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**NOTICE TO LEAD ABATEMENT CONTRACTORS - INVITATION TO BID**  
**Housing Rehabilitation**  
**Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for housing rehabilitation work, including lead abatement, to be performed on a single family home located in the Snow Hill area of Worcester County. Bid specification packages and bid forms are available to licensed Maryland Home Improvement Contractors also possessing Environmental Protection Agency (EPA) and Maryland Department of the Environment (MDE) lead abatement certification and may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Please note that the General Contractor must hold the lead certifications; lead work may not be subcontracted.

This project is proposed to be funded by the State Lead Hazard Reduction Grant and Loan, Special Loans and Community Development Block Grant Programs and is thus subject to all applicable Equal Opportunity and Civil Rights guidelines. Interested Bidders are strongly encouraged to attend a **pre-bid conference to be held at 10:00 am on Tuesday, June 2, 2015** at the subject property as indicated in the bid specification package. **Sealed bids will be accepted until 1:00 p.m. on Monday, June 8, 2015** in the Office of the County Commissioners at the above address at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Lead Housing Rehabilitation Bid - June 8, 2015**" in the lower left-hand corner. Bids will be reviewed by staff and awarded by the County Commissioners at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

All inquiries regarding the bid specifications shall be directed to the Housing Program Inspector, John Nosworthy, at 443-736-7085. All other inquiries shall be directed to Jo Ellen Bynum, Housing Program Administrator, at 410-632-1200, ext. 1171.

## WORCESTER COUNTY HOUSING REHABILITATION PROGRAM

### GENERAL SPECIFICATIONS

These specifications cover general items of information relating to this bid solicitation. Detailed specifications for the homes to be rehabilitated are attached. Bids will be accepted until 1:00 p.m. on Monday, June 8, 2015 at the Worcester County Commissioners Office, Room 1103, One West Market Street, Snow Hill, Maryland 21863 at which time they will be opened and read aloud. General telephone inquiries may be directed to the County's Housing Consultant, Jo Ellen Bynum, at 410-632-1200, ext. 1171 or 410-632-2876. Questions of a technical nature may be directed to the Program Inspector, John Nosworthy, at 443-736-7085. Bids may be mailed or delivered in person. Faxed bids are not acceptable. Bids must be clearly marked "Housing Rehabilitation Bid - June 8, 2015". Each bid must be signed and dated.

**Contractor qualifications:** Any contractor who has not submitted a Contractor Qualification form to the Program within the past six (6) months must complete and return the enclosed form. Contractors for these projects must be licensed Maryland Home Improvement Contractors as well as be certified RRP and MDE lead contractors. Contractors must also possess active liability insurance (\$100,000/\$300,000 for personal injury and \$50,000/\$100,000 for property damage) and workman's comp as required by law. **Copies of current MHIC, RRP, MDE licenses workman's comp and liability insurance must be submitted with bid package.**

**Completion of job:** Contractors are expected to commence work within thirty (30) days of the issuance of the Notice To Proceed. Work must be completed within sixty (60) days of commencement of job. *If anticipated start date and completion schedule is different than outlined above, please write estimated dates on enclosed Bid Form.*

**Contracting Policy:** Attached to this bid is a copy of the Rehabilitation Program Guidelines. Contractors are urged to read this document carefully.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Rehabilitation Contractors  
**CC:** File  
**From:** Jo Ellen Bynum  
**Date:** 5/14/2015  
**Re:** Housing Rehabilitation Bid Package & Pre-Bid Conference

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The enclosed bid package contains a new form that must be signed and submitted with your bid. Also, be sure to sign and return all other required documents and **submit to the County Commissioners Office only** by 1:00 pm June 8. Checklist is below:

- Contractor Qualification Form
- Copies of MHIC, RRP, and MDE licenses
- Copy of liability insurance
- Copy of workman's comp
- Special Loans Program Information for Bidders form \* NEW
- "Worcester County Is Requesting Quotations" form
- Bid Form \*insert your business letterhead at top of this document
- Work Scope \*prices broken out by line item, check your addition!

**A pre-bid conference will be held Tuesday, June 2 at 10:00 a.m. at the Lois Bishop property, 104 E. Martin St., Snow Hill. Please try to attend.**

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
CONTRACTOR QUALIFICATION FORM**

Contractor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Federal I.D. or S.S. # \_\_\_\_\_

Insurance Company, Agent, & Coverages: \_\_\_\_\_  
\_\_\_\_\_

List of Company Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Licenses Currently Held: Submit copies of all

\_\_\_\_\_ MHIC Number \_\_\_\_\_ Exp. Date

\_\_\_\_\_ MBR Number \_\_\_\_\_ Exp. Date

\_\_\_\_\_ MDE Lead Cert. \_\_\_\_\_ Exp. Date

\_\_\_\_\_ EPA Lead Cert. \_\_\_\_\_ Exp. Date

Trade References (2)

\_\_\_\_\_ Name \_\_\_\_\_ Phone

\_\_\_\_\_ Name \_\_\_\_\_ Phone

Client References (2)

\_\_\_\_\_ Name \_\_\_\_\_ Phone

\_\_\_\_\_ Name \_\_\_\_\_ Phone

Is contractor in a State of Bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor on HUD's debarred list? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor any of the following? (not required to qualify)

- \_\_\_\_\_ Minority Business Enterprise
- \_\_\_\_\_ Women's Business Enterprise
- \_\_\_\_\_ Disadvantaged Business Enterprise
- \_\_\_\_\_ Section 3 Employer

## SPECIAL LOAN PROGRAMS

### MARYLAND HOUSING REHABILITATION PROGRAMS

#### STATE OF MARYLAND

Department of Housing and Community Development  
Community Development Administration  
7800 Harkins Road, Lanham, Maryland 20706

#### INFORMATION FOR BIDDERS

Client Name: Lois Bishop

Property Address: 104 E. Martin St., Snow Hill

You have been requested to bid on a rehabilitation project, which may be financed by the Maryland Department of Housing and Community Development (DHCD). If awarded the bid, you and the property owner will enter into a Rehabilitation Contract, a copy of which is attached.

