this information on file\*\*\*\*\***

### Bidding procedures:

Each bid shall be submitted in a sealed envelope with the general contractor's license and insurance information included with the bid. In addition, the prime contractor must also list the business name, license and insurance information for the Electrical, Plumbing, and HVAC sub contractors. Any prime contractor proposing to conduct electrical, plumbing or HVAC work must be licensed in that particular trade and must include the specific license number, classification, and expiration date on the front of the envelope. **Contractor must submit work write-up, bid documents in its entirety. Must have itemized cost on the sheet.**

### Permits:

**Claiborne County does issue building permits;** you will see Shela McNew in the Mayor's office. Please indicate that you are doing the THDA HOME projects and require a permit.

You will need to call Chad Hall at 865-594-6035 on new builds to verify septic system BEFORE a permit will be issued.



### Contract award/construction phase:

**For new Contractors:** TCAC typically will enter into One (1) contract for new home construction with any new contractor in order for the Contractor to assimilate their self with all of our processes, payment schedules, timelines, etc. At the end of the first project, if the Contractor feels comfortable, we can enter into more than one contract at one time. If you have worked with other HOME projects and can provide a letter of recommendation from that agency, TCAC will waive the 1 contract rule.

The Contractor shall not commence any work until a written "Notice to proceed" is received from TCAC. Contract work shall begin within 15 Calendar days upon the signing of the "Notice to Proceed" order and be complete within 3-4 weeks. On Reconstructions the work is to be completed within 90 days. There will be a monetary penalty of \$100 a day for any days past the contract deadline. A contract extension maybe submitted in writing and considered by TCAC, with allowances for abnormal weather at the sole discretion of TCAC.

The Contractor may be removed from the approved bidders list by action of TCAC if it is deemed by TCAC the contractor is trying to cover up poor workmanship, purchasing unapproved materials, purchasing materials for a non-TCAC jobs on a TCAC account, not completing work timely, or in general being uncooperative.

Contractor is required to provide TCAC with each inspection reports during the building process. If this process is not followed TCAC has the right to invoke a stop work order until Contractor provides all inspection reports. Rehab Coordinator will do weekly inspections and progress reports to authorize draws. Contractor will also call Rehab Coordinator, John Zachary to inspect rehabs when all work is complete. When contractor has 60% of a reconstruction complete he will call Rehab Coordinator, John Zachary to inspect. All inspection reports produced by Tennessee's Community Assistance Corporation must be signed by Contractor.

Contractors are required to carry Worker's Compensation and General Liability insurance at all times.

Contractors are also required to have a State of Tennessee Contractors License with a monetary limit of at least \$100,000.

Contractors are required to purchase a builders risk policy for the value of the work being performed for the duration of the contract.

The winning Contractor will provide Claiborne Co with a \$1,000 cash bond at contract signing. This will be retained until the completion of the One (1) year warranty period.

Contractors will provide options of flooring, paint, shingles and etc. in stock colors for the homeowner to pick from. Contractor must set up a time to meet with the homeowner to complete this process.

