



**Job #23K  
Pike WHR**

# REQUEST FOR PROPOSAL

You are invited to submit a proposal for the below-described project.

Client Name: Robert A. Miller  
Client Address: 122 Pleasant Lane  
Milford, PA 18337

Email Address: [postal05@ptd.net](mailto:