**YOUR PROPOSAL MUST BE SUBMITTED TO WORCESTER COUNTY  
COMMISSIONERS BY 1:00 p.m. 06 /08 /2015**

#### **Debarment:**

Bidders and/or their affiliates may not be on the Federal or State Debarred or Suspended Contractors List at any time during the bidding or project period

#### **Homes Built Prior to 1978**

Bidders must be Renovation, Repair and Painting (RRP) Certified by Environmental Protection Agency (EPA) and MDE certified for lead safe work practices for this project or any home built prior to 1978.

An Application for Certification to Conduct Lead-Based Paint Activities and Renovations is available at [www.epa.gov](http://www.epa.gov)

1.

**General :**

1. The International Building Code states that the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one-and two-family dwellings and townhouses not more than three stories above grade plan are covered by the code. The IRC also states that additions, alterations or repairs to any structure shall conform to the requirements for a new structure. The contractor must then obtain all of the required permits as documented by the local permitting authority, and post those permits on the job site prior to the project start. The contractor must receive authorization in the form of a Proceed Order from the Program Administrator before any work may begin.

2. Payments from the proceeds of the DHCD loan are made upon request of the Owner and contractor and are inspected by Worcester Program Inspector to verify that the value of work performed equals or exceeds the amount requested. Payments to the contractor will be made **only for work properly installed and in place**. Program Inspector is responsible for determining the amount and percentage of work complete at the draw request. All warranties and guarantees are to be left with the owner along with any supplemental information need to honor such warranties and/or guarantees

3. Workmanship shall be in accordance with industry standards and applicable building codes. All Workers must be supervised by the contractor and capable of *performing assigned work in a satisfactory manner*. Adequate supervision of apprentices must be provided. At all times the property must be kept free from accumulation of waste and rubbish, unless otherwise specified.

4. The work to be performed under this contract may be subject to the requirement of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170 1u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons. The parties agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3.

5. Submit evidence, satisfactory to DHCD, that there is adequate comprehensive public liability insurance coverage that will protect both the contractor and the owner for not less than \$100,000/\$300,000 in the event of bodily injury including death; \$50,000/\$100,000 in the event of damage to personal property arising out of the performance of this contract, and coverage for workman's compensation during the life of the contract. If the project involves lead hazard reduction activities, the Contractor and subcontractor shall submit evidence of being

accredited and certified according to COMAR 26.02.07 to perform lead hazard reduction activities.

6. If the Work Write Up contains a request for lead hazard reduction activities, please remember the following:
  1. **Train all workers**
  2. **Follow safe work practices**
    - **Post signs**
    - **Wear proper work clothes and respiratory protection**
    - **Do not smoke, eat or drink in work area**
    - **Wash hands before eating or smoking**
    - **Use approved methods**
    - **DO NOT SAND OR BURN LEAD PAINT**
  3. **Contain dust and debris**
  4. **Clean work area thoroughly**
    - **Wash with a high-phosphate detergent.**
    - **Use a vacuum cleaner with a HEPA filter.**
  5. **Dispose of debris and work materials safely.**
  6. **Call for required inspections.**

Because there is a time limitation for the receipt of bids, please submit your proposal, *and the following documents to the Worcester County Commissioners Office no later than the Submission Date shown on page one.*

Documentation required with this submittal:

- A signed, dated, and completed copy of the Work Scope
- A signed, dated, and completed Addendum(s) (if any) to the DHCD Work Write Up
- All submittals, specifications, drawings, descriptions, and other details as called for in the DHCD Work Write Up documents
- Bid Form on Company Letterhead signed and dated
- Current copy of the contractor's MHIC License or MBR License
- Current copy of the contractor's Certificate of Liability Insurance as noted in number (7) seven above
- Current copy of the contractor's Workers Compensation Insurance as noted in number (7) seven above
- Current copy of the contractor's EPA Lead Paint Certification and RRP Certification
- Information to Bidders sheet (this form) signed.

The Owner upon selection of the winning bid will execute the Rehabilitation Contract.

If you have any questions concerning the job or bidding process, please contact:

John Nosworthy 443-736-7085 or Jo Ellen Bynum 410-632-1200, ext.  
1171

Email Address: jbynum@co.worcester.md.us

Contractor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: **Lois Bishop**  
ADDRESS: **104 E. Martin Street**  
**Snow Hill, MD 21863**  
TELEPHONE: **443-373-7183 (Niece-Regina)**

TOTAL QUOTE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
NO QUOTATIONS AFTER: 06/08/15

PART ONE: GENERAL CONDITIONS  
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces *the use of the kitchen, bathroom, or bedrooms*, shall be pursued *continuously on normal working days*.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

**ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT [www.co.worcester.md.us](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Lois Bishop  
104 E. Martin Street  
Snow Hill, MD 21863**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
MHIC #

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
MDE Cert. #

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
EPA Lead RRP Cert. #

\_\_\_\_\_  
Exp. Date

## WORKSCOPE

### A. Kitchen/Bath expansion: EXTERIOR

1. Shut off, disconnect, cap, extend new plumbing lines for all gas, water, drain, and sewer lines, as needed for renovations. Empty and remove oil tank. Remove the Monitor oil heater for recycle. Move the 4 year old gas water heater as per plan. Move the gas range location as per plan. Demolish and remove existing rear addition with shed roof above, including the entire C wall of the kitchen, down to grade. Remove interior Kitchen wall coverings and ceiling cover. Remove the Kitchen floor covering down to subfloor, where needed for a smooth transition to new kitchen floor. Remove the brick chimney down to the foundation level. Frame-in for a central furnace return air plenum. Remove building material debris from beneath main dwelling, while maintaining the vapor barrier. Smooth out or repair existing foundation skirt metal panels for semi-permanent placement with screws.

