

AGREEMENT FOR
Emergency Home Repair Program
City of Glendale Solicitation No. RFP 24-65

This Agreement for Emergency Home Repair Program ("Agreement") is effective and entered into between CITY OF GLENDALE, an Arizona municipal corporation ("City"), and Habitat for Humanity Central Arizona, an Arizona Corporation, authorized to do business in the State of Arizona, ("Contractor"), as of the _____ day of _____, 2024.

RECITALS

- A. City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in **Exhibit A**, pursuant to Solicitation No. RFP 24-65 (the "Project");
- B. City desires to retain the services of Contractor to perform those specific duties and produce the specific work as set forth in the Project attached hereto; and
- C. City and Contractor desire to memorialize their agreement with this document.

AGREEMENT

In consideration of the Recitals, which are confirmed as true and correct and incorporated by this reference, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, City and Contractor agree as follows:

1. Key Personnel; Sub-contractors.

- 1.1 Services. Contractor will provide all services necessary to assure the Project is completed timely and efficiently consistent with Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other contractors or consultants, retained by City.
- 1.2 Project Team.
 - a. Project Manager.
 - (1) Contractor will designate an employee as Project Manager with sufficient training, knowledge, and experience to complete the Project and handle all aspects of the Project (as determined by the City in its sole discretion); such that the work produced by Contractor is consistent with applicable standards as detailed in this Agreement;
 - (2) The City must approve the designated Project Manager; and
 - (3) To assure the Project schedule is met, Project Manager may be required to devote no less than a specific amount of time as set out in Exhibit A.
 - b. Project Team.
 - (1) The Project Manager and all other employees assigned to the project by Contractor will comprise the "Project Team."
 - (2) Project Manager will have responsibility for and will supervise all other employees assigned to the Project by Contractor.
 - c. Discharge, Reassign, Replacement.
 - (1) Contractor acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in the response to the Project's solicitation.

- (2) Contractor will not discharge, reassign or replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City without City's prior written consent unless that person leaves the employment of Contractor, in which event the substitute must first be approved in writing by City.
- (3) Contractor will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties or if the acts or omissions of that person are detrimental to the development of the Project.

d. Sub-contractors.

- (1) Contractor may engage specific technical contractor (each a "Sub-contractor") to furnish certain service functions.
- (2) Contractor will remain fully responsible for Sub-contractor's services.
- (3) Sub-contractors must be approved by the City, unless the Sub-contractor was previously mentioned in the response to the solicitation.
- (4) Contractor shall certify by letter that contracts with Sub-contractors have been executed incorporating requirements and standards as set forth in this Agreement.

2. **Schedule.** The services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. **Contractor's Work.**

3.1 Standard. Contractor must perform services in accordance with the standards of due diligence, care, and quality prevailing among contractors having substantial experience with the successful furnishing of services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 Licensing. Contractor warrants that:

- a. Contractor and Sub-contractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of services ("Approvals"); and
- b. Neither Contractor nor any Sub-contractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment").
 - (1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments or to examine Contractor's contracting ability.
 - (2) Contractor must notify City immediately if any Approvals or Debarment changes during the Agreement's duration and the failure of the Contractor to notify City as required will constitute a material default under the Agreement.

3.3 Compliance. Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.

Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

3.4 Coordination; Interaction.

- a. For projects that the City believes requires the coordination of various professional services, Contractor will work in close consultation with City to proactively interact with any other professionals retained by City on the Project ("Coordinating Project Professionals").
- b. Subject to any limitations expressly stated in the Project Budget, Contractor will meet to review the Project, Schedule, Project Budget, and in-progress work with Coordinating Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.
- c. For projects not involving Coordinating Project Professionals, Contractor will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project.

3.5 Work Product.

- a. Ownership. Upon receipt of payment for services furnished, Contractor grants to City, and will cause its Sub-contractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product").
 - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form.
 - (2) Contractor warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- b. Delivery. Contractor will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- c. City Use.
 - (1) City may reuse the Work Product at its sole discretion.
 - (2) In the event the Work Product is used for another project without further consultations with Contractor, the City agrees to indemnify and hold Contractor harmless from any claim arising out of the Work Product.
 - (3) In such case, City shall also remove any seal and title block from the Work Product.

3.6 Right to Refuse Service; Right to Withdraw from Service; Partial Compensation. Notwithstanding anything to the contrary contained herein, Contractor shall have the right to refuse any one or more repair projects compromising part of the Project, or to cease work at any such repair project if Contractor determines in its sole discretion that such repair project may not be performed safely, or if the homeowner or resident to be served by such repair project does not provide reasonable cooperation with Contractor. Contractor shall promptly notify City in the event Contractor exercises such right. If Contractor withdraws from a repair project after partial completion, Contractor shall be equitably compensated for work performed prior to withdrawal.

4. **Compensation for the Project.**

- 4.1 Compensation. Contractor's compensation for the Project, including those furnished by its Sub-contractors will not exceed \$2,500,000, as specifically detailed in **Exhibit B** (the "Compensation").
- 4.2 Change in Scope of Project. The Compensation may be equitably adjusted if the originally contemplated scope of services as outlined in the Project is significantly modified.
 - a. Adjustments to the Compensation require a written amendment to this Agreement and may require City Council approval.

- b. Additional services which are outside the scope of the Project contained in this Agreement may not be performed by the Contractor without prior written authorization from the City.
- c. Notwithstanding the incorporation of the Exhibits to this Agreement by reference, should any conflict arise between the provisions of this Agreement and the provisions found in the Exhibits and accompanying attachments, the provisions of this Agreement shall take priority and govern the conduct of the parties.

5. Billings and Payment.

5.1 Applications.

- a. Contractor will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.
- b. The period covered by each Payment Application will be one calendar month ending on the last day of the month or as specified in the solicitation.

5.2 Payment.

- a. After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- b. Payment may be subject to or conditioned upon City's receipt of:
 - (1) Completed work generated by Contractor and its Sub-contractors; and
 - (2) Unconditional waivers and releases on final payment from Sub-contractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

5.3 Review and Withholding. City's Project Manager will timely review and certify Payment Applications.

- a. If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment.
- b. City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

6. Termination.

6.1 For Convenience. City may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the Effective Termination date, which may not be less than 30 days following the date of delivery.

- a. Contractor will be equitably compensated for Goods or Services furnished prior to receipt of the termination notice and for reasonable costs incurred.
- b. Contractor will also be similarly compensated for any approved effort expended and approved costs incurred that are directly associated with project closeout and delivery of the required items to the City.

6.2 For Cause. City may terminate this Agreement for cause if Contractor fails to cure any breach of this Agreement within seven days after receipt of written notice specifying the breach.

- a. Contractor will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Contractor for Service and Repair furnished, City will pay the amount due to Contractor, less City's damages, in accordance with the provision of § 5.
- b. If City's direct damages exceed amounts otherwise due to Contractor, Contractor must pay the difference to City immediately upon demand; however, Contractor will not be subject to

consequential damages of more than \$1,000,000 or the amount of this Agreement, whichever is greater.

7. **Conflict.** Contractor acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. **Insurance.**

8.1 Requirements. Contractor must obtain and maintain the following insurance ("Required Insurance"):

- a. Contractor and Sub-contractors. Contractor, and each Sub-contractor performing work or providing materials related to this Agreement must procure and maintain the insurance coverages described below (collectively referred to herein as the "Contractor's Policies"), until each Party's obligations under this Agreement are completed.
- b. General Liability.
 - (1) Contractor must at all times relevant hereto carry a commercial general liability policy with a combined single limit of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate for each property damage and contractual property damage.
 - (2) Sub-contractors must at all times relevant hereto carry a general commercial liability policy with a combined single limit of at least \$1,000,000 per occurrence.
 - (3) This commercial general liability insurance must include independent contractors' liability, contractual liability, broad form property coverage, XCU hazards if requested by the City, and a separation of insurance provision.
 - (4) These limits may be met through a combination of primary and excess liability coverage.
- c. Auto. A business auto policy providing a liability limit of at least \$1,000,000 per accident for Contractor and \$1,000,000 per accident for Sub-contractors and covering owned, non-owned and hired automobiles.
- d. Workers' Compensation and Employer's Liability. A workers' compensation and employer's liability policy providing at least the minimum benefits required by Arizona law.
- e. Notice of Changes. Contractor's Policies must provide for not less than 30 days' advance written notice to City Representative of:
 - (1) Cancellation or termination of Contractor or Sub-contractor's Policies;
 - (2) Reduction of the coverage limits of any of Contractor or and Sub-contractor's Policies; and
 - (3) Any other material modification of Contractor or Sub-contractor's Policies related to this Agreement.
- f. Certificates of Insurance.
 - (1) Within 10 business days after the execution of the Agreement, Contractor must deliver to City Representative certificates of insurance for each of Contractor and Sub-contractor's Policies, which will confirm the existence or issuance of Contractor and Sub-contractor's Policies in accordance with the provisions of this section, and copies of the endorsements of Contractor and Sub-contractor's Policies in accordance with the provisions of this section.
 - (2) City is and will be under no obligation either to ascertain or confirm the existence or issuance of Contractor and Sub-contractor's Policies, or to examine Contractor

and Sub-contractor's Policies, or to inform Contractor or Sub-contractor in the event that any coverage does not comply with the requirements of this section.

- (3) Contractor's failure to secure and maintain Contractor Policies and to assure Sub-contractor policies as required will constitute a material default under the Agreement.
- g. Other Contractors or Vendors.
 - (1) Other contractors or vendors that may be contracted with in connection with the Project must procure and maintain insurance coverage as is appropriate to their particular contract.
 - (2) This insurance coverage must comply with the requirements set forth above for Contractor's Policies (e.g., the requirements pertaining to endorsements to name the parties as additional insured parties and certificates of insurance).
- h. Policies. Except with respect to workers' compensation and employer's liability coverages, City must be named and properly endorsed as additional insureds on all liability policies required by this section.
 - (1) The coverage extended to additional insureds must be primary and must not contribute with any insurance or self insurance policies or programs maintained by the additional insureds.
 - (2) All insurance policies obtained pursuant to this section must be with companies legally authorized to do business in the State of Arizona and reasonably acceptable to all parties.

