

## INVITATION TO BID

### Tallahassee Lenders Consortium

Sealed bids from qualified contractors for furnishing all materials, equipment, labor, incidentals, and services for the new construction of **1 - 3** single family detached houses and **4 - 5** two-unit duplex style attached houses located in Tallahassee, FL (**Total of 7 - 11 Units and 4 floor plans**). Bids will be due/received until the **Bid Closing at 11:00AM EST, on Monday, January 11, 2021** at Tallahassee Lenders Consortium located at 224 Office Plaza Drive, Tallahassee, FL, 32301. No bids will be received after the closing date and time set forth. The bid opening will be conducted on **Monday, January 11, 2021 at 11:10AM EST.**

Complete Bid Packages, Bid/Contract Documents, Dates, Locations, Qualification Applications, and further information will be available on **Saturday, December 26, 2020, after 12:00PM**, and can be obtained at <https://www.tallahasseelenders.org/builders.html> . For any questions, contact Len Hardy at Tallahassee Lenders Consortium, (850)222-6609 X102, [lharty@tallahasseelenders.org](mailto:lharty@tallahasseelenders.org). An optional Pre-Bid Meeting will be held on **Wednesday, December 30, 2020 at 10:00AM.**

Future projects will be available to bid for qualified contractors.

PUBLICATION: **12/25/2020 – 12/30/2020**

**TALLAHASSEE LENDERS CONSORTIUM**

**Bid Package Information Form**

**Projects: \_\_\_Plans A, B, C, D\_\_\_\_\_**

**Sealed Bids Due Date: \_\_January 11<sup>th</sup>, 2021, no later than \_\_11:00\_\_ AM EST**

**Bid Package Contents/Documents:**

- 1. Bid Package Information Form (page 1 of 1)**
- 2. Bid Proposal Form (pages 1 of 1)**
- 3. Specifications/Instructions/Allowances (page 1)**
- 4. Construction Plans/Specifications/Site Location & Plan Options/Surveys  
(pages 1-27)**
- 5. Sample Construction Contract/Payment Schedule**

TALLAHASSEE LENDERS CONSORTIUM

**BID PROPOSAL FORM**

**PROJECT: \_\_\_TLC PLAN "A"\_\_\_  
Tallahassee, FL.**

To: The Tallahassee Lenders Consortium (hereinafter called the Agency):

The undersigned bidder hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, debris removal, incidentals, and permits for the construction of Project identified and hereby agrees to enter into contract for this Project if this offer is accepted by the Agency.

TOTAL AMOUNT OF BID: \$ \_\_\_\_\_  
(Use figures only)

The above amount is to be stated in figures only and is the total sum/amount of bid for the entire contract work including all applicable Permits, fees, taxes and incidentals. Any alteration, additions, deletions or change must be clearly documented and identified on an addendum from the agency and initialed by the bidder. The bidder agrees that if there are any discrepancies or questions in the figures, the Agency will use the lower figure despite the bidder's intent. **The Agency reserves the right to reject any and/or all bids, to advertise for new bids, to waive any informality or irregularities, and to use criteria including, but not limited to cost, past performance, and qualifications in the evaluation and award of the bid.** The Agency does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. The Agency reserves the right to accept any proposal/bid deemed to be in the best interest of the agency.

SPECIFY THE NUMBER OF EACH ADDENDUM YOU HAVE RECEIVED ON THE LINE BELOW.

\_\_\_\_\_

The bid includes and is subject to the provisions of the Construction bid information form, instruction to bidders, bid package documents and specifications, and the contract/agreement between the Agency and the Contractor and the bidder agrees that failure to comply with the conditions thereof shall be basis for rejection of this bid.

**Required Bid Documents to be submitted; 1. Completed Bid Proposal Form 2. All Completed Project Addendums.**

**All required Bid Documents** are to be submitted in a 9"x 12" sealed envelope and deliver to the Tallahassee Lenders Consortium located at 224 Office Plaza Drive, Tallahassee, FL, no later than **\_\_11:00AM\_\_ local time on \_\_January 11<sup>th</sup>, 2021**, or it will be rejected.

