



## **HOUSING REPAIR**

### **I. PURPOSE**

- a. The Town of Princeville is in search of licensed contractors to complete the work of several housing repair projects within the Town.

### **II. BONDING AND INSURANCE**

- a. Prior to signing of contract, the Contractor agrees to furnish the Town of Princeville with all applicable certificates of insurance. The history of Contractor's business and three business references within the past three years are also to be included in the packet submission.
- b. Contractor will indemnify the Town of Princeville and hold it harmless from and against all claims, actions, damages, liability, and expense in connection with loss of life, personal injury or damage to property arising from or out of the service, occasioned wholly or in part by any act or omission of Contractor or Contractor's agents, subcontractors, or employees. Contractor's indemnity obligations hereunder shall survive the expiration or earlier termination of this Contract.

### **III. PAYMENT**

- a. Invoices shall be submitted in a timely manner. Upon receipt of invoices, the town will inspect all completed work within 5 business days. Thereafter, invoices will be honored within 10 business days.
- b. The Town will visit the site to confirm that the work has been completed before payment is rendered. The Town may withhold payment or final payment for reasons including, but not limited to the following: unsatisfactory work performance or progress, defective work, disputed work, failure to comply with material provisions of the contract, third party claims or reasonable evidence that a claim will be filed or other reasonable cause.

### **IV. ACCOUNTABILITY**

- a. The Contractor shall adhere to the agreed upon time frame contained in this agreement unless mutually agreed upon in writing. Beyond inspection of the households, it is the Contractor's responsibility to sustain communication with the Town as needed.

### **V. TIME FRAME**

- a. The work for this project is anticipated to begin on or before April 15, 2024, by 12pm. Mobilization, if warranted, will start at least 72 hours prior to the official work execution and the location must be approved by the Public Works Director and/or the Town Manager. It is expected that this project will be completed in its entirety on or before July 15, 2024. If there is inclement weather and/or other unforeseen challenges, the contractor may request Town approval for a 30–60-day grace period to complete the project. Unless otherwise agreed upon in writing, contractors will adhere to the project schedule. The Town reserves the right to terminate the contract at any time and especially if timelines are not met.

**VI. THE FOLLOWING HOUSEHOLD REPAIRS ARE NEEDED**

C.1: Shed built over front deck rebuild one window board replaced.	C.19: brick repairs, vinyl siding repairs, facial board repair needs 2 storm doors (front and back)
C.2: handicap ramp, outside replace doorstep	C.20: citizen is requesting reimbursement for repairs paid for because she waited so long for the Town’s help
C.3: A/C & Heating unit	C.21: all floors, whole roof, shingles need replacing, interior and exterior paint
C.4: walk in shower, replace windows, replace doors	C.22: replace windows/HVAC replacement, repair ceiling, repair under sink
C.5: sliding windows	C.23: roof, subflooring walls, ceiling, outside, work around windows
C.6: new roof, A frame, boards around house	C.24: roof leaking, bathrooms, windows, replace underpinning
C.7: flooring throughout the home backsteps and porch fixed/painted carpet replacement, barn repair or replacement, storm window replacement	C.25: floor needs work hallway and bathroom need carpet
C.8: Need roof	C.26: new roof, no current ramp asking for one
C.9: needs metal roof with gutters, bathroom renovation including floors and walk in shower, bedroom floor replacement- subfloor & carport	C.27: replace all windows, both front and back siding
C.10: insulation, bathroom floors	C.28: repair porch, replace window frames, paint floors
C.11: cabinets need to be replaced, back door, frame and door need to be replaced, kitchen sink needs work	C.29: roof, kitchen cabinets, ramp
C.12: roof painted (mobile coated) barn painted, front porch (deck and roof) steps	C.30: front porch, cabinets, backdoors/ threshold, kitchen floor
C.13: HVAC and air handling unit, GFC, receptacle checking wiring inside, outside and under house duct work under house	C.31: Roof, underpinning, (bricks), floors

C.14: heating furnace and air condition system lifted off the ground, pull downstairs for attic, larger porch on back	C.32: roof, back steps, front porch
C.15: repair bathroom floor and tub shower installation porch repair to railing and complete shelter to porch	C.33: kitchen floor, cabinets, bathroom
C.16: repair bathroom floor and tub shower installation, porch repair to railing and complete shelter to porch	C.34: floor kitchen backside hall laminate, kitchen cabinets
C.17: roof, make both bathroom handicap accessible	C.35: new roof, backdoor top, no roof on porch
C.18: gutter and side panel need to be repaired or replaced.	C.36: windows front & back bathroom floor needs replacing, boards warped and rotten
C.37: floors and windows	C.38: roof replace electric sockets don't work hall, bedrooms and bathroom

**VII. RETURN RFQ:** The Town of Princeville 201 S Main Street Princeville, NC 27886, or email to [acarter@townofprinceville.com](mailto:acarter@townofprinceville.com). Please put in the subject heading RFQ Repairs. All questions can be addressed by calling (252) 823-1057 or sending an email to the above email address on or before 03/31/2024 by 12pm (noon). All quotes must be submitted on or before 03/31/2024 by 12pm (noon). It is the contractor's responsibility to use package and tracking if mailing and or email confirmation is electronic. NO EXCEPTIONS.

Total- \$ \_\_\_\_\_

Name (Print): \_\_\_\_\_ (Contractor)

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_ (Town Official)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_