8.2 Sub-contractors.

- a. Contractor must also cause its Sub-contractors to obtain and maintain the Required Insurance.
- b. City may consider waiving these insurance requirements for a specific Sub-contractor if City is satisfied the amounts required are not commercially available to the Sub-contractor and the insurance the Sub-contractor does have is appropriate for the Sub-contractor's work under this Agreement.
- c. Contractor and Sub-contractors must provide to the City proof of the Required Insurance whenever requested.

8.3 Indemnification.

- a. To the fullest extent permitted by law, Contractor must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties"), for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense"; collectively, "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Contractor) and that arises out of or results from the breach of this Agreement by the Contractor or the Contractor's negligent actions, errors or omissions (including any Sub-contractor or other person or firm employed by Contractor), whether sustained before or after completion of the Project.
- b. This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in that event, Contractor shall be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Contractor or of any person or entity for whom Contractor is responsible.

- c. Contractor is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.
- 9. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the Contractor warrants their compliance and that of its subcontractors with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The Contractor or subcontractor's breach of this warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement. The City retains the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The Contractor and subcontractor warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the City's random inspections, including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.
- 10. **No Boycott of Israel.** To the extent A.R.S § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of the Agreement to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S § 35-393.
- 11. **Uyghur Forced Labor Prevention Act (UFLPA).** Contractor certifies that it does not currently, and during the term of this Agreement, will not use:
 - a. the forced labor of ethnic Uyghurs in the People's Republic of China;
 - b. any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and
 - c. any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.
- 12. **Attestation of PCI Compliance.** When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.
- 13. **Notices.**
 - 13.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if:
 - a. The Notice is in writing; and
 - b. Delivered in person or by overnight courier service (delivery charges prepaid), certified or registered mail (return receipt requested); and
 - c. Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if:
 - (1) Received on a business day, or before 5:00 p.m., at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier service on or before 5:00 p.m.; or
 - (2) As of the next business day after receipt, if received after 5:00 p.m.
 - d. The burden of proof of the place and time of delivery is upon the Party giving the Notice; and
 - e. Digitalized signatures and copies of signatures will have the same effect as original signatures.

13.2 Representatives.

- a. Contractor. Contractor's representative (the "Contractor's Representative") authorized to act on Contractor's behalf with respect to the Project, and his or her address for Notice delivery is:

Habitat for Humanity Central Arizona
c/o Todd Rogers
2830 W Glendale Av
Phoenix, AZ 85051
lkalland@habitatcaz.org
602-268-9022

- b. City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale
c/o Connie Schneider
5970 W. Brown St., Suite 210
Glendale, Arizona 85301
(623) 930-2868
cschneider@glendaleaz.com

With required copy to:

City Manager
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

City Attorney
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

- c. Concurrent Notices.

- (1) All notices to City's representative must be given concurrently to City Manager and City Attorney.
- (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by City Manager and City Attorney.
- (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Contractor identifying the designee(s) and their respective addresses for notices.

- d. Changes. Contractor or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change.

14. **Financing Assignment.** City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project.

15. **Entire Agreement; Survival; Counterparts; Signatures.**

15.1 Integration. This Agreement contains, except as stated below, the entire agreement between City and Contractor and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement.

- a. Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.

- b. Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.
- c. The solicitation, any addendums and the response submitted by the Contractor are incorporated into this Agreement as if attached hereto. Any Contractor response modifies the original solicitation as stated. Inconsistencies between the solicitation, any addendums and the response or any excerpts attached as Exhibit A and this Agreement will be resolved by the terms and conditions stated in this Agreement.

15.2 Interpretation.

- a. The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate.
- b. The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement.
- c. The Agreement will be interpreted in accordance with the laws of the State of Arizona.

15.3 Survival. Except as specifically provided otherwise in this Agreement, each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement.

15.4 Amendment. No amendment to this Agreement will be binding unless in writing and executed by the parties. Any amendment may be subject to City Council approval. Electronic signature blocks do not constitute execution.

15.5 Remedies. All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.

15.6 Severability. If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be deemed reformed to conform to applicable law.

15.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

16. **Term.**

16.1 Extensions. The term of this Agreement commences upon the effective date and continues for a one (1)-year initial period. The City may, at its option and with the approval of the Contractor, extend the term of this Agreement an additional four (4) years, on an annual basis. Contractor will be notified in writing by the City of its intent to extend the Agreement period at least thirty (30) calendar days prior to the expiration of the original or any extension period. Price adjustments will only be reviewed prior to the extension period and any such price adjustment will be a determining factor for any renewal. There are no automatic extensions or renewals of this Agreement.

16.2 Extension for Procurement Process. Upon the expiration of the Term of this Agreement, including the initial term and any renewals, at the City's sole discretion, this Agreement may be extended on a month-to-month basis for a maximum of six (6) months to allow for the City to complete its procurement process to select a vendor to provide the services/materials similar to those provided under this Agreement. The City will notify the Contractor in writing of its intent to extend the Agreement at least thirty (30) calendar days prior to the expiration of the Term. Any extension provided under this subsection will continue under the same terms and conditions as in effect immediately prior to the expiration of the then-current term.

17. **Dispute Resolution.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered according to the American Arbitration Association's

Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

18. **Cooperative Use of Contract.** This agreement may be extended for use by other governmental agencies and political subdivisions of the State. Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members, click on the following link: <http://www.mesaaz.gov/business/purchasing/save>
19. **Exhibits.** The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference.

Exhibit A	Project
Exhibit B	Compensation

(Signatures appear on the following page.)

The parties enter into this Agreement as of the Effective Date shown above.

City of Glendale,
an Arizona municipal corporation

By: Kevin R. Phelps
Its: City Manager

ATTEST:

Julie K. Bower
City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

Habitat for Humanity Central Arizona,
an Arizona Corporation


By: Todd Rogers
Its: Chief Program and Strategy Officer

EXHIBIT A
Emergency Home Repair Program (EHR)
PROJECT

Contractor shall perform and complete all work as detailed in the RFP 24-65 (Exhibit A), per city code and manufacturers requirements.

The property owners/occupants are not permitted to add additional work to the scope in any area specified in this scope of work.



City of Glendale
Solicitation Number: RFP 24-65 / 42400096
EMERGENCY HOME REPAIR PROGRAM (EHR)

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

1. INTRODUCTION

The City of Glendale (City) and the Community Revitalization Division (CRD) invite firms (Contractors) to provide sealed proposals to for emergency and non-emergency repairs, minor construction services, as well as appliance repair and replacement services to assist eligible homeowners residing in the City of Glendale. Homes receiving repairs must be owner occupied and the owner's primary residence.

2. BACKGROUND

The CRD will make federal Community Development Block Grant ("CDBG") funding available to provide emergency and non-emergency construction services and appliance repair and replacement services that will assist eligible homeowners that qualify for the Emergency Repair Program and the City of Glendale's Temporary Relocation Rental Homes.

The City of Glendale intends to contract with one or more firms for the requested services. Authorized work assignments may be rotated to meet of the City of Glendale's needs. All terms, conditions and specifications included in this scope of work will be included in all awarded contracts and will be incorporated by reference.

3. OBJECTIVE

The City of Glendale intends to contract with one or more firms to provide services stated in the Scope of Work. Requested services may include electrical, HVAC, plumbing, roofing, painting, drywall, flooring, general home repairs as well as appliance repair and replacement services including delivery and installation. General repairs are defined as work that could include, but not limited to minor carpentry, window repair, drywall patching, floor repair, glass repair, plumbing repair, electrical repair etc. Work assignments may be rotated when and if needed.

The Emergency Home Repair Program is not a rehab or remodeling program. Requested services will be limited to those that address conditions that impact the health and safety of occupants and/or the aesthetic of the neighborhood.

Normal maintenance repairs, and renovations will not be completed thru the Emergency Home Repair Program (EHR). In all cases, the City will have absolute discretion to determine what services will be completed throughout all projects. The CRD receives funding from the U.S. Department of Housing and Urban Development (HUD). The City of Glendale has entered into a grant agreement with HUD for financial assistance to conduct the Community Development Block Grant("CDBG") pursuant to the Housing and Community Development Act of 1974, as amended, and 24CFR Part 5 70, the Rules and Regulations of HUD governing the conduct of CDBG programs, found at Title 24 of the Code of Federal Regulations ("CFR"), as amended, ("the Rules and Regulations"). Activities funded by CDBG are limited to the eligible activities, as defined in 24 CFR 570.

Based on historical trends, approximately 50 privately-owned residential units in Glendale will qualify annually under the Emergency Repair Program, Roof Repair



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Glendale, Arizona 85302

Program. Activities will serve low and moderate-income households within the community located in the City of Glendale. Both the home and homeowner must qualify for eligible repairs under the Emergency Home Repair program, and not all homes or repairs will be eligible. The Community Revitalization Division will determine both homeowner and property eligibility for the EHR program.

- Diagnostic Services and Repair/Replacement combined
- Repair/Replacement only
- Delivery/Installation of Residential Appliances
- Community Revitalization Division Required Services

**** REPAIRS MADE UNDER THE COMMUNITY REVITALIZATION EMERGENCY HOME REPAIR PROGRAM (EHR) WILL NOT REQUIRE DAVIS-BACON WAGES. ****

4. SCOPE OF WORK

- 4.1** Contractor shall perform and complete all work in each group per city code and manufacturers requirements.
- 4.2** The property owners/occupants are not permitted to add additional work to the scope in any area specified in this scope of work.
- 4.3 GROUP I: Plumbing Services** - All plumbing repairs provided shall be warranted per **“Warranty Documents and Warranty Work”** below, except for the sewer line “snaking”, which will carry a warranty for thirty (30) days.
- A. Diagnostic Services and Repair/Replacement combined:** Contractor shall:
1. Use all necessary tools to diagnose and analyze time needed to trouble shoot the issue.
 2. Not remove any component of the structure, which cannot be returned to its original condition.
 3. Complete and submit an Inspection report. After diagnostic services, if a repair is authorized and a second trip is required, the labor rate per person shall apply and may include a trip charge.
- B. Video Drain Lines:** Contractor shall:
1. Video all drain lines through sewer vents, toilets, and sewer line cleanouts (if available) and provide a CD, or video, and report of any found conditions.
 2. Ensure removal of toilets have new toilet hardware, replacement flange if required, new wax ring and the reinstallation of the toilet. If any deficiencies are found preventing proper installation of the toilet the contractor will contact the Rehab Coordinator (Coordinator) prior to installation.
- C. Electro-clean all drain lines through sewer vents, toilets, and sewer line clean-outs (if applicable).** Removal of toilets will require new toilet hardware, replacement flange if needed, new wax ring and the reinstallation of the toilet. If any deficiencies are found preventing proper installation of the toilet the contractor will contact the Rehab Coordinator prior to installation.