The time period for completion of the overall project shall be **(90)** calendar days from the construction start date as stated on the Notice to Proceed. Liquidated damages shall be **(\$50.00)** for each calendar day completion is delayed beyond the time prescribed for the project.

Name of Firm: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

TALLAHASSEE LENDERS CONSORTIUM

**BID PROPOSAL FORM**

**PROJECT: \_\_\_TLC PLAN "B"\_\_\_  
Tallahassee, FL.**

To: The Tallahassee Lenders Consortium (hereinafter called the Agency):

The undersigned bidder hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, debris removal, incidentals, and permits for the construction of Project identified and hereby agrees to enter into contract for this Project if this offer is accepted by the Agency.

TOTAL AMOUNT OF BID: \$ \_\_\_\_\_  
(Use figures only)

The above amount is to be stated in figures only and is the total sum/amount of bid for the entire contract work including all applicable Permits, fees, taxes and incidentals. Any alteration, additions, deletions or change must be clearly documented and identified on an addendum from the agency and initialed by the bidder. The bidder agrees that if there are any discrepancies or questions in the figures, the Agency will use the lower figure despite the bidder's intent. **The Agency reserves the right to reject any and/or all bids, to advertise for new bids, to waive any informality or irregularities, and to use criteria including, but not limited to cost, past performance, and qualifications in the evaluation and award of the bid.** The Agency does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. The Agency reserves the right to accept any proposal/bid deemed to be in the best interest of the agency.

SPECIFY THE NUMBER OF EACH ADDENDUM YOU HAVE RECEIVED ON THE LINE BELOW.

\_\_\_\_\_

The bid includes and is subject to the provisions of the Construction bid information form, instruction to bidders, bid package documents and specifications, and the contract/agreement between the Agency and the Contractor and the bidder agrees that failure to comply with the conditions thereof shall be basis for rejection of this bid.

**Required Bid Documents to be submitted; 1. Completed Bid Proposal Form 2. All Completed Project Addendums.**

**All required Bid Documents** are to be submitted in a 9"x 12" sealed envelope and deliver to the Tallahassee Lenders Consortium located at 224 Office Plaza Drive, Tallahassee, FL, no later than **\_\_11:00AM\_\_ local time on \_\_January 11<sup>th</sup>, 2021**, or it will be rejected.

The time period for completion of the overall project shall be **(90)** calendar days from the construction start date as stated on the Notice to Proceed. Liquidated damages shall be **(\$50.00)** for each calendar day completion is delayed beyond the time prescribed for the project.

Name of Firm: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

TALLAHASSEE LENDERS CONSORTIUM

**BID PROPOSAL FORM**

**PROJECT: \_\_\_TLC PLAN "C"\_\_\_\_\_**  
**Tallahassee, FL.**

To: The Tallahassee Lenders Consortium (hereinafter called the Agency):

The undersigned bidder hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, debris removal, incidentals, and permits for the construction of Project identified and hereby agrees to enter into contract for this Project if this offer is accepted by the Agency.

TOTAL AMOUNT OF BID: \$ \_\_\_\_\_  
(Use figures only)

The above amount is to be stated in figures only and is the total sum/amount of bid for the entire contract work including all applicable Permits, fees, taxes and incidentals. Any alteration, additions, deletions or change must be clearly documented and identified on an addendum from the agency and initialed by the bidder. The bidder agrees that if there are any discrepancies or questions in the figures, the Agency will use the lower figure despite the bidder's intent. **The Agency reserves the right to reject any and/or all bids, to advertise for new bids, to waive any informality or irregularities, and to use criteria including, but not limited to cost, past performance, and qualifications in the evaluation and award of the bid.** The Agency does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. The Agency reserves the right to accept any proposal/bid deemed to be in the best interest of the agency.

SPECIFY THE NUMBER OF EACH ADDENDUM YOU HAVE RECEIVED ON THE LINE BELOW.

\_\_\_\_\_

The bid includes and is subject to the provisions of the Construction bid information form, instruction to bidders, bid package documents and specifications, and the contract/agreement between the Agency and the Contractor and the bidder agrees that failure to comply with the conditions thereof shall be basis for rejection of this bid.

