

Exhibit 2:

# Scope of Work: Colorado House and Resource Center Rehabilitation Project at 21 South Wahsatch Avenue, Colorado Springs, CO 80903

**Project Administrator Regulatory Compliance:** Tracey Griggs

**Mailing:** 21 S. Wahsatch Ave., Colorado Springs, CO 80903 **Cell:** 719-210-4359 **Email:** teg2000@aol.com

**Gazette Telegraph Posting:** 09-20-16

**Pre-Bid Conference:** 09-26-16 9:00am-12:00pm at 21 S. Wahsatch Ave., Colorado Springs, CO 80903

**Sealed Bid Deadline:** 09-30-16 by 12:00pm (noon) at Colorado House and Resource Center,  
21 S. Wahsatch Ave., Colorado Springs, CO 80903

## Scope of Work- Specification Section Flooring

### Scope Statement

1. In child development center, remove and replace carpet with an agreed-upon style, color, and material commercial carpeting. 2. In office, remove and replace carpet with an agreed-upon style, color, and material commercial carpeting. 3. In conference room, remove and replace carpet with an agreed-upon style, color, and material commercial carpeting. 4. In dining area replace damaged/missing ceramic tile with an agreed-upon style, color. 5. In computer lab, remove and replace carpet with an agreed-upon style, color, and material commercial carpeting.

### Inclusions/Exclusions:

#### Inclusion:

Bid should include all costs of install, removal, materials, labor costs, and cleanup of site. Labor at Davis Bacon Wages, Material, and Overhead, Bid Bond and cost of Performance Bond should job be awarded. While a dumpster will be provided for waste material disposal - every attempt should be made to recycle unusable material.

#### Exclusion:

Only the electrical scope of work at 21 S. Wahsatch Ave., Colorado Springs, CO 80903 will be included in this bid.

## Exhibit 2:

### **Additional Requirements:**

**Request for Proposal (RFP)** - Instructions to bidder, Quote form, Certifications, Section 3 policy, and Special Provisions

Exhibit 1 – Construction Contract

Exhibit 2 – Scope of Work

Exhibit 3 – Minimum Insurance Requirements

Exhibit 4 – RFP Bid Selection

Exhibit 5 – Davis Bacon Wage General Decision Number CO160014 06/17/16 CO14

Exhibit 6 – Bid Bond Requirement

### **Equal Opportunity Clause: EQUAL EMPLOYMENT OPPORTUNITY**

Attention is particularly called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin. The contractor will be required to take affirmative action to ensure that employees and applicants for employment are not discriminated against.

**Anti-Lobbying Certification: THE GOVERNMENT-WIDE RESTRICTION ON LOBBYING**, prohibits spending CDBG funds to influence or attempt to influence federal officials; requires the filing of a disclosure form when non-CDBG funds are used for such purposes; requires certification of compliance by the state to include the certification language in grant awards it makes to units of general local government at all tiers and that all sub-recipients shall certify accordingly as imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

**Section 3 Requirements:** This project is subject to Section 3 Requirements which, to the greatest extent feasible, provides that opportunities for training and employment that arise through HUD-financed projects will be given to lower-income persons in the project area, and that contracts be awarded to businesses located in the project area or to businesses owned in substantial part, by residents of the project area.

**Davis-Bacon Requirements:** The project is to comply with all requirements of the Davis Bacon Fair Labor Standards and weekly pay/reporting requirement. See attached Davis Bacon Wage Determination. Wage Determination is included in the request for quotation packet and will be available at time of pre-bid conference, good for 90 days.

### **Additional Notes:**

Attention is called to the fact that **not less than the minimum salaries and wages** as set forth in the Contract Documents must be paid on this project, and that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin. (Davis Bacon Wages)

In the event that the bidder anticipates hiring employees to work on this job, the bidder should contact the local manpower office for qualified candidates. (Section 3)

### **Additional Notes:**

A certified check or bank draft, payable to the order of Colorado House & Resource Center negotiable U.S. Government bonds (at par value) or a satisfactory Bid Bond executed by the Bidder and an acceptable surety in an amount equal to five percent (5%) of the total Bid shall be submitted with each Bid.

**Submit Sealed bid to:** Colorado House & Resource Center – RFP Submission  
Attn: Tracey Griggs, Project Administrator Regulatory Compliance  
21 S. Wahsatch Avenue  
Colorado Springs, CO 80903

## Exhibit 2:

### **Documents to Include in Sealed Bid (Envelope):**

- Request for Proposal (RFP) (8 pages completed)
- Exhibit 2: Minimum Insurance Requirements
- Insurance Certificate w/**Colorado House & Resource Center** named additional insured
- Exhibit 4: RFP Bid Selection
- Certified funds equal to five percent (5%) of bid total