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1. Contractor will provide a report documenting any problems or concerns found.
- D. **Perform gas pressure test:** Contractor shall:
1. Include the installation of all new ¼ turn gas valves, drip legs, fittings, and gas lines for the entire home.
 2. Remove/cap all gas flex lines, pressurize gas system, and monitor for leakage.
 3. Advise Coordinator of any issues found.
 4. Meet the city inspector to complete gas leak test.
 5. Provide a report of any problems.
- E. Replace one ¼ turn gas valve, flex line, add required drip leg, all needed fittings, and reconnect to existing appliance. Gas valve and flex line must be properly sized to meet units BTU requirements.
- F. **Water Heater:** Contractor shall:
1. Provide, deliver, and install of an Energy Star or meet current Energy Efficiency Standards, rated 6-year warranty water heater (electric or gas) complete per UPC requirements. Include ¼ turn water shut off valve, two water supply flex lines. Include new ¼ turn gas valve, flex line & drip leg for gas water heater.
 2. Install P&T drain line per code and include hammer valve required by city code.
 3. Install all new flue pipe, bracing, and cap, install per code, and manufactures requirement in addition to:
 - a. Install new drain pan and piping per code requirements.
 - b. Install will include all required gas and water fittings, new fused disconnect, complete electric whip and properly sized fuses.
 4. Include all required floor bracing and a new section of ¾ plywood for the water heater closet area to support the entire water heater for all mobile home water heater installations will include installing.
 5. Provide a price to the city prior to replacement of any additional repairs not included in bid request. (Examples are water heater shed, relocation of unit, etc.)
- G. **Water Closet installation:** Contractor shall:
1. Provide new, 2-piece, white, vitreous china water saver water closet. Include new ¼ turn shut off valve, supply line, wax seal, new flange if needed, anchor bolts with caps and solid plastic seat.
- H. **Kitchen Sink and Faucet:** Contractor shall:
1. Advise Revitalization Coordinator of any issues prior to install.
 2. Install 8" deep sink, double bowl, 20-gauge, Grade "A" stainless steel sink. Include metal duo basket with strainers, 2-part waste, trap and drain to wall. New single lever swing spout washer-less center set faucet with pull out or independent hot and cold lever handles.
 3. Snake / clean drain line prior to install to ensure no blockages. Advise Revitalization Coordinator of any issues prior to install.
 4. Include all faucet hole block off covers at any locations not in use. Caulk, secure, and seal sink to ensure no water migration. Faucet shall be a standard unit,



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chrome, or brush nickel finish. Include two new ¼ turn shut off valves and two supply lines.

- I. **Kitchen Sink Faucet:** Ensure faucet shall be a single lever pull-out kitchen faucet.
 1. Ensure replacement faucet are standard unit, no custom faucets, or colors in chrome or nickel finish.
 2. Ensure Installation includes two new supply lines and two ¼ turn shut-off valves. Snake / clean drain line prior to install to ensure no blockages.
 3. Include all faucet hole block off covers at any locations not in use.
- J. **Standard Vanity and Faucet:** Contractor shall:
 1. Advise Coordinator of any issues prior to install.
 2. Vanity and faucet replacement shall be a standard unit, no custom color, or faucets. Wood frame vanity with panel type doors, cultured marble vanity top with integral sink and integrated backsplash, install side splash, if applicable. Faucet shall be in standard chrome or brush nickel finish, center set with single lever or independent hot and cold lever handles. To include pop-up assembly, two supply lines, two ¼ turn shut-offs, trap and drain to wall.
 3. Snake / clean drain line prior to install to ensure no blockages.
 4. Provide required parts for a complete install.
 5. Caulk, secure, and seal sink to ensure no water migration.
- K. **Bathroom Faucet:** Contractor shall:
 1. Replace with a standard unit, no custom faucets, or colors. Faucet options will be chrome or brush nickel. Center set with single lever or independent hot and cold lever handles, and pop-up.
 2. Include two new ¼ shut off valves, two new supply lines, p-trap and all new plumbing necessary for complete and proper installation.
 3. Snake / clean drain line prior to install to ensure no blockages. Advise the Revitalization Coordinator or the Public Housing Supervisor of any issues prior to install.
- L. **Shower Valve and Showerhead:** Contractor shall:
 1. Use single handle anti-scald washer-less shower valve, complete trim (with smitty plate, if needed).
 2. Install hammer valves as part of the install.
 3. Include a matching chrome or brushed nickel good plate. Hand-held showerhead (maximum of 2.0 gallons per minute).

4.4 GROUP II: HVAC/Mechanical Services

- A. **Diagnostic Services and Repair/Replacement combined:** Contractor shall:
 1. Use all necessary tools to diagnose and analyze time needed to trouble shoot the issue.
 2. If the diagnosis and repair can be made in the initial 2-hour trip charge, then there will be no hourly charges added to the service call.
 3. Not remove any component of the structure, which they cannot return to its original condition.



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4. Complete and submit an Inspection Report after diagnostic services are complete. If a repair is authorized requiring a second trip, the labor rate per person shall apply.
- B. Thermostat replacement:** Contractor shall:
1. Install all new battery operated, non-programable, standard, digital thermostat. Install all required wires for proper operation.
 2. Seal wall penetration / hole to prevent air migration to thermostat. (Standard, digital, thermostat non-programmable)
- C. Gas Furnace Replacement to include supply, delivery, and installation:** Contractor shall:
1. Include new bar faced filtered return grill and 12 filters per location for Unit replacements.
 2. Repair any damages to drywall or trim caused by the removal and replacement of gas furnace. Install new digital standard thermostat, non-programable. Install new 1/4 turn gas valve, flex line and drip leg.
 3. Install new drain pan, condensation trap and all needed piping to properly drain and vent unit.
 4. Flush, clean and clear all existing drain lines if applicable, and ensure line is clear and free of blockage if reused.
 5. Install new disconnect, fuses, power cords, whips, and thermostat wires to operate unit. Install drain line kill switch when applicable.
 6. Install all new flue pipe, bracing, rain guard, and cap, install per code, and manufactures requirement.
 7. Duct seal all connections within arm's length of furnace, and that pertains to the install. Manufacturer shall be Carrier, Trane, Rheem, or equal as approved by the City of Glendale. ** All units installed in mobile homes must be approved for mobile use and required to be sealed combustion units. **
- D. Air Conditioner Replacement to include supply, delivery, crane, and complete installation.** Contractor shall:
1. Include new bar faced filtered return grill and 12 filters per location for Unit replacements.
 2. Include new elbow and iron stand or curb. Contractor will repair any damages to drywall or trim caused by the removal and replacement of HVAC unit.
 3. Install new disconnect, fuses, electric whip, with proper over current protection and new digital standard thermostat, non-programable. Install new 1/4 turn gas valve, flex line, drip leg, and all required fittings.
 4. Install new drain line, condensation trap and all needed piping to properly drain off roof line, properly secure and seal. Install all required thermostat wires to make proper connections for install.
 5. Duct seal all connections within arm's length of HVAC unit, and connections that pertains to the install.
 6. Seal all old and new roof connections related to HVAC unit, with appropriate sealants, spray paint all sealants for a finished appearance.



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E. HVAC Duct Work replacement: Contractor shall:

1. Replace unit with code approved duct work.
2. Residential duct work must be R-8 insulation value flex duct.
3. Mobile home duct work must be approved for mobile use and be R 4.2 or greater in insulation value.
4. New or replacement duct work must be installed per code and manufactures requirements. Duct work replacement or new installed duct work to include all required couplers, start collars, supply, or return box, and fittings to complete install.
5. Duct work connects must be sealed with duct mastic at all connections to prevent air loss. Work is to be completed per SWS/DOE guidelines for duct replacement.
6. Contractor will properly size duct work for air flow and static pressure requirements.
7. Contractor will haul off old duct work / trash that was removed or replaced as part of the repairs to a code legal dump.
8. Flex run length will be charged per 25 feet, any distance greater than 25 feet will be charged as a second run.

F. HVAC Supply and Filtered return grills: Contractor shall:

1. Ensure replacement or new install of supply grills and filtered return grills.
2. Ensure all registers will be bar face straight fin grills unless mobile home floor vents, supply vents will include single deflection adjustments. Return grills will be a bar faced filtered grill and include 12 filters per location requirement.
3. Filtered return grills will be bid per size and include 12 filters per location.
4. Provide a price to the city prior to replacement of any additional return grill sizes not included in bid request.
5. Caulk all return grills on the outside edge for a finished appearance.

G. Dryer duct cleaning – Contractor shall:

1. Pull dryer out of current location, spiral duct-clean the entire dryer duct from wall connection to termination to the exterior.
2. Ensure there are no blockages upon completion of cleaning. Install all new dryer flex duct and clamps from dryer to wall connection.
3. Dryer duct must be approved for dryer use and reinstall dryer.
4. Perform test to ensure no blockage, proper length, and proper connection of dryer duct.
5. Notify Coordinator, or any concerns found at the time of the work.

H. Entire dryer duct replacement and proper venting to the exterior. Contractor shall:

1. Install all new four-inch dryer duct, flex, clamps, rigid pipe, T-tops or flapper with bird guard, all parts required to complete install.
2. Caulk, seal, and paint exterior vent to ensure no water migration to home. All parts must be rated for dryer use.
3. Ensure proper venting upon completion of repair. Work will include removing the dryer and reinstalling upon completion of work.



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4.5 GROUP III: Roofing Services

A. Diagnostic Services and Repair/Replacement combined: Contractor shall:

1. Use all necessary tools and spend up to two hours in diagnostic analysis time to trouble shoot the problem. If the diagnosis and repair can be made in the initial 2-hour trip charge, then there will be no hourly charges added to the service call.
2. Not remove any component of the structure, which he cannot return to its original condition.
3. Complete and submit a Inspection report.

B. Diagnostic Services and Repair - Architectural (dimensional) Shingle Roof:

Contractor shall:

1. Remove existing roofing materials down to the decking, prepare the deck as needed to provide a sound base. Install 30-year, seal down, fiberglass shingles over #30 ASTM felt per manufacturer's specifications.
2. Include new appropriately sized drip edge for the entire perimeter of the roof; finish to be colored to match new shingles.
3. Install new flashing to ensure watertight conditions. All pipes, vents, drains, boxes, and any other roof protrusions shall be sealed with manufacturer recommended materials and spray painted to match the new roof color.
4. Provide at a minimum, a 2-year workmanship warranty new roof.
5. Owner shall choose the color from standard selection, no custom colors, or orders.