**Required Bid Documents to be submitted; 1. Completed Bid Proposal Form 2. All Completed Project Addendums.**

**All required Bid Documents** are to be submitted in a 9"x 12" sealed envelope and deliver to the Tallahassee Lenders Consortium located at 224 Office Plaza Drive, Tallahassee, FL, no later than **\_\_11:00AM\_\_ local time on \_\_January 11<sup>th</sup>,\_ 2021**, or it will be rejected.

The time period for completion of the overall project shall be **(90)** calendar days from the construction start date as stated on the Notice to Proceed. Liquidated damages shall be **(\$50.00)** for each calendar day completion is delayed beyond the time prescribed for the project.

Name of Firm: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

TALLAHASSEE LENDERS CONSORTIUM

**BID PROPOSAL FORM**

**PROJECT:     TLC PLAN "D"      
Tallahassee, FL.**

To: The Tallahassee Lenders Consortium (hereinafter called the Agency):

The undersigned bidder hereby offers, in the amount stated below, to furnish all labor, materials, tools, equipment, apparatus, facilities, transportation, debris removal, incidentals, and permits for the construction of Project identified and hereby agrees to enter into contract for this Project if this offer is accepted by the Agency.

TOTAL AMOUNT OF BID: \$ \_\_\_\_\_  
(Use figures only)

The above amount is to be stated in figures only and is the total sum/amount of bid for the entire contract work including all applicable Permits, fees, taxes and incidentals. Any alteration, additions, deletions or change must be clearly documented and identified on an addendum from the agency and initialed by the bidder. The bidder agrees that if there are any discrepancies or questions in the figures, the Agency will use the lower figure despite the bidder's intent. **The Agency reserves the right to reject any and/or all bids, to advertise for new bids, to waive any informality or irregularities, and to use criteria including, but not limited to cost, past performance, and qualifications in the evaluation and award of the bid.** The Agency does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. The Agency reserves the right to accept any proposal/bid deemed to be in the best interest of the agency.

SPECIFY THE NUMBER OF EACH ADDENDUM YOU HAVE RECEIVED ON THE LINE BELOW.

\_\_\_\_\_

The bid includes and is subject to the provisions of the Construction bid information form, instruction to bidders, bid package documents and specifications, and the contract/agreement between the Agency and the Contractor and the bidder agrees that failure to comply with the conditions thereof shall be basis for rejection of this bid.

**Required Bid Documents to be submitted; 1. Completed Bid Proposal Form 2. All Completed Project Addendums.**

**All required Bid Documents** are to be submitted in a 9"x 12" sealed envelope and deliver to the Tallahassee Lenders Consortium located at 224 Office Plaza Drive, Tallahassee, FL, no later than **11:00AM   local time on   January 11<sup>th</sup>, 2021**, or it will be rejected.

The time period for completion of the overall project shall be **(90)** calendar days from the construction start date as stated on the Notice to Proceed. Liquidated damages shall be **(\$50.00)** for each calendar day completion is delayed beyond the time prescribed for the project.

Name of Firm: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_



Tallahassee Lenders' Consortium, Inc.  
Construction Contract

This Construction Contract, made and executed this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ **2021**, by and between Tallahassee Lenders' Consortium, Inc. (hereinafter referred to as "Owner"), whose mailing address is 224 Office Plaza Drive, Tallahassee, Florida 32301, and \_\_\_\_\_, hereinafter referred to as "Contractor"), whose mailing address is \_\_\_\_\_, and whose License Number is \_\_\_\_\_, which parties for good and valuable consideration each to the other, the receipt and sufficiency of which is conclusively acknowledged, do hereby agree as follows:

- 1) Description of Property and Work to be performed: Beginning on \_\_\_\_\_, **2021**, Contractor agrees to provide new construction on Owner's real property located at \_\_\_\_\_, in **Leon** County, Florida, in accordance with the Scope of Work signed and dated by Contractor and Owner on the \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, **2021**, which is attached hereto and is a part of this agreement. The legal description of the subject property is Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ subdivision (or attach if a metes and bounds legal description is used.).
- 2) Payment for Services: In exchange for the services Owner will pay compensation to Contractor. The contracted fixed price for the services to be provided per the Scope of Work is **\$00,000.00.**
- 3) Payments to Contractor: Payments will be made according to the attached draw schedule. Draw Schedule must include timeline for draws. At such times as Contractor completes each of the items set forth on the Draw Schedule, Contractor shall submit a written draw request to Owner for an amount equal to the percentage of the Contract Price applicable to each item of construction completed. No "Front Loading" shall be allowed; sufficient funds must be remaining in budget to complete all remaining work. **\*\*\*Please note, City funds are being used to rehab this property, and the City reserves the right, and will conduct inspections before approving any draws.** Contractor must provide the Owner with lien releases from each person who has served a Notice to Owner. Contractor must supply evidence of approved inspections for all available inspections. Owner will have five (5) working days to review and approve the draw request and supporting documentation provided by the Contractor and to perform a site inspection, if necessary. If documentation is approved, payment will be made within five (5) working days following approval of the draw request.
- 4) Contractor agrees to pay for all materials and work performed on the property. Contractor will execute an affidavit at the conclusion of construction and before final payment that indicates payment in full for all materials and work and agrees to waive any right to lien the property.

- 5) **Inspection of Work:** All materials and workmanship will be subject to inspection, examination, and test, by the Owner's Representative, who will have the right to reject defective material and workmanship or require its correction.
- 6) **Cleanup of Property:** The Contractor shall keep the premises free from accumulation of waste material and rubbish and at the completion of the work shall remove from the premises all rubbish, implements and surplus materials and leave the building and sidewalk area's broom-clean on a daily basis. Final detail/move-in cleaning to be completed at completion of project.
- 7) **Final Payment:** Final payment is expected on or before 15 days after the certificate of completion is given from Leon County Building Department, and after a satisfactory Owner's final walk-through. Contractor shall provide Owner with all warranties available for work completed prior to final payment being issued.
- 8) **Confidentiality:** Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose, or communicate in any manner, any information that is proprietary to the Owner. Contractor will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this contract.
- 9) **Warranty:** Contractor warrants that all materials will be new materials, unless otherwise specifically agreed upon or disclosed. Contractor shall provide its services and meet its obligation under this contract in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in Contractor's community and regions, and will provide a standard of care equal to, or superior to care used by service providers similar to Contractor on similar projects. All of Contractor's work will meet local building code. Contractor will warrant the Scope of Work for this home for a total of 12 months (1 year) from the date of the certificate of completion.
- 10) **Entire Agreement:** This contract contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this contract. This contract supersedes any prior written or oral agreements between the parties.
- 11) **Severability:** If any provision of this contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
- 12) **Amendment:** This contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.



- 13)Governing Law: This contract shall be construed in accordance with the laws of the State of Florida.
- 14)Notice: Any notice or communication required or permitted under this contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
- 15)Assignment: Neither party may assign or transfer this contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.
- 16)Time of Completion: Contractor shall apply for **Building Permit** within **10 days** of date of fully executed contract, and provide Owner with receipt of permit application. Permit will be placed onsite immediately upon receipt. The work as identified in the attached **Scope of Work** will be completed within **90 Calendar days** from date of received building permit.
- 17)Material and color selections: Contractor shall provide samples to Owner within 10 days of fully executed contract. Owner will submit color and material selections within 10 days of receipt of samples.
- 18)Insurance: Prior to starting work, the Contractor will furnish satisfactory evidence of insurance obtained from a responsible insurer who is at least rated "A" by Best's Insurance Guide, including General Public Liability, Builder's Risk (if new construction), Automobile Liability, and Worker's Compensation for any and all operations on the Owner's property, covering the Contractor, the Contractor's employees and the Contractor's leased employees. The Contractor is also responsible for ensuring that all of its Subcontractors maintain Worker's Compensation Insurance for the Subcontractor, its employees and/or leased employees. All minimums of limits for insurance are listed on the chart below. All insurance for the Contractor and Subcontractors must reflect the Tallahassee Lenders' Consortium as an additional insured and must remain in effect during the term of the contract.