Price \_\_\_\_\_

2. Dig, form, and pour new concrete footings, to code. Erect concrete block walls on three sides. Build to the full flush width of the building bearing walls, approximately 18' and rearward for about 10'+. Match the roof rafter pitch and overhangs to extend the building lines straight back. Excavate new crawl space height depth to 24". Smooth out and cover the ground with 6 mil vapor barrier. Install a Mumford style access door near the B/C corner of the house, excavate door access for retaining well and plastic well cover.

Price \_\_\_\_\_

3. Erect building wood frame as per code to meet the needs indicated in my single page site plan sketch. Wall locations and dimension are only approximate, field verify all dimensions. Extend: the "A" roof line, fascia, soffits, and gutter. Extend from the new gable end a shed roof above the entrance into the kitchen. It must cover the landing and steps. Step back and later tie-into the existing architectural style shingles at rear edge of the dwelling roof, for a smooth transition from new to old roof sheathing. Match the shingle colors, edge-metal, and install over 15 # felt paper, over 1/2" sheathing, over 16" on center rafters. Bring plumbing vents thru no-caulk roof flanges. Bring gas hot water B-vent straight up thru approved roof hood. Bring new Furnace B-vent stack up through the attic and exit at the former brick chimney peak location. Make suitable weather tight shingle repairs at this location.

Price \_\_\_\_\_

4. Add two Energy star white vinyl windows in the approximate locations indicated on the plan. Stair-step back the white vinyl siding on the B and D walls and transition to new matching white beveled vinyl siding on addition faces. Fit back saved vinyl siding from demolition to complete front porch repairs. Use Tyvek or equal and Fan-fold where possible on new construction walls. Complete all soffit and fascia and gutters to match and tie into existing. Add a gutter to the new rear

Lois Bishop  
104 E. Martin St.  
Snow Hill, MD 21863  
Call Niece Regina at 443-373-7183

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porch eave. Add 2 pair of black vinyl shutters to match the existing. Add a rear gable vent 16" x 24" approximately. Cut in and add a matching size vent in the street front gable.

Price \$ \_\_\_\_\_

#### AA. Kitchen/Bath Exterior AHSP

1. Install a 9 light insulated metal rear entrance door with ADA threshold. Prime and paint in a color to be selected. Install matching lock set and single cylinder deadbolt. Wrap the exterior trim. Install a white self-storing screen/storm door. Install a wall mounted exterior light fixture by this door. Install a motion detector activated/and otherwise switched outdoor spotlight fixture, near the C/D corner above the ramp termination.

AHSP Price \_\_\_\_\_

2. Beyond the kitchen door build a salt-treated landing approximately 6' wide and 4'+ out, with a step or two to grade, coming to rest on a poured concrete pad the width of the steps and out some 3' beyond. Install guardrails with graspable handrails as required. To the D side of the landing, build a ramp to grade coming to rest on a concrete pad at the C/D corner of the house. Attach guardrails and handrails as required.

AHSP Price \_\_\_\_\_

#### B. Kitchen/Bath addition: INTERIOR

1. Overlay kitchen, bath, and dining room (the old kitchen) subflooring with luan plywood. Install a good grade medium weight fully adhered sheet vinyl floor covering. Install quarter-round trim, or baseboard and quarter-round where needed.

Price \_\_\_\_\_

2. Reframe C wall of Master bedroom for a 36" pocket door, sliding left away from wall blocking installed for toilet grab bars.

Price \_\_\_\_\_

3. Bare exterior kitchen walls on side B, C, and D, shall be R-13 insulated. Crawl space floor shall be insulated to R-19, Crawl space supply pipes shall be insulated to R-3, same for Hot Water heater. Attic above shall be installed to R-49 above new construction plus increase the existing blown-in above the balance of the dwelling to the same R-49. Erect plywood sides to the attic access panel to hold back the insulation. To the attic access panel, adhesive multiple layers of rigid insulation to the back of the attic panel. All bath, kitchen, and dining walls and ceilings to get ½ sheet rock covered, taped and finished. Use moisture resistant sheetrock in the bathroom. Prime and topcoat paint all new walls and interior partitions that are drywall, color beige. Prime and paint all newly installed wood doors and wood trim, semi-gloss white. Kilstain and paint flat white all other staple-up ceiling tiles (3 small rooms). Door handles shall be lever type for all locations.