C. Built-up-Roof: Contractor shall:

1. Remove existing roofing materials down to the decking, prepare the deck as needed to provide a sound base.
2. Install a 3-course cold application type roof with APP 30# base, 11# second layer, and 72# fiberglass cap sheet with SBS modified bitumen with a reflective granular finish. Cap sheet to have 2" laps sealed with lapping roof cement and nailed every four inches.
3. Include new appropriately sized drip edge where applicable; finish to be colored to match new cap sheets. Replace all flashing to ensure watertight conditions.
4. Seal all pipes, vents, drains, boxes, and any other roof protrusions with manufacturer recommended materials and spray painted to match the new roof color.
5. New roof includes at a minimum a 2-year workmanship warranty.
6. Owner shall select the color from standard selection. No custom colors or orders.
7. **For flat areas** (less than 2/12 pitch) over livable space:
 - a. Install new, SBS modified bitumen membrane peel-and-stick type roof with mechanically attached base sheet, self-adhered mid sheet, and self-adhered cap sheet with granular finish.
 - b. Include new appropriately sized drip edge where applicable; finish to be colored to match new cap sheets.
 - c. Replace all flashing to ensure watertight conditions.



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- d. Follow industry standard roofing practices and manufactures safety and installation instructions. Manufacturer to be Owens Corning, GAF, Tamko or equal as approved by the City of Glendale. New roof shall include a minimum 2-year workmanship warranty.
- e. Owner shall choose the color from standard selection, no custom colors, or orders.

D. Foam Roof: Contactor Shall:

1. Remove existing roofing materials down to the decking, prepare the deck as needed to provide a sound base.
2. Install one inch fire retardant airtight polyurethane foam insulation system at a density of 2.8 – 3 LBS. per cubic foot.
3. Apply an elastomeric base coat at a rate of 3 gallons per 100 square feet.
4. Apply an acrylic elastomeric top coating with granules, specifically designed to protect the polyurethane foam, at a rate of 1 $\frac{3}{4}$ gallons per 100 square feet. New foam and elastomeric coat shall be installed 1.5' up all parapet walls. Manufacturer shall be Untied Coatings, Lapolla or equal as approved by the City of Glendale.
5. Replace all flashing to ensure watertight conditions.
6. Seal all seams, pipes, vents, drains, boxes, and any other roof protrusions with manufacturer recommended materials.
7. Include at a minimum a 2-year workmanship warranty.
8. Raise and re-install all existing vents where necessary (Per square)

E. Tile Roof: Contractor shall:

1. Raise and stack all the existing roof tiles for reuse.
2. Remove existing roofing materials down to the decking, prepare the deck as needed to provide a sound base.
3. Install one layer of #40 ASTM felt. Manufacturer to be Owens Corning or equal as approved by the City of Glendale.
4. Include new, install all new lath / slat / stick boards, appropriately sized drip edge, finish to be colored to match fascia.
5. Install all bird block flashing where possible and color matched to drip edge.
6. Replace all flashing to ensure watertight conditions.
7. Re-install roof tiles and replace all broken or missing tiles. Color match when possible
8. Adhere to best industry standard roofing practices and manufacturers safety and installation instructions. Manufacturer to be Owens Corning, GAF, Tamko or equal as approved by the City of Glendale.
7. Include at a minimum a 2-year workmanship warranty.

F. Replace Sheathing: Contractor shall:

1. Remove existing material and replace with new.
2. Include all nailing and cutting to best utilize materials, per industry standards.
3. Expect any additional sheathing type not requested in bid will require quoted pricing and approval from the Rehab Coordinator prior to repairs.



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4. Prime all replacement wood and boards and paint blended if exposed to the exterior weather.

G. Replace Fascia Board: Contractor shall:

1. Contractor shall remove existing material and replace with new.
2. Include all nailing, bracing, and cutting to best utilize materials, per industry standards.

H. Roof Repairs only: Contractor shall:

1. Expect repairs to roof will be quoted for each type, this pricing is not for full roof replacement, repairs only.
2. Roof repairs to be completed where applicable, using the supplied scope and material specifications provided under full roof replacement.

4.6 GROUP IV: General Repair Services

All general repairs made shall include a warranty per “**Warranty Documents and Warranty Work**” below.

A. Diagnostic Services and Repair/Replacement combined Contractor shall:

1. Use all necessary tools and spend up to two hours in diagnostic analysis time to trouble shoot the problem. If the diagnosis and repair can be made in the initial 2-hour trip charge, then there will be no hourly charges added to the service call.
2. Not remove any component of the structure, which they cannot return to its original condition. Contractor shall complete and submit a Inspection report.
3. After diagnostic analysis, if a repair is authorized requiring a second trip, the labor rate per person shall apply for general repair, two-hour diagnostic services, and repair.

B. Exterior Door: Contractor shall:

1. Include a smart-key door security entry lock set and single cylinder dead bolt.
2. Ensure locks are keyed to current exterior locks when possible. Lock finish choices are chrome, brass, or brush nickel.
3. Include weatherstripping, new trim and casing on interior and exterior of door.
4. Paint door and all trim work relating to the new door, inside and outside with two coats of latex enamel semi-gloss paint.
5. Owner shall choose the color from standard, in stock selections, no custom colors, or orders. Manufacturer to be Reliabilt, Stanley, Jeld-Wen or equal as approved by the City of Glendale.
6. Repair any damages caused from door replacement.
Sizes are as follows:

C. Security doors: New standard security screen door, in stock selections, no custom doors, colors, or orders. Contractor shall:

1. Install to include new smart-key security entry lock set and single cylinder dead bolt. Locks to be keyed to current exterior locks when possible.
2. Use lock finish choices of chrome, brass, or brush nickel.



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3. Mount security door per manufacturer specs, install to include any/all required framing or trim work. Security door color choices are white or black.
4. Provide a price to the city prior to replacement of any custom sizes not included in bid request.

D. Entire interior door replacement: Contractor shall:

1. Remove and replace damaged or missing interior wood, install new hollow core, six panel faced door, jambs, and/or molding trim on both sides. **NOTE:** Existing door heights vary in standard width (32"-36") but the door height is not standard or consistent.
2. Cut to size any replacement doors. Doors may need cut down in height from the standard 80", approximately 1-2", and the bottom of the door jambs reduced appropriately.
3. Prime and caulk door and trim; owner to paint.

E. Exterior door lock set, and interior doorknob only replacement: Contractor shall:

1. Include smart-key security entry lock, and single cylinder dead bolt for exterior door. Locks to be keyed to current exterior locks when possible.
2. Interior doorknob only, non-keyed with bed/bath lock for privacy.
3. Lock finish choices are chrome, brass, or brush nickel.

F. Flooring – Vinyl Planks: Contractor shall:

1. Provide and install, per manufacturer recommendation, waterproof, 4" wide, 3.8 mm thick vinyl planks with at least a 4-mil wear layer. Include transitions strips at all flooring transitions. Maximum materials cost for vinyl planks shall not exceed \$4.00/sq. ft.
2. Contractor shall install new baseboards or trim where flooring is being installed
3. Owner shall choose the color from standard in stock selections, no custom colors, or orders. Flooring will only be installed when needed for health, safety or to protect wood decked floor.

G. Grab Bar - Residential, ADA compliant, non-slip grab bar: Contractor shall:

1. Install new grab bar, anchors to be attached securely to studs in the wall or solid masonry wall.
2. Ensure grab bars are set at approved ADA height.
3. Ensure grab bars have screw scone covers, color selections to be brush nickel or chrome.
4. Caulk and seal all wall penetrations to prevent water migration.

H. Walk-in Shower: Contractor shall:



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1. Completely remove existing tub or shower pan and surround.
2. Remove all sheet rock behind the surround and install new moisture resistant board, per code.
3. Replace existing drain with new FHA approved drain and p-trap.
4. Snake and clear lines prior to install.
5. Inform city of any problems or concerns prior to install of shower.
6. Relocate waterlines and/or drain lines, as necessary, to accommodate new shower configuration.
7. Install new shower valve and showerhead: Single handle anti-scald washer-less shower valve, complete trim (with smitty plate, if needed).
8. Install hammer valves as part of the install per code requirements. Include a matching chrome or brush nickel good plate. Hand-held showerhead (maximum of 2.0 gallons per minute). Manufacturer of showerhead shall be Price Pfister, Moen, Kohler, Delta or equal as approved by the City.
9. Install a new fiberglass pan with a textured non-skid finish and curb. Curb shall be at minimal height for accessibility purposes.
10. Install a new cultured marble wall surround including a soap dish from the top of the new pan to a minimum of 72". Color of cultured marble top shall be white. Price includes removing and safely disposing of the existing tub or shower materials and debris from the property.
11. Repair or replace any damaged drywall and trim related to install, prime and paint blend effected area. Color blend as close as possible, leave any remaining paint with owner for additional paint repairs or touchup.
12. Include repairs to flooring as part of the bid price.
13. Match flooring as close as possible. Area of repairs are to include any disturbed area created by replacement of the shower.
14. Install to include shower curtain rod, curtain rod must be screw mount style, not spring expansion. Owner to supply shower curtain and hooks.
15. Contractor will provide a copy of the permit and final inspection report from the City of Glendale. (Green tag)
16. Contractor will provide a price to the city prior to replacement of any custom sizes not included in bid request.

I. Bathtub replacement: Contractor shall:

1. Completely remove existing tub or shower pan and surround.
2. Remove all sheet rock behind the surround and install new moisture resistant board, per code.
3. Replace existing drain with new FHA approved drain and p-trap. Snake and clear lines prior to install.
4. Inform city of any problems or concerns prior to install of tub.
5. Relocate waterlines and/or drain lines, as necessary, to accommodate new tub configuration.
6. Install new shower valve and showerhead: Single handle anti-scald washer-less shower valve, complete trim (with smitty plate, if needed).
7. Install hammer valves as part of the install per code requirements.