<b>General Liability</b>	
Each Occurrence	\$1,000,000.00
General Aggregate	\$2,000,000.00
<b>Automobile Liability</b>	
Combined Single Limit	\$500,000.00
<b>Worker's Compensation – Statutory Requirements</b>	
E.L. Each Accident	\$100,000.00
E.L. Disease – Each Employee	\$100,000.00
E. L. Disease – Policy Limit	\$500,000.00



- 19) Indemnification: Contractor shall defend, indemnify and hold harmless the Tallahassee Lenders' Consortium and its directors, officers, employees, agents, affiliates, and customers from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including attorney's fees and costs) which arise out of, relate to, or result in any act or omission of Contractor.
  
- 20) Scope of Work: See attachment. Full, entire scope of work shall be filed under the building permit. Contractor will be responsible for securing all licenses and permits associated with this contract. Included in the Scope of Work will be a listing of Allowances and Selection of Finish Materials.
  
- 21) Change Orders: Change Orders: As soon as Contractor is aware of unforeseen situations or problems that require a change order, Contractor shall notify the Owner of the need for a change order, and provide pictures of all items that substantiate the change order such as: Wood Rot, Mold, Water Intrusion, Structural Deficiencies, and any other unforeseen problems. **All changes** in materials, products, quantities or work performed must be first submitted to the owner in writing using a change order form, and must include materials, products, quantities, work description, and amount per line item (regardless if change is free of charge). When Change Orders substantially change, alter, or deviate, from the work write-up they shall be filed under the existing building permit and a copy will be placed on job site with the building permit immediately following Owner and Contractor signature. Contractor will provide owner 5 calendar days to approve and provide notice to proceed on the respective change orders.

Tallahassee Lenders' Consortium, Inc.

(Contractor)

\_\_\_\_\_  
Karen Miller, Executive Director

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Printed Name

## Construction Loan Inspection/Disbursement Record "A"

ITEMS COMPLETED	%	1ST	2ND	3RD	4TH	5TH	6TH	7TH	Comments
1. Clear Lot-Rough Grade	1								
2. Footing	2								
3. Rough. Plumbing	4								
4. Fnd-Frame FL/Slab	5								
5. O.S.Studs-Shtg/C.B.-Lintel	11								
6. I.S. Studs	2								
7. Roof Framing	6								
8. Roof Sheeting-Felt	3								
9. 2nd Rough Plumbing (Tub	2								
10. Rough Electric	4								
11. Duct Work	4								
12. O.S. Wind & Door Frames	1								
13. Windows	2								
14. Ext. Trim	1								
15. O.S. Doors (inc. SGD's)	1								
16. Finish Roof	2								
17. Sliding/Veneer/Stucco	5								
18. Wall Insulation	1								
19. D.W./Plaster-Rough.	3								
20. D.W./Plaster-Fin.	3								
21. Fire Pl. None-Pay after #20	2								
22. Bath Tile	2								
23.Furnace-A.H.	1								
24.I.S. Trim Panel-Doors	4								
25. Cabinets/Vanities	4								
26. Int. Ext. Prime	1								
27. Painting Complete	2								
28. Plumbing. Fixtures & Trim	2								
29. Elec. Fixtures & Trim	2								
30. Ceiling Insulation	2								
31. Fin. Flooring or covering	4								
32. Ext Conc-Dr/walks/stoops	1								
33. Appliances	2								
34. Fin. Grade, Grass, L.S.	2								
35. A.C. Trim-Condenser	2								
36. Misc-Disburse 1% @ 50%	4								
37. 1% @ 75%, 2% Clean Up									
38. % Complete	10								
39. Pool-Concrete %									
40. Pool-Completed %									
<b>TOTAL</b>	<b>10</b>								

**Inspections:** #1    #2    #3    #4    #5    #6    #7    #8

Request									
Insp.									
Inspector									

Builder \_\_\_\_\_ Phone No \_\_\_\_\_ Cost/Contract \$ \_\_\_\_\_ Mtg. \$ \_\_\_\_\_  
 Loan No. \_\_\_\_\_ Model \_\_\_\_\_ Property Address \_\_\_\_\_  
 Inspector \_\_\_\_\_  
 Legal \_\_\_\_\_  
 Description: \_\_\_\_\_