Price \_\_\_\_\_

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4. Expansion electric: 20 amp GFIC countertop receptacle circuit. Separate refrigerator outlet. Install GFIC 120 and 220 v receptacles in Washer/Dryer closet. Install 30" white Broan or Nu-tone Energy Star rated wall exhaust fan/hood with light, above the cooktop. Install switched LED light fixture above kitchen sink, mounted to cabinet valence or ceiling. Install switched light fixture in utility closet to miss the stack W/D unit. Install 3-way general lighting ceiling fixture about 6 feet from rear exit. Install ceiling fan/light combo about 6 feet from opposite wall. Move surface mounted electric receptacle on the B wall used for window Air Conditioner, to a recessed box within the wall. Install other wall receptacles on the A and D wall as per sketch, and or code. On the Bathroom C wall, install switched vanity 4 globe light bar above a full-width mirror. Install separately switched 55 CFM bath ceiling exhaust fan/light fixture. Vent this fan up and out the exterior gable wall. Install GFCI receptacle to the left wall side of the bathroom sink bowl. Install smoke alarms as per current Worcester County code. Install Carbon monoxide detector to suit appliance placement. Replace the broken master bedroom ceiling light fixture. *Install a light fixture in the new Master Bedroom closet. All light bulbs to be LED or CFL.*

Price \_\_\_\_\_

5. Kitchen Cabinets & Counters: Furnish and install 10 linear feet of base and wall cabinet on the B wall, as per sketch layout, or my approval of your equal. Begin 36" East from the dining window casing before measuring the 10 feet on the interior wall, allows for the new refrigerator space. This dimension point should determine the actual finish length of the addition. Install an additional 4' of base with 2 drawers and upper cabinets along the D wall, butted-up against the return-air chase/closet. These should be Builders-grade of wood finish kitchen cabinets, shade and species to be determined, provide samples from which to make a selection. Drawer quality are dovetailed with ball bearing extensions, or equal. Set a 4 drawer 18" wide base unit next to the sink. Install laminate countertop selected from Standard Samples provided. Install cabinet knobs or handles as needed.

Price \_\_\_\_\_

6. Kitchen AHSP: Install 22" x 32" stainless steel double-bowl sink, provide a handicap base for wheelchair access for wheelchair access, or open with a removable beveled box cover. Install Delta single-lever faucet assembly, or equal with separate spray/hose feature.

AHSP Price \_\_\_\_\_

7. Bath AHSP: Install barrier free shower unit Model Oasis SHMD-6232. Install height adjustable shower head. Install white Energy Star handicap water closet. Install drop-in sink into laminate covered top, 3-wall-attached ledger boards, plumbing is to remain open underneath for wheelchair access. Enclose supply and drain lines in beveled box with removable cover, same detail for kitchen sink. Install apron board across the front edge beneath the top to add strength and

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disguise the bowl. Install prior wall-blocking followed by wall mounted security grab bars beside and behind the toilet, also wall mounted beside both left and right edges of the shower entry walls.

AHSP Price \_\_\_\_\_

8. Bath Accessories: Install recessed wall medicine chest left of sink. Install wall to wall mirror in front of sink. Install vinyl plumbing access panel cover for shower pipes, to the right of sink. Install Delta single-lever faucet assembly, or equivalent. Install 5 shelves in bathroom closet. Install chrome accessory set to include: adjustable shower curtain rod, paper holder, 2 towel bars, 1 towel ring, and a door stop. Install adjustable vinyl window shade.

Price \_\_\_\_\_

9. Appliances: Furnish and hookup Energy Star label 20-24 cu.ft. refrigerator, white, include automatic ice maker. Furnish and hookup white 30" gas oven/range. Provide all warranty and operating instructions. Re-install the 4 year old gas water heater in a new drip pan, with fresh air intake positioned on exterior wall. Install plumbing drain and supply washer box hookup in the utility closet. *Furnish and hookup a stack Washer/Dryer unit exhaust vented to the exterior sidewall.* Install a frost free anti-siphon hose bib near the B/C or the C/D corner.

Price \_\_\_\_\_

10. Supply and drain lines shall be PVC/CPVC. Contractor is responsible for tie in and extending new waste line and water service lines into the existing service, including any trenching required.

Price \_\_\_\_\_

#### B. HEAT

1. Furnish, install, and operate a gas-fired vertical forced-air furnace, sufficient to heat the house to and hold a comfortable 78 degree temperature, when exterior is 0 degrees F. Install programmable thermostat. Insulated supply ducts in the attic shall extend to each room. The old chimney chase seems ideally located for a central return. All connections of vents and registers shall be mastic sealed where they meet the ceiling or wall. All HVAC shall comply with IECC 2012 requirements.

Price \_\_\_\_\_

#### C. FRONT PORCH

1. Flip the position of the 100 amp panel and install a new 250 amp panel inside the exterior wall of the front bedroom. Make spot repairs to the vinyl siding patches at old panel position.
2. Remove and replace rotted structural wood at the floor joist/pier connection at the corner of the front porch. Make repairs to any deteriorated T and G porch flooring, and repaint same in a gray color to match.

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3. Remove and replace the porch screening with new fiberglass screen shade cloth, on the upper half of the three walls.
4. Build a lower half wall, cap it with a piece of vinyl decking wood 5/4 x 6 size. Apply salt-treated sheathing and white vinyl siding to the exterior face. Apply vinyl siding on the interior, directly to the framing or blocking. An acceptable alternate is the new plastic wainscot paneling with the 2" T&G appearance in the color white.
5. Install a new white aluminum screen door with closer and latch. Power wash existing masonry steps. Install salt-treated posts and guardrails on both side of steps and attach a graspable handrail on each side.

Price \_\_\_\_\_

C. LEAD PAINT:

1. Replace white LEAD PAINT screen porch frame members, with salt-treated wood. Alternately, wrap the 4" posts in place with white aluminum trim metal.
2. Staple Tyvek or other building paper over top of LEAD PAINT porch ceiling. Then install J-channel and solid white vinyl soffit panels to the ceiling. Wrap the LEAD PAINT box beam with white aluminum trim coil metal.
3. Remove and replace 5 original LEAD PAINT wood windows with white Grade 35 or better, double-hung, box frame replacement windows, dual glazed hi performance Low-E insulated glass, with half screens. Remove exterior storm window frames, cover exterior LEAD PAINT stops with new metal bent to cover, caulk tight to existing customize metal.
4. Either enclose behind another "rigid" layer or Remove 5 LEAD PAINT interior window trims and replace with new square-edge style stock, primed and painted semi-gloss white.
5. Replace LEAD PAINT front door complete with a pre-hung 4 or 6 panel insulated metal door, same size as existing, and regular non-ADA threshold. Match lockset and deadbolts with new rear entrance door hardware. Install peep-hole viewer for shorter individual.
6. Remove 2 existing LEAD PAINT bedroom doors, jambs, and casing complete. Enlarge each opening to 36" and install new pre-hung molded hardboard units in place.
7. Remove and enlarge to 36" clear, the LEAD PAINT cased door-opening between the living room and the kitchen.