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8. Include a matching chrome or brush nickel good plate. Hand-held showerhead (maximum of 2.0 gallons per minute). Manufacturer of showerhead shall be Price Pfister, Moen, Kohler, Delta or equal as approved by the City.
9. Install a new fiberglass or steel porcelain tub with a textured non-skid finish and curb.
10. Install a new cultured marble wall surround including a soap dish from the top of the new tub to a minimum of 72". Color of cultured marble top shall be white.
11. Repair or replace any damaged drywall and trim related to install, prime and paint blend effected area. Color blend as close as possible, leave any remaining paint with owner for additional paint repairs or touchup.
12. Match flooring as close as possible.
13. Include repairs where any area is disturbed a by replacement of the tub.
14. Install to include shower curtain rod, curtain rod must be screw mount style, not expansion style. Owner to supply shower curtain and hooks.
15. Provide a copy of the permit and final inspection report from the City of Glendale. (Green tag)
16. Provide a price to the city prior to replacement of any custom sizes not included in bid request.

J. Drywall repairs, replacement, and new install: Contractor shall:

1. Drywall repairs will be bid at three sizes; 2ft by 4ft, 4ft by 4ft, and 4ft by 8ft. Pricing will cover all three thickness $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{5}{8}$, and drywall types.
2. Install will include all required materials for proper repair or installation, work must be completed per city code and manufactures requirements.
3. Include all framing or bracing as needed, secure with screws or nails depending on code requirements.
4. Include drywall finish required mud coats, tape, sanding, texture blend as best as possible, prime and paint blend.
5. Leave any leftover paint with owner for touch up.
6. Advise the City of any problems or concerns prior to installation of drywall.

K. Window repairs, and replacement: Contractor shall:

1. Repair window when cost prohibited, entire replacement will only be completed when repair is not cost effective. Glass repair will be bid at 12" by 12" sizes, this will only be completed in single pane tempered glass.
2. Replace entire window using a dual pane, Low-E square window. Frame types will be aluminum and vinal frame. If window replacement is required in wood by SHPO, contractor will provide pricing to Rehab Coordinator.
3. City coordinator must approve window replacement prior to work with written approval.
4. Replace frame - type will typically be dependent on existing window type and availability.
5. Protect the surrounding area including driveways, sidewalks, roadways, fencing, and vegetation.



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6. Maintain a safe work area around the property.
7. Be responsible for removal and disposal of all materials and debris.
8. Secure and clean worksite daily.
9. Caulk and seal around all windows repaired or replaced to be weather tight.
10. Install all required drywall, trim, prime, paint blend, and molding when installing replacement window.
11. Repairs shall be applied around the edges of the window on both the interior and exterior faces.
12. Replace all bathroom window with obscure glass. Repair only, will include all required spline or glazing as needed to complete repair.
13. Provide a price to the city prior to replacement of any custom sizes not included in bid request.

4.7 GROUP V: Residential Appliances Furnish/Supply, Deliver and Install: Contractor shall:

- A. Install appliances that include, but are not limited to, refrigerators and/or water heaters that are designated Energy Star or meet current energy efficiency standards.
- B. Obtain written prior approval from the City if an appliance is not available with an Energy Star rating.
- C. Provide the City of Glendale with the energy operation cost difference for the appliances. All appliances must be standard units, no custom appliances, or custom colors.
- D. Furnish, supply, deliver and install all residential appliances.
- E. Contractor will install new ¼ shut off valve and new water supply line if a new fridge has ice or water. If water line is not in use for new appliance contractor will install compression cap at waterline connection.
- F. Check measurements to ensure correct fit prior to ordering replacement appliance.
- G. Contractor to haul off old appliance following environmental code and legal dumping.
 - a) **Refrigerators:** Manufacturer to be General Electric, Hotpoint, Whirlpool, Samsung, LG or equal as approved by the City of Glendale. Color options are white, black, stainless steel or a combination of stainless and black or grey. No custom fridges, sizes, or colors.
 - b) **Stoves:** Manufacturer to be General Electric, Hotpoint, Whirlpool, Samsung, LG or equal as approved by the City of Glendale. All freestanding stoves must have anti-tip devices installed. Gas range will include new ¼ turn gas valve, flex line, and all required fittings. Electric ranges will include new power cord, and electric clamp. Stoves to be standard sizes, color options are white, black, stainless, or a combination of black or grey with stainless. No custom colors or sizes, stove must be self-cleaning, with back-splash, clock, and timer. Controls to be a minimum 4"-6" in height. Electric ranges shall have glass tops, gas ranges must have sealed burner elements, automatic ignition, and no standing pilot lights.



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4.8 GROUP VI: Electrical Services All electrical repairs made shall include a warranty per **“Warranty Documents and Warranty Work”** below.

- A. **Diagnostic Services and Repair/Replacement combined:** Contractor shall:
1. Use all necessary tools and spend up to two hours in diagnostic analysis time to trouble shoot the problem. If the diagnosis and repair can be made in the initial 2-hour trip charge, then there will be no hourly charges added to the service call.
 2. Not remove any component of the structure, which they cannot return to its original condition.
 3. Complete and submit an inspection report. After diagnostic services, if a repair is authorized requiring a second trip, the labor rate per person shall apply.
- B. **Replace Electrical Service Panel:** Contractor shall:
1. Remove existing electrical service panel. Install a 200 AMP 240 Volt single phase main service panel complete.
 2. Reconnect and identify all circuits to properly sized breakers.
 3. Installation shall be per NEC, PCC, PEC and utility company specifications.
 4. Contact utility company prior to removal of old service and request a customer service representative spot the proposed service location and initiate service attachment request. All required permits shall be included in price.
 5. Provide a copy of the permit and final inspection report from the City. (Green tag)
 - Entire panel overhead
 - Entire panel underground
- C. Remove and replace receptacle with tamper resistant type and include new nylon cover plate.
- D. Remove and replace switch and include new nylon cover plate.
- E. Install copper tails on aluminum wiring using listed purple, Al/Cu wire nuts. Replace receptacle with tamper resistant type and include new nylon cover plate.
- F. Install copper tails on aluminum wiring using listed purple, Al/Cu wire nuts. Replace switch and include new nylon cover plate Replace receptacle with tamper resistant GFCI receptacle.
- G. Remove and replace receptacle with tamper resistant GFCI receptacles and include new nylon cover plate.
- H. **Entire home, Smoke Detector System hard-wired/interconnected:**
1. Install an entire new whole house system per city code.
 - a. Install will include all materials required for install, such as breaker, electric wires, boxes all material required. New system includes all smoke detectors, one CO combo detector in each hallway leading to bedrooms, all required areas to meet city code. Entire home, all locations.
 2. Install entire new system per code
- I. **Single Smoke/Fire or Single CO2 Combo unit:** Install one unit per location requested.



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1. Install one hard-wired smoke detector with battery backup.
2. Install one hard-wired smoke/CO2 combo detector with battery backup.
3. Install one battery-operated smoke detector (10-year lithium battery).
4. Install one battery-operated smoke/CO2 combo detector (10-year lithium battery)

4.9 CONTRACTOR QUALIFICATIONS – Contractor shall:

- A. Been in business for a MINIMUM of three (3) consecutive years providing similar services, with similar frequencies and to a degree & scope like those outlined in this solicitation.
- B. Adhere to all applicable Federal, State, Local (City and County), ANSI and OSHA laws, rules and regulations and all other applicable regulations for the term of this contract.
- C. Maintain active registration with Contractor with sam.gov with a Unique Entity ID number, and no active or pending exclusions. Neither contractors nor its principals, agents or subcontractors shall be given awards if they are presently debarred; suspended; proposed for debarment to the U.S. Department of Housing and Urban Development (HUD) Debarment (and Excluded Parties) list; or declared ineligible; or voluntarily excluded from participation in any Contracting Officer's Authorization (CAO) contract by any federal department or agency. Contractor must report any changes to CAO within 2 business days.
- D. Comply with all statutes and rules of the State of Arizona and the Registrar of Contractors. In accordance with A.R.S. §. 32-1151, and unless otherwise exempted by A.R.S. § 32-1121.
- E. Have the correct class of license as required by the Registrar of Contractors for the work specified, at the time of offer submission.
- F. Adhere to HUD's Lead Safe Rules, the EPA's Renovation, Repair and Painting Rule (RRP Rule) and shall be an EPA trained and certified RRP Firm prior to award.
- G. Be responsible for obtaining and maintaining any necessary licenses, certifications and permits required in connection with the completion of the required services herein at no cost to the City.

4.10 CONTRACTOR'S RESPONSIBILITIES FOR THE COMMUNITY REVITALIZATION DIVISION

- A. **Performance:** Contractor shall:
 - a. Furnish all necessary labor, tools, equipment, materials, and supplies to perform the required services at various locations.



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- b. Be responsible for permits, landfill or dumping fees, dust control, transportation, and any other service necessary to complete the assigned work.
 - c. Be licensed, bonded, and insured prior to any commencement of work.
- B. Hours of Work:** Contractor shall:
- a. Perform most projects during regular business hours which are 6:00 am to 6:00 pm Monday through Friday, except holidays, or as otherwise agreed upon with the homeowner.
 - b. Coordinate with designated City staff for all work performed under the resultant contract.
 - c. Obtain prior approval from homeowner for any changes from the regularly scheduled workday.
- C. Response Time/Emergencies:** Contractor shall:
- a. Contact the homeowner/occupant to schedule an appointment within two business days of notification by the city.
 - b. If unable to make with homeowner / occupant within two business days, notify the designated City representative by the third day.
 - c. Send an email confirmation to the requestor to notify of time and date of appointment.
 - d. Contact the homeowner/occupant within twenty-four (24) hours from the time of first notification and make every effort to complete the repair as soon as possible. Should the City declare the situation to be an emergency,
 - e. Provide Revitalization Coordinator with photos and cost to make repairs.
 - f. Provide Emergency 24-hour service at no additional cost.
- D. Diagnostic Review for Construction Services:** Contractor shall:
- a. Be required to complete a Inspection report if requested by the City to provide an inspection and diagnostic review for the construction services.
 - b. Provide the City the report, within 5-business day of the inspection The report may be emailed, or hand delivered.
 - c. Utilize the diagnostic fee quoted regardless of the number of items that are addressed in the inspection report unless the diagnostic review goes over two hours, at which point the labor rate shall apply.
 - d. Contact the designated City staff with the contractor's findings upon completion of the inspection and diagnostic review.
 - e. Upon the City's review of the contractor's findings, the City will determine the authorized repair. The City of Glendale may authorize the repair on a case-by-case basis.
 - f. Prior to commencement of work, receive a written "Notice to Proceed" approval which will state what work shall be done at what price from the designated City staff.
 - g. Not exceed repairs for the pre-approved amount without written approval prior to the work being done by the designated City staff.



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- h. If repair of the unit or item is not feasible, the Contractor must send a completed Inspection report within 5-business day to the designated City staff and indicate no repairs will be made. It may be emailed, or hand delivered as agreed upon.
 - i. Upon completion of the authorized work, submit digital photographs as follows:
 - a) front of the property; and b) the area/item(s) in question. Contractor shall also submit photos, emailed via .jpg or hand delivered, of the actual repair and/or replacement. If it is an appliance, water heater or air conditioner replacement, a photo with a legible photo showing the model and serial information.
- E. **Safety:** Contractor shall:
 - a. Assure proper safety protocols are adhered to during the performance of the work assignment by providing, as needed the placement of barricades, tarps, plastic, flag tape and other safety-traffic control equipment required to protect its employees, the homeowner, the public, surrounding environment, equipment, and vehicles.
 - b. Assure that vehicular traffic is not impeded during the project where possible.
- F. **Security of Site:** Contractor shall:
 - a. Comply with the following security requirements:
 - i. Ensure the property/facility is properly locked at the end of each workday
 - ii. No unauthorized persons or guests, including family of the contractor are allowed to enter the property/facility.
 - iii. Do not touch homeowner's property such as office equipment, desks, file drawer, cabinets, or any personal items.
 - iv. Failure to comply with these security requirements will be sufficient cause to suspend future work assignments or may result in termination of the contract.
- G. **Contractor Performance Standards and Expectations:** Contractor shall:
 - a. Be an example of service excellence.
 - b. Provide the homeowner with quality products and deliver consistent, outstanding service:
 - c. Treat all customers (including city staff) fairly, with dignity and respect; in other words, treat them as you would like to be treated. Please notify the Rehab Coordinator immediately if any altercations occur while working for the City of Glendale.
 - d. Ensure regular customer communication. Be responsible for scheduling all work and keeping your customer and rehabilitation specialist informed of all scheduled work planned or unavoidable delays.
 - e. Listen with care and take responsibility for your actions.
 - f. Deliver Housing Rehabilitation services efficiently, ensuring high quality customer service and fair pricing.
 - g. Perform prompt, quality workmanship on projects and any follow-up warranty service.
 - h. Exhibit professional conduct that conveys a favorable impression upon your business and the City.



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- H. **Cleaning of Site:** Contractor shall:
- a. Keep the premises clean of all debris generated by the work assignment and shall leave the premises neat and clean daily.
 - b. Be responsible for all surplus material, rubbish, and debris that must be disposed of at the contractor's expense.
- I. **Storage of Equipment:** Contractor shall:
- a. Remove or safely store hazards daily, all materials, tools, equipment, etc. utilized during the progress of the project.
 - b. Be responsible for all materials, tools, equipment, etc., until signoff completion of the project.
- J. **Reports:** Contractor shall prepare an inspection report which shall include the specifications and description of the complete repair or replacement work to be performed. If Contractor fails to include specific details regarding labor and/or materials for the project in this report, Contractor is still required to complete the project as intended.
- K. **Non-Allowable Activities:** For requested diagnostic services, if Contractor leaves the work site to obtain equipment and/or parts, the time spent off site is not an allowable cost. The City of Glendale shall allow only one service call per workorder.
- L. **Ground Disturbance:** Contractor shall obtain prior written approval from City for any project that requires excavations as federal regulations mandate a prior environmental assessment before any digging can occur. Failure to obtain the City's written consent may result in fines and/or a Class IV felony.
- M. **Repair Specifications:** Contractor shall:
- a. Provide specifications for all units/items to be repair/replaced.
 - b. Be required to use Builder's Grade materials if the unit/item has not been included on the Price List, Contractor shall The maximum amount for repairs replacement products shall be up to \$12,000 per Emergency Repair project.
 - c. **Projects exceeding the allocation amount must be approved by the City.** The City reserves the right to modify the maximum amount allowable for each project based on the needs of the City, the homeowner, or other factors. Repairs are also restricted to two services per 12-month period or the allocated amount.
 - d. Must obtain prior written approval from the City if the Contractor recommends expansion of the scope of the work or recommends a different specification of product. The City of Glendale welcomes any suggestions for improving all programs and projects.
 - e. Understand that all repairs must have prior approval by the City of Glendale, or the Revitalization Coordinator. The city will not be responsible for paying or managing any repairs not included in the approved scope of work.



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- N. **Ancillary Work:** Any ancillary work not requested in the bid proposal must be pre-approved by the City / Revitalization Coordinator. Any ancillary work as authorized and approved by the City, will require a written quote from the contractor and written approval from the City of Glendale, or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.
- O. **Warranty Documents and Warranty Work:** Contractor shall:
- a. Provide all manufacturer and workmanship warranty information.
 - b. Provide warranty documents and any special instructions of the replaced product(s) to the homeowner/occupant following completion of the project and prior to final payment from the City.
 - c. Obtain the homeowners signature on the warranty checklist provided by the City of Glendale and include it when submitting the invoice for payment.
 - d. Be responsible for determining and conveying if the repair is not related to the original work and covered under warranty. During the warranty period, if the homeowner/occupants or the city representee contacts the Contractor about possible warranty repairs,
 - e. Understand that the city will not be responsible for any additional charges related to warranty repairs.
 - f. All equipment installed/provided under this contract shall be fully guaranteed by the contractor for a minimum period of one (1) year from the date of acceptance by the City. Any defects of design, workmanship, or materials that would result in non-compliance with the contract specifications shall be fully corrected by the contractor (including parts and labor) without cost to the City's EHR program.
 - g. Warranty work requirements shall be performed by a technician on-site with a guaranteed response time of twenty-four (24) hours for extreme emergencies that are health and safety issues, as determined by the City of Glendale, seven (7) days a week, twenty-four (24) hours per day. City acceptance will be determined by the date of actual installation and start-up. Contractors are required to provide a workmanship warranty for a period of two years from the completion date of the project.
 - h. Provide photos of all repairs that were completed under the Emergency Home Repair program if damaged by the owner, occupant, client abuse or neglect. Contractor will contact the City of Glendale's representee and discuss any issues and concerns on why item or items are not covered under warranty.
- P. **Invoicing:**
- a. Contractor shall submit an invoice to the designated City representative within 14 days of completion and acceptance of services.
Invoice shall include at a minimum:
 - i. Project number and/or purchase order number depending on the department's requirement from the city.
 - ii. Contractor's unique invoice number, date, and detailed line-item
 - iii. Description of work performed,



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- iv. Model & serial numbers of any appliances and any approval emails for ancillary work when applicable.
 - v. Upon acceptance and approval of work performed, the City shall authorize payment.
 - b. The City operates on a net-30 day payment schedule. Payment of any invoice shall not preclude the City of Glendale from making a claim for adjustment on any service found not to have been in accordance with the contract.
- Q. **City Scheduled Meetings** Prior to commencement of any work under this contract, Contractor may be requested to attend post award and/or pre-construction meetings to discuss, at a minimum, but not limited to: the description of the work, response time, required reports, City staff directions, and schedule and operational procedures. The City of Glendale has several Revitalization Coordinators that will be assisting in the Emergency Home Repair (EHR) program. It is important for the contractor to direct questions and concerns to the coordinator that supplied the scope of work when possible.
- R. **Lead – Based Paint:** Contractor shall adhere to HUD’s lead rules, regulations, and standards, the EPA’s Renovation, Repair, and painting Rule (RRP Rule) and be an EPA trained and certified RRP Firm prior to award. Lead-Based Paint. This Agreement is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.), and Lead-Based Paint Regulations (24 CFR Part 35 and 24 CFR §570.608 and/or 92.335), and related amendments thereto. The use of lead-based paint is prohibited whenever federal funds are used directly or indirectly for the construction, rehabilitation, or modernization of residential structures. All federally assisted residential structures and related property constructed prior to 1978, Homebuyer Activities, Tenant-Based Rental Assistance, and Special-Needs Housing (acquisition), will comply with existing and new Lead-Based Paint Hazard Reduction Requirements, effective September 15, 2000. As the Grantor or Participating Jurisdiction, the City of Glendale shall be consulted regarding the Contractor /Grantee's compliance status.
- S. **Hazardous Materials Requirements – SDS: Contractor shall:**
 - a. Provide a copy of the current Safety Data Sheet (SDS) for the product(s) offered. The SDS must include all chemical compounds present in concentrations greater than 0.1% for each product offered.
 - b. Provide required safety and health training for the City employees on each product offered and for proper product use, storage, and disposal, when requested by the City.
 - c. Agree to accept returned empty containers for disposal purposes, when requested by the City of Glendale. The cost for any requested training and disposal of used containers shall be included in the bid price for the product.
 - d. Accept returned product that was purchased because of this solicitation and for which the City no longer needs the product. Returned product will be in its original containers(s), unopened and must be returned at least forty-five (45)



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calendar days prior to any shelf-life expiration date noted on the product container(s).

- e. All product containers provided should exhibit the Hazardous Material Identification System (HMIS) and/or the National Fire Protection Association (NFPA) labels/ratings on the containers. City reserves the right to purchase the product that in the City's opinion is the least hazardous material suitable for use in the City's operations, price notwithstanding.

T. Pre-Construction Conference:

- a. A pre-construction conference may be held by the project manager prior to commencement of any work on the project. The purpose of this conference is to discuss critical elements of the work schedule and operational problems and procedures.

- U. **Method of Ordering:** Individuals specifically authorized by the City of Glendale, or the Community Revitalization Division will submit written scopes via email directly to the Contractor that was awarded the project and based on awarded pricing.

- V. **License:** The contractor shall have a current contractor's license issued by the Arizona Registrar of Contractors (ROC) and an active Sam.gov registration with no active or pending exclusions. The license classification must be appropriate for the type(s) of work the contractor will perform. All sub-contractors are required to follow the same requirements set by the City of Glendale. All work shall be completed in a professional workmanlike manner in compliance with the workmanship standards of the Registrar of Contractors as established by A.R.S §§ 32-1101 through 32-1171, with all applicable laws, statutes, ordinances, building codes or rules and regulations and the Housing Rehab Contractor Rehabilitation Standards. Any unresolved Registrar of Contractors complaints under the current or other vendor names that the contractor has done business as shall be disclosed and explained in your submittal. Contract must report any changes to the City of Glendale's, or the Community Revitalization Division within 2 business days.