LBP Price \_\_\_\_\_

D. General Conditions LBP:

1. **This is a Lead Abatement project, the MHIC licensed general contractor be EPA certified and Maryland Department of the Environment accredited must as a Removal and Demolition contractor, and be able to prove current Lead Paint training for all workers on site.**
2. This is an owner-occupied dwelling with one adult in residence. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not



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be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place, should be completed off site if possible, to help prevent site contamination.

3. Use all applicable LBP training to perform the scope according to EPA and Maryland regulations. **Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your Lead Warning signs.** HEPA clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.

4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. **Initial costs of testing are covered by the program. Any subsequent HEPA cleaning and re-testing due to a sample failure will be paid for by the contractor.**

LBP Price \_\_\_\_\_

E. Provide an onsite storage box for her personal contents so the house can be emptied down to bare floor and walls for the four remaining rooms.

Price \_\_\_\_\_

Project Total \$ \_\_\_\_\_

OFFICE USE ONLY:

LBP total: \_\_\_\_\_

AHSP total: \_\_\_\_\_

Other total: \_\_\_\_\_



REHABILITATION GUIDELINES FOR WORCESTER COUNTY,  
MARYLAND

**INTRODUCTION**

This rehabilitation plan sets forth the guidelines and procedures governing the operation of the Worcester County Housing Rehabilitation Program.

This program will make available financial and/or technical assistance for the rehabilitation of eligible substandard housing units located in the unincorporated areas of Worcester County. Rehabilitation work will correct deficiencies in the eligible home and make the units safe, sound and sanitary for the occupants. All properties will be rehabilitated to the County's Livability Code.

The legal authority for this rehabilitation program comes from the applicable grant agreement for the Community Development Block Grant Program administered by the Maryland Department of Housing and Community Development.

The local governing bodies, contractors, subcontractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws, and may be required to sign documents certifying their compliance.

The Civil Rights Act of 1964  
Executive Order 11246 concerning Equal Employment Opportunity  
Standards of Conduct for the CDBG recipients – Conflict of Interest  
Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity  
Standard of Equal Opportunity Construction Contract Specifications  
Certification of Non-Segregated Facilities for Contracts over \$10,000  
Title VI of Civil Rights Act of 1964  
Section 109 of Housing & Community Development Act of 1974  
Section 3 Compliance  
Age Discrimination Act of 1975  
Section 504 Affirmative Action for Handicapped Lead Based Paint Hazards  
Access to/Maintenance of Records

Past experience with the Program has shown that there are sufficient applicants to utilize the available funds. If this should cease to be the case, the Administration will market the Program via newspaper and television stories, public service announcements, and contacts with civic and charitable organizations.

The County Commissioners shall have the right to waive limits and eligibility criteria on a case-by-case basis as justified by unusual circumstances and with the approval of the State.

SECTION I – ELIGIBILITY

1. Beneficiaries of the Program must be of low-to-moderate income, as defined by income limits provided by the Maryland Department of Housing and Community Development.

The limits may be revised form time to time. Current limits are as follows:

Persons Per Household	Maximum Annual Income
1	41,650
2	47,600
3	53,550
4	59,500
5	64,300
6	69,050
7	73,800
8	78,550

2. The dwelling to be rehabilitated must be located within the unincorporated areas of Worcester County or in a township that does not receive CDBG funding.
3. The dwelling must be in substandard condition and economically feasible of being brought into compliance with the standards of the County's Livability Code. Exceptions may be made for emergency cases to correct an immediate threat to the health and safety of the occupant(s). All health and safety problems will be documented on a separate form.
4. Program emphasis is the rehabilitation of owner-occupied dwellings, however, landlords who rent to persons of low-to-moderate income may be considered for CDBG funded interest subsidies for bank loans, provided such assistance has been approved by the State.
5. Owner-occupants must not own any house other than the one to be rehabilitated under the program and must not have substantial assets which would enable the applicant to secure rehabilitation funds from other sources.
6. If the dwelling lies within a flood zone, the applicant must agree to obtain flood insurance coverage.
7. Vacant dwellings may be considered for rehabilitation if the dwelling has been vacated due to its substandard condition, and if the owner agrees to occupy the dwelling upon completion.
8. Applicants without property insurance must obtain such insurance prior to the initiation of any work.
9. Homes owned by more than 1 party (other than a husband and wife who reside together) may be rehabilitated even if not all members reside in the home. At least one of the owners must live in the home. All others must sign all program documents, including the application and the final loan documents.
10. The program may rehabilitate dwellings occupied by non-owners if the owner is a relative. The owner must make the application and sign all program documents. For eligibility purposes, only the income of those residents in the house will be submitted.

11. The total income of all persons residing in the house will be counted. The income of household members who are presented as residing temporarily in the house will be counted for eligibility purposes until evidence is that the person has moved out.