- W. **Contract Administration** The Revitalization Coordinator, Coordinators, or designee, shall audit the billings, approve payments, establish schedules, approve addenda to the contract, and generally be responsible for overseeing the execution of the contract.

X. Contractor's Employees' Identification And Work Apparel: Contractor shall:

- a. Ensure its employees performing work under the resultant contract shall wear conservative style shirts, pants, or shorts. Outfits must be of proper attire; no vulgar or offensive outfits are to be permitted on work sites.
- b. Always provide owner with business card and office contact information.



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- c. Ensure all its employees have the supervisor's business cards available. In addition, the 'lead person' of each crew shall identify their self to the owner, or occupants if the home or unit is occupied or present, as their role of crew leader.
- d. Instruct its employees that wearing clothing with images, photos, or writing on any article of clothing such as hats, apparel, jackets, etc., worn by a Contractor or Contractors Employee that may be offensive or promote negativity in the workplace is not allowed. The Contractor's company name and/or logo is recommended apparel. Sandals, flip-flops, open-toed shoes are not acceptable footwear.
- e. Agree that the Revitalization Coordinator shall be the sole determinant of the appropriateness of all work apparel.
- f. Ensure that all employees performing any work at any location under the scope of this Contract are furnished and use the proper Personal Protective Equipment (PPE) based on the type of work the employee is doing and the type of hazard the employee may encounter or be exposed to.
- g. Not allow radios or any apparatus, which may prevent or impede hearing or sight. Earplugs and/or safety glasses are exempt.
- h. Instruct all its employees, in advance, as to procedures in the event of a medical emergency if an injury to an employee is of sufficient nature to warrant immediate professional medical attention, the employee shall seek proper medical attention immediately.
- i. The employee shall notify the on-duty lead person (or supervisor) of any personal injury, including minor cuts, scrapes, or burns. The on-duty lead person shall immediately notify the City of Glendale, Revitalization Coordinator of any major injuries.

Y. Contractor Supervisors And Crews

- a. The Contractor's Supervisor(s) shall have full authority to act on behalf of the Contractor in any situation.
- b. The Contractor's Supervisor(s) and crews shall be monitored by the City of Glendale, or the Revitalization Coordinator for their effectiveness interacting with City personnel, citizens, and ability to maintain a written schedule.
- c. Actual crew size shall be the responsibility of the Contractor to establish. A fully staffed crew shall be defined as a MINIMUM of the following:
 - i. One (1) Supervisor (Crew Leader) who is conversant in the 'English language'
 - ii. All equipment, tools, and materials necessary to perform the required work as indicated by the Contract Administrator or supervisor at the time of the service request.
 - iii. Additional crew members as required to complete the required work as indicated by the Revitalization Coordinator at the time of the service request.

Z. Delays and Extensions

- a. During this Contract, if deemed in the best interest of the City of Glendale, an extension of time may be granted to complete repairs. However, any time extension so granted shall not constitute or operate as a waiver by the City of Glendale of any of its rights herein.

EXHIBIT B
Emergency Home Repair Program (EHR)
COMPENSATION

METHOD AND AMOUNT OF COMPENSATION

\$500,000 annually for a total not to exceed \$2,500,000.

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Project during the entire term of the Project must not exceed \$2,500,000.

DETAILED PROJECT COMPENSATION

See the attached Exhibit B - Habitat Pricing Workbook.

Group I: PLUMBING SERVICES (Item number references Scope of Work detail)			
Item	Description	Unit	HABITAT
A	Diagnostic Services and Repair/Replacement combined - 2-hour call	1 Job	\$ 349
B	Video drain lines	1 Job	\$ 660
C	Electro-clean drain lines	1 Job	\$ 559
D	* Gas Pressure Test	1 Job	\$ 851
E	Replace one ¼ turn gas valve, flex line,ect.	1 Job	\$ 508
F	** Water Heater. Supply, delivery, and installation		
	30-gallon, electric	1 Job	\$ 1,359
	40-gallon, electric	1 Job	\$ 1,422
	50-gallon, electric	1 Job	\$ 1,486
	30-gallon, gas .62 energy efficiency rating	1 Job	\$ 1,778
	40-gallon, gas .62 energy efficiency rating	1 Job	\$ 1,519
	50-gallon, gas .62 energy efficiency rating	1 Job	\$ 1,524
	Mobile Home Water Heater, supply, delivery, and installation		
	28 to 30-gallon electric (rated/designed for mobile home)	1 Job	\$ 1,562
	40-gallon electric (rated/designed for mobile home)	1 Job	\$ 1,626
	50-gallon electric (rated/designed for mobile home)	1 Job	\$ 1,689
	28 to 30-gallon gas (rated/designed for mobile home)	1 Job	\$ 2,197
	40-gallon gas (rated/designed for mobile home)	1 Job	\$ 2,553
	Water Closet. Supply, delivery, and installation		
G	1.5-gallon, standard height, elongated	1 Job	\$ 660
	1.5-gallon, standard height, round	1 Job	\$ 660
	1.5 gallon, ADA approved round	1 Job	\$ 749
	1.5 gallon, ADA approved elongated	1 Job	\$ 749
H	Kitchen Sink -include all new necessary plumbing to reconnect	1 Job	\$ 1,435
I	*** Kitchen Faucet – supply lines and shut off valves	1 Job	\$ 711
	Standard Vanity and Faucet		
	24" wide vanity	1 Job	\$ 1,372

Exhibit B - Pricing Workbook

J	30" wide vanity	1 Job	\$ 1,372
	36" wide vanity	1 Job	\$ 1,372
	48" wide vanity	1 Job	\$ 1,880
	60" wide vanity	1 Job	\$ 2,248
K	*** Bathroom Faucet	1 Job	\$ 603
L	*** Shower Valve and Shower Head	1 Job	\$ 1,207

NOTES:

* **D.** Price Includes all required permits, install new gas connections as listed in scope and the performing pressure test. Contractor will provide a copy of the permit and final inspection report from the City (Green tag) move to price sheet.

** **F.** Price to include all permits if applicable. Manufacturer shall be Rheem, A.O. Smith, Bradford White, or equal as approved by the City of Glendale. Removing and safely disposing of

*** **I, K, L** Manufacturer of faucet shall be Price Pfister, Moen, Kohler, Delta or equal as approved by the City of Glendale.

GROUP I: ANCILLARY PRICING:**Hourly
Rate**

Any ancillary work as authorized and approved by the City, will require a written quote and written approval from the City of Glendale or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.

bor (billable in ½ hour increments): \$**50**

Group II: HVAC/ MECHANICAL SERVICES (Item number references Scope of Work detail)

Item	Description	Unit	HABITAT
A	Diagnostic Services and Repair/Replacement combined - 2-hour call	1 Job	\$ 363
B	Thermostat replacement	1 Job	\$ 484
C	* Gas Furnace Supply, delivery, and installation.		
	75k down draft, with installation	1 Job	\$ 7,039
	75k up draft, with installation	1 Job	\$ 7,039
	75k gas furnace w/ split system, w/ installation	1 Job	\$ 10,285
	75k down draft, w/ install for Mobile Home use sealed comb.	1 Job	\$ 7,039
	75k up draft, w / install for Mobile Home use sealed comb.	1 Job	\$ 7,039
	75k gas furnace, w/ install for split system for Mobile Homes	1 Job	\$ 10,285
	Gas wall heater installed in single wall	1 Job	\$ 6,050
	Gas wall heater installed in double wall	1 Job	\$ 7,260
	** Air Conditioning Supply, delivery, and installation.		
	Roof Top Heat Pump 13.4 SEER 2		
	2 Ton	ea	\$ 8,712
	2 ½ Ton	ea	\$ 8,954
	3 Ton	ea	\$ 9,075
	3 ½ Ton	ea	\$ 9,317
	4 Ton	ea	\$ 9,559
	4 ½ Ton	ea	\$ 10,285
	5 Ton	ea	\$ 10,285
	Roof Top Gas Pac 13.4 SEER 2		
	2 Ton	ea	\$ 9,559
	2 ½ Ton	ea	\$ 9,801
	3 Ton	ea	\$ 9,922
	3 ½ Ton	ea	\$ 10,164
	4 Ton	ea	\$ 10,285

Exhibit B - Pricing Workbook

D

4 ½ Ton	ea	\$ 10,769
5 Ton	ea	\$ 11,374
Split System Heat Pump 14.3 SEER 2		
2 Ton	ea	\$ 10,769
2 ½ Ton	ea	\$ 10,406
3 Ton	ea	\$ 10,406
3 ½ Ton	ea	\$ 11,132
4 Ton	ea	\$ 11,253
4 ½ Ton	ea	\$ 11,495
5 Ton	ea	\$ 11,858
Split System Gas, Furnace, Coil and Condenser 14.3 SEER 2		
2 Ton	ea	\$ 11,616
2 ½ Ton	ea	\$ 10,648
3 Ton	ea	\$ 11,132
3 ½ Ton	ea	\$ 11,253
4 Ton	ea	\$ 11,737
4 ½ Ton	ea	\$ 11,979
5 Ton	ea	\$ 11,979

E

HVAC Duct Work replacement		
20 inches	ea	\$ 726
18 inches	ea	\$ 726
16 inches	ea	\$ 726
14 inches	ea	\$ 726
12 inches	ea	\$ 726
10 inches	ea	\$ 605
8 inches	ea	\$ 605
6 inches	ea	\$ 605

Exhibit B - Pricing Workbook

	4 inches	ea	\$ 605
	Mobile home flex duct (Must be approved for mobile use)		
	12 inches	ea	\$ 968
	10 inches	ea	\$ 968
	8 inches	ea	\$ 726
	6 inches	ea	\$ 726
	4 inches	ea	\$ 605
F	*** HVAC Supply and Filtered return grills		
	Residential bar face supply grills, single deflection: ALL	ea	\$ 242
	Mobile home supply grills, single deflection: ALL	ea	\$ 182
	Filtered return grill and 12 filters per location	ea	\$ 424
	20 by 20	ea	\$ 333
	25 by 20	ea	\$ 333
	30 by 20	ea	\$ 363
	40 by 20	ea	\$ 393
	50 by 20	ea	\$ 424
G	Dryer duct cleaning	ea	\$ 454
H	Entire dryer duct replacement	ea	\$ 968

NOTES:

* **C.** Price includes removing and safely disposing of the previous unit from the property. Price to include all permits when required.