## II. APPLICATION PROCEDURES

1. Applications will be accepted continuously. The following must be submitted prior to application review and underwriting: property tax bill; proof of insurance or commitment to obtain such on property; verification of mortgage (if applicable); and proof of income. The following will be acceptable as proof of income: social security or pension award letters, last two pay stubs, W-2 form for the previous year, or income tax returns. Mortgage verification forms will be used. Employment verification forms will be used at the discretion of the Administrator.
2. The number of applicants which meet eligibility guidelines will be referred to the Program Inspector for completion of a preliminary inspection. This will occur during the times in which the program has sufficient funds to handle the stream of applicants coming in. Preliminary inspections will not be completed for "backlogged" applicants. The purpose of the preliminary inspection is to determine whether the rehabilitation is economically feasible and to determine the health and safety violations which will end in the prioritization of applications. *Preliminary inspections will be made in writing and will include the estimated cost time.*
3. The Administrator will perform general prioritization of applications for the purpose of presentation to the review board. Priorities are covered in Section III, "Selection".
4. Excess housing demand will be partially addressed by the prioritization discussed in #3, above. In addition, applicants deemed to have greater repayment ability will be referred to the State Special Loans Programs. Consideration will be given in developing programs which will expend the CDBG funds in a timely manner, but yet maximize the number of families served. A prioritized waiting list will be developed so that as more funds become available, families will be reviewed in priority order. All Special Loans Programs cases will be handled using regular SLP procedures
5. Underwriting will be performed prior to presentation to the Housing Review Board. The Administrator will utilize the State Special Loans Program underwriting form. Applicants who expend more than 28% of their income for housing expenses will be deemed unable to repay a loan.
6. The Administrator will prepare recommendations for action by the Review Board and will mail this material to the Board in advance of the meeting at which action is being requested. In order to receive a conditional grant, the applicant must meet one of the following criteria: have income below 80% of the AREA median; be 62 years of age or older; or is spending more than 30% of his gross income on housing, exclusive of utilities.

### III. SELECTION

1. Efforts will be made to provide assistance on a first-come, first-served basis, however, severity of need will take precedence. Severity of need will be based on the following criteria:
  - One or more occupants of the dwelling is age 62 or older.
  - One or more occupants of the dwelling is handicapped.
  - Condition of the dwelling is a threat to the health and/or safety of the occupants.
  - Total household income is below 50% of the County median.
2. The Housing Review Board will meet as needed. The Board will review applications and recommendations from the Program Administrator and will make decisions as to which shall be funded and the method of financing. Grievances and appeals against the decision of the Housing Review Board will be made in writing within 30 days after notification of the Board's decision. Additional information not presented at the time of the meeting must be requested with the request for an appeal hearing. Appeals will be referred to the County Administrator who will act on them within 30 days of receipt. Applicants may further appeal to the County Commissioners within 30 days after the decision of the County Administrator. Applicants will be notified of the grievance procedures upon notification of action by the Board on their cases.
3. Upon application approval, the Administrator will send appropriate documentation to the Maryland Historical Trust for the Section 106 review.
4. The Inspector will perform a detailed, written work-up for each approved case.

### IV. STRUCTURE OF FINANCIAL ASSISTANCE

1. The average amount of assistance is expected to be \$15,000. The maximum grant amount will be \$25,000. Total improvements may exceed \$25,000 if the after-rehab value of the dwelling is in excess of all mortgage amounts and the home can be brought into compliance using what is still considered to be moderate to of these substantial rehabilitation guidelines. Awards exceeding \$25,000 shall be in the form of 0% interest loans; payment amounts to be determined using the Special Loans Program underwriting worksheet. Recipients must make payments as scheduled to the County Treasurer's Office until the entire principal amount of the debt is retired; there is no expiration on the term of the loans. In cases of the sale or cash-out re-financing of rehabilitated properties, the County must be repaid the balance of the loan or grant per the terms outlined in the agreement. Reverse mortgages are not permitted while liens are still in effect.
2. The following tiered system applies for liens placed on houses rehabilitated through a CDBG grant:
  - Tier I- \$0 to \$12,500 grant requires a five (5) year lien
  - Tier II- \$12,501 to \$20,000 grant requires a ten (10) year lien
  - Tier III- \$20,001 to \$25,000 grant requires a fifteen (15) year lien.

A tiered portion of the grant amount must be repaid if the dwelling is sold after rehabilitation and prior to the expiration of the grant term. Repayment is required according to the following schedule:

For five year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	80% grant repayment
Sale in the third year	60% grant repayment
Sale in the fourth year	40% grant repayment
Sale in the fifth year	20% grant repayment

The grant mortgage will be released after the fifth year and no repayment is required thereafter.

For ten year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	90% grant repayment
Sale in the third year	80% grant repayment
Sale in the fourth year	70% grant repayment
Sale in the fifth year	60% grant repayment
Sale in the sixth year	50% grant repayment
Sale in the seventh year	40% grant repayment
Sale in the eighth year	30% grant repayment
Sale in the ninth year	20% grant repayment
Sale in the tenth year	10% grant repayment

The grant mortgage will be released after the tenth year and no repayment is required thereafter.

For fifteen year liens:

Sale in the first year:	100% grant repayment
Sale in the second year	93% grant repayment
Sale in the third year	87% grant repayment
Sale in the fourth year	80% grant repayment
Sale in the fifth year	73% grant repayment
Sale in the sixth year	67% grant repayment
Sale in the seventh year	60% grant repayment
Sale in the eighth year	53% grant repayment
Sale in the ninth year	47% grant repayment
Sale in the tenth year	40% grant repayment
Sale in the eleventh year	33% grant repayment
Sale in the twelfth year	27% grant repayment
Sale in the thirteenth year	20% grant repayment
Sale in the fourteenth year	13% grant repayment
Sale in the fifteenth year	7% grant repayment

The grant mortgage will be released after the fifteenth year and no repayment is required thereafter.