** **D.** Price to include all permits if applicable. Manufacturer shall be Rheem, A.O. Smith, Bradford White, or equal as approved by the City of Glendale. Removing and safely disposing of the previous unit and all debris to code legal dump. Manufacturer shall be Carrier, Trane, Rheem, or equal as approved by the City.

*** **F.** Due to the large variation of supply grill sizes, bidding will be made simpler by a set price, per type of supply register. Residential supply grills will be one set price, mobile home supply grills will be one set price.

GROUP II: ANCILLARY PRICING:**Hourly
Rate**

Any ancillary work as authorized and approved by the City, will require a written quote and written approval from the City of Glendale or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.

Labor rate/person for on-site labor (billable in ½ hour increments):	\$	\$ 75
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Group III: ROOFING SERVICES (Item number references Scope of Work detail)**Bid for full roof replacement. Repairs will be quoted as needed. (Per square)**

Item	Description	Unit	HABITAT
A	* Diagnostic Services and Repair/Replacement -combined - 2-hour call	1 Job	\$ 349
B	Architectural (dimensional) Shingle Roof	Per square	\$ 524
	**** Architectural (dimensional) Additional layer 2	Per square	\$ 624
	**** Architectural (dimensional) Additional layer 3	Per square	\$ 724
C	** Built-up-Roof	Per square	\$ 489
	a. Flat Areas (less than 2/12 pitch)	Per square	\$ 489
D	** Foam Roof	Per square	\$ 699
E	** Tile Roof	Per square	\$ 489
	a. Replace Broken Tiles		
	Concrete	Per Tile	\$ 35
	Clay	Per Tile	\$ 21
F	Replace Sheathing		
	4 x 8 sheet OSB	1 Sheet	\$ 150
	4 x 8 CDX	1 Sheet	\$ 162
	1" x 6" - 8 LF (Tongue and Groove)	8 LF	\$ 65
	1" x 8" - 8 LF	8 LF	\$ 75
	1" x 10" - 8 LF	8 LF	\$ 75
	1 x 12" - 8 LF	8 LF	\$ 80
G	Replace Fascia Board		
	2" x 6" - 8 LF	8 LF	\$ 95
	2" x 8" - 8 LF	8 LF	\$ 115
	Roof Repairs only:		
	• Architectural Roof repair - (Per Square)	Per square	\$ 699

Exhibit B - Pricing Workbook

H	• Built-up-Roof repair - (Per Square)	Per square	\$ 1,048
	• Flat Areas repair - (Per Square)	Per square	\$ 1,048
	• Foam Roof repair - (Per Square)	Per square	\$ 1,397
	• Tile Roof repair - (Per Square)	Per square	\$ 978
	a. Replace Broken Tiles		
	Concrete	Per Tile	\$ 35
	Clay	Per Tile	\$ 21

NOTES:

* **A.** After diagnostic services, if a repair is authorized requiring a second trip, the labor rate per person shall apply.

** **B, C, D, E** Price includes removing and safely disposing of the existing roofing materials and debris from the property. Manufacturer to be Owens Corning, GAF, Tamko or equal as approved by the City. New roof shall include a minimum 2-year workmanship warranty.

**** **Added with Addendum 1 for additional labor and hauling costs for over 1 layer.**

<u>GROUP III: ANCILLARY PRICING:</u>		Hourly Rate
Any ancillary work as authorized and approved by the City, will require a written quote and written approval from the City of Glendale or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.		
Labor rate/person for on-site labor (billable in ½ hour increments):		\$ 75

**RFP 24-65 / 42400096
EMERGENCY HOME REPAIR PROGRAM (EHR)**

Group IV. GENERAL REPAIR SERVICES (Item number references Scope of Work detail)

Item	Description	HABITAT
A	Diagnostic Services and Repair/Replacement	\$ 349
	combined - 2-hour call	
B	Exterior Door - (Pre-hung 6 panel metal clad, insulated foam core door, with peephole if front entry door).	
	32" x 80"	\$ 2,375
	36" x 80"	\$ 2,502
C	Security doors	
	32" x 80"	\$ 533
	36" x 80"	\$ 597
D	Entire interior door replacement:	
	Standard width size range one price 32"-36"	\$ 2,489
E	Exterior door lock set, and interior doorknob only replacement	
	Exterior door lock set	\$ 178
	Interior knob only	\$ 140
F	* Flooring - Vinyl Planks	
	Per sq ft	\$ 4
G	Grab Bar	
	12"	\$ 216
	24"	\$ 279
	36"	\$ 343
H	Walk-In Shower (Price includes all applicable permits)	
	30" x 30" pan	\$ 5,664
	36" x 36" pan	\$ 5,664
	60" x 30" pan	\$ 5,918
	60" x 32" pan	\$ 5,918

Exhibit B - Pricing Workbook

	60" x 36" pan	\$ 6,172
I	** Bathtub replacement	
	60" x 30" tub	\$ 5,029
	60" x 32" tub	\$ 5,283
	72" x 36" tub	\$ 5,537
J	Drywall repairs, replacement, and new install	
	2ft by 2ft - 1/4, 1/2, and 5/8, drywall both standard and moisture resistant board.	\$ 80
	4ft by 4ft - 1/4, 1/2, and 5/8, drywall both standard and moisture resistant board.	\$ 80
	4ft by 8ft - 1/4, 1/2, and 5/8, drywall both standard and moisture resistant board.	\$ 120
K	Window repairs, and replacement	
	Glass repair per 12" by 12"	\$ 12
	2 ft by 2 ft replacement	\$ 550
	3 ft by 2 ft replacement	\$ 650
	3 ft by 3 ft replacement	\$ 750
	4 ft by 4 ft replacement	\$ 850
	5 ft by 3 ft replacement	\$ 950
	6 ft by 4 ft replacement	\$ 1,050

GROUP IV: ANCILLARY PRICING:	Hourly Rate
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Any ancillary work as authorized and approved by the City, will require a written quote and written approval from the City of Glendale or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.

Labor rate/person for on-site labor (billable in 1/2 hour increments):	\$50
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NOTES:

* F. Maximum materials cost for vinyl planks shall not exceed \$4.00/sq. ft.
** I. Repairs to flooring will be included as part of the bid price, Price includes removing and safely disposing of the existing tub or shower materials and debris from the property.

RFP 24-65 / 42400096
EMERGENCY HOME REPAIR PROGRAM (EHR)

**Group V: RESIDENTIAL APPLIANCES, FURNISH, DELIVER and INSTALL (Item number references
Scope of Work detail)**

Item	Description	Unit	HABITAT
a)	* Refrigerators		
	18 - 21 cu ft top-freezer (include ice maker in freezer, no water in door)	ea	\$ 1,473
	21.1 - 24 cu ft top-freezer	ea	\$ 2,108
	24.1 - 28 cu ft top-freezer (include ice and water in door)	ea	\$ 2,743
	21-25 cu. ft., Side by side (include ice and water in door)	ea	\$ 2,108
	25-28 cu. ft., Side by side (include ice and water in door)	ea	\$ 2,743
b)	Stoves		
	30-inch, Electric, 4 burner range	ea	\$ 1,321
	30-inch, Electric, 4 burner cook-top	ea	\$ 940
	30-inch, Electric, 4 burner drop-in range	ea	\$ 3,213
	Electric, wall oven (Standard unit)	ea	\$ 1,353
	30-inch, Gas, 4 burner range	ea	\$ 1,194
	Gas, 4 burner cook-top	ea	\$ 813
	30-inch, Gas, 4 burner drop-in range	ea	\$ 1,194
	Gas, wall oven (Standard unit)	ea	\$ 1,575
	24" gas or electric free-standing range	ea	\$ 1,575

NOTES:

* A.	Energy Star efficient or equivalent due to availability.
** D.	Price includes removing and legally disposing of the existing appliance and debris from the property.
GROUP V: ANCILLARY PRICING:	
	Hourly Rate

Any ancillary work as authorized and approved by the City, will require a written quote and written approval from the City of Glendale or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.

Labor rate/person for on-site labor (billable in ½ hour increments):	\$ 50
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Group VI: ELECTRICAL SERVICES (Item number references Scope of Work detail)			
Item	Description	Unit	HABITAT
A	Diagnostic Services and Repair/Replacement combined - 2-hour call	1 Job	\$ 318
B	Replace Electrical Service Panel. Install a 200 AMP 240 Volt single phase main service panel complete.	Per Panel	\$ 7,493
	Entire panel overhead	Per Panel	\$ 6,445
	Entire panel underground	Per Panel	\$ 5,400
C	Remove and replace receptacles with tamper resistant type and include new nylon cover plate.	Per Receptacle	\$ 108
D	Remove and replace switch and include new nylon cover plate.	Per Switch	\$ 108
E	Install copper tails on aluminum wiring using listed purple, Al/Cu wire nuts. Replace receptacle with tamper resistant type and include new nylon cover plate.	Per Receptacle	\$ 184
F	Install copper tails on aluminum wiring using listed purple, Al/Cu wire nuts. Replace switch and include new nylon cover plate Replace receptacle with tamper resistant GFCI receptacle.	Per Switch	\$ 248
G	Remove and replace receptacle with tamper resistant GFCI receptacles and include new nylon cover plate.	Per Receptacle	\$ 248
H	Install copper tails on aluminum wiring using listed purple, Al/Cu wire nuts. Replace receptacle with tamper resistant GFCI receptacle.	Per Receptacle	\$ 248
I	Install an entire new whole house system per city code. Install will include all materials required for install, such as breaker, electric wires, boxes all material required.		
	Install entire new system per code	Entire System	\$ 1,800
J	Single Smoke/Fire or Single CO2 Combo unit, per unit	Per Detector	\$ 349
	Install: one hard wired with battery backup smoke detector	Per Detector	\$ 349
	Install: one hardwired with battery backup Smoke/CO detector	Per Detector	\$ 318
	Install: one battery-operated Smoke Detector (10-year lithium battery)	Per Detector	\$ 191
	Install: one battery operated smoke detector/CO Detector (10-year lithium battery)	Per Detector	\$ 222
GROUP VI: ANCILLARY PRICING:		Hourly Rate	
Any ancillary work as authorized and approved by the City, will require a written quote and written approval from the City of Glendale or the Revitalization Coordinator. Contractor to include a copy of the approval for ancillary work with the submitted invoice.			
Labor rate/person for on-site labor (billable in ½ hour increments):		\$	\$125