## V. REHABILITATION ACTIVITIES

1. Work to be performed will be determined through an inspection by the Rehabilitation Specialist/Inspector. The homeowner will be encouraged to participate in this process. The Rehabilitation Specialist will prepare a detailed work write-up which will be utilized for solicitation of bids to perform the work.
2. The following are considered eligible repairs under the program when such repairs are necessary to bring the property into conformance with the County's Livability Code:
  - Improvements to the existing physical structure such as painting and resurfacing of structures or surface elements
  - *Roof, wall, floor and ceiling repairs*
  - Replacement of appliances such as range, hot water heater, water pump.
  - Replacements of fixtures such as heating, electrical, plumbing
  - Energy conservation/weatherization improvements
  - Alterations necessary to make the dwelling more accessible for handicapped persons
  - Modifications to the physical structure such as the addition of a bathroom, windows, steps, and fire detection equipment.
3. The following activities are generally ineligible for rehabilitation assistance:
  - New construction, substantial reconstruction, or the finishing of unfinished space such as attics or basements.
  - Remodeling or cosmetic improvements
  - Renovation of dilapidated outbuildings
  - *Appliances not required by code standards*
  - Materials, fixtures, equipment or landscaping of type or quality that exceeds that customarily used in Worcester County for properties of the same general type. The County has developed general specifications which detail the level of materials and workmanship quality.

## VI. CONTRACTING



1. The County will advertise publicly for bids based on the work write-up prepared by the Rehabilitation Specialist. Minority and female owned firms will be encouraged to bid.
2. Contractors must complete a Qualification Form to be considered as an eligible bidder.
3. Bids will be reviewed for accuracy and responsibility and a recommendation for award will be provided to the County Commissioners. Bids will generally be awarded to the lowest bidder. The County Commissioners reserve the right to accept or reject any or all bids.
4. The County may limit the number of contracts to be awarded to one contractor during any one bid solicitation and may negotiate with other bidders for remaining contracts.
5. Following award, the Owner-Contractor Agreement will be executed by the contractor and homeowner. The Program Administrator will then issue a *Notice to Proceed*.
6. The contractor may request progress payments as often as needed. Payments are made following inspection by the Program Inspector and upon approval by the Program Administrator. The contractor may receive up to 75% of the total contract in this manner; the final 25% will not be paid until satisfactory completion of a final inspection and the achievement of lead clearance on applicable projects. The homeowner, Program Inspector, contractor and Program Administrator are required to sign-off on the final payment request in order for payment to be processed.
7. All work involving well and septic installation will be bid separately and will not require the certification of the Program Inspector. The Administrator will work directly with the Planning, Permits and Inspections for this procurement. P.P.I. will also perform the inspections.
8. The inspector will obtain the owner's signature on the Certificate of Completion prior to the final payment being made. If there is a dispute, the inspector and Program Administrator will make the determination and document the reasons for such.
9. Any homeowner who has problems with the work after its completion, (i.e., leaking pipes) should contact the Program Administrator who will request the inspector to ascertain the cause of the problem. If the time frame is within the one-year guarantee period, all efforts will be made to encourage the Contractor to correct the problems voluntarily. If this should prove unfeasible, the program will engage the services of another contractor to correct the work, if ample funds are available.

## VII. PERMITTING PROCESS

1. The Housing Administrator will send a copy of the final work write-up to the applicable Permitting Department for a permit review. The Permitting Department will respond with a written memo listing the permits required for the project and the code which is used by the jurisdiction. The Administrator will provide the contractor with a copy of this memo when the Owner-Contractor Agreement is signed.
2. The contractor will contact the property owner to sign the permit and submit the permit to the local Permitting Department along with any required drawings or site plan and all applicable fees .
3. The contractor will notify the Department of Planning, Permits and Inspections and the Housing Administrator of the construction start date.

## VIII. FINAL REHABILITATION DOCUMENTS

1. Once the contract for the work is awarded, the Administrator will prepare the following documents for signature by the homeowner:
  - Owner-Contractor Agreement
  - Lead Paint Notice
  - Grant/Loan Agreement
  - Promissory Note
  - Notice of Right of Rescission
  - FHEO Self Identification FormIn addition, a copy of the work write-up will be included in this mailing.
2. When the documents are returned to the Administrator, he or she will obtain the signature of the contractor on the Owner-Contractor Agreement. Once this is done, the Contractor will be given a Notice to Proceed.
3. The Grant/Loan Agreement will be recorded in the Office of the Clerk of Court.
4. Copies of the promissory note and Grant/Loan Agreement will be provided to the County Treasurer's Office upon signing and recordation.

### **BID AND CONTRACT PROCEDURES WORCESTER COUNTY HOUSING REHABILITATION PROGRAM**

It shall be the policy of the Worcester County Rehabilitation Program to

maximize participation by minority contractors. The Program Administrator shall consult all available resources for names of minority contractors.

The procedures contained herein apply only to work funded in whole or in part with County CDBG funds. Other agencies which supplement the CDBG funds have the option of using their own procedures.

#### CONTRACTOR QUALIFICATION

1. An advertisement soliciting interested rehabilitation contractors shall be placed in local newspapers by the Worcester County Housing Rehabilitation Program on behalf of the property owner. This ad will contain the information necessary to request a bid package and the date that bids are due.
2. Bid packages will be mailed to those contractors requesting them.
3. Bid packages will be mailed to those contractors known to be active in the area. The following will be required of contractors:
  - a. Adequate liability insurance (\$100,000/\$300,000 for personal injury and \$100,000 for property damage), listing agent's name, amount, expiration date and name of insurer.
  - b. Name of the company bank
  - c. The names of the usual subcontractors
  - d. The names and addresses of at least two (2) recent residential rehabilitation or remodeling customers
  - e. A list of all principal officers of the company
  - f. Number and date of the Maryland Home Improvement License
4. Contractors meeting the qualifications above will be deemed acceptable and will be allowed to bid on the rehabilitation projects. This privilege is contingent on the fact that no contractor is on HUD's debarred list, has filed bankruptcy or is otherwise deemed ineligible. The Housing Specialist/Inspector and the Housing Rehabilitation Program Administrator and award of the bid by the County Commissioners shall make final selection of the contractor after an evaluation of the bid. The name of contractors who do not perform satisfactorily will be submitted to the County Commissioners with a recommendation that they not be allowed to bid on future projects.
5. Contractors will return completed and sealed bid packages to the Budget Officer no later than the date established in the advertisement. No bids will be accepted after this deadline. Faxed bids are not acceptable.
6. No items are to be omitted. All bids are to be totaled on the first page of the work write-up and signed by the contractor on the last page. Any bid which contains omitted items will be disqualified.

7. The jobs are to be bid on an individual basis, group bidding is not allowed.
8. Any questions concerning the substance of the work write-up should be clarified before the bid is submitted. No change orders may be made without the approval of the Worcester County Housing Rehabilitation Program Administrator. The submitting of bids shall be taken as a contractor's acknowledgement of the adequacy of the scope of work unless the bid is accompanied by a statement expressing the contractor's questions or concerns.
9. Bids will be reviewed by the Housing Specialist/Inspector and the Program Administrator. All bids will be opened publicly and read aloud at a specified time.
10. The contract for approved applications will be awarded consistent with the County's purchasing policy. Generally this will be the low bidder provided that he or she has met all eligibility criteria, and that the bid covers all items on the work write-up and that the bid appears to be feasible and responsive. *The County Commissioners will award the contract at a regular meeting. It is the general policy of the program to use general contractors. However, there may be instances where work to only one trade is to be done. In these cases, the Administrator may solicit the appropriate subcontractor. All well and septic work will be bid separately.*

## CONTRACT PROCEDURES

1. A contract for construction work financed by a rehabilitation grant or loan shall be undertaken between the contractor and the property owner. The County will not be a party to such a contract, but will act on the recipient's behalf in bidding, contract award and inspections of work completed.
2. The form of the contract shall be as follows: a single document, containing the general conditions and specifications for the work performed. The bid form is included in the contract by reference.
3. General contract provisions shall be required in all rehabilitation construction contracts, including:
  - A provision that a written "Proceed to Work" order within a "to be determined" number of days is issued
  - A provision that the Contractor will be paid the contract price according to a payment schedule specified within the contract when work is satisfactorily completed. Payment will be made as soon as possible after receipt of the contractor's invoice and for final payments receipt of release of liens by the contractors, suppliers and laborers involved.

4. The Contractor shall be required to follow the following provisions:

- Comply with all County inspection requirements
- Perform all work in accordance with applicable standards and requirements, whether or not covered by the work specifications.

#### OWNER/CONTRACTOR DISPUTES

If a dispute between the homeowner and contractor concerning workmanship, quality of materials, or scope of work occurs, the Program Inspector will meet *with both parties to discuss their concerns*. The Program Inspector will advise the homeowner and contractor, in writing, of the recommended resolution. If both parties are not satisfied with the recommended resolution, they may respond in writing to the Program Administrator within 10 days of the date of the notice from the Inspector. The Program Administrator will meet with the homeowner, contractor and inspector at the property, listen to the concerns of *all parties and evaluate the disputed work*. The Program Administrator will respond in writing within 10 days of the meeting. If the homeowner or contractor do not accept the final resolution of the Program, the dispute will be referred for independent arbitration as provided for in the terms of the Worcester County Housing Rehabilitation Owner-Contractor Agreement.

#### CHANGE ORDERS

It is the policy of the Worcester County Housing Rehabilitation Program to carefully evaluate change orders. Every effort will be made to ensure that the work write-ups are complete and accurate representations of the work to be done in accordance with program guidelines. We require contractors to clarify any questions regarding the work write-up prior to the submission of a bid.

Work on these homes which require septic systems, wells and the installation of bathrooms will be reviewed by the Worcester County Division of Environmental Programs prior to be sent to bid. Requirements of the Division of Environmental Programs will be incorporated into the work write-up.

For other items on which change orders may be required, the following procedures will apply, regardless of whether the request for a change is initiated by the contractor or a homeowner:

1. The contractor is required to telephone both the Program Administrator and the Project Inspector with a verbal explanation of the situation.
2. The Project Inspector will visit the job site to render an opinion on the need for the change. If the Project Inspector recommends denial of the change order, this decision shall be final.

3. If the Project Inspector finds that the request is justified, he will so inform the Program Administrator who will render the final judgment. The Inspector will also give his opinion as to the reasonable cost of the proposed change.
4. Change orders which would bring the total grant amount above the maximum are not permitted. In cases of this nature, every attempt will be made to substitute a change for an originally approved item which is of lesser importance or to seek funds from other programs.
5. The Program Administrator will require the contractor to fill out and sign a change order form prior to permitting work to proceed.

**WORCESTER COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

#### **RECRUITMENT OF MINORITY, SMALL, AND FEMALE CONTRACTORS**

It is the policy of the County to attempt to recruit and assist small, female and minority contractors. Solicitations for bids will be placed in local newspapers. Additionally, the Administrator will attempt to locate such contractors and *place them on the builder's list. He/she will consult such sources as the Maryland Department of Transportation Business Directory, the Lower Shore Contractors Association (a minority association), Shore-Up!, and O.U.R. Community, as well as any other group known to have knowledge of minority, small and female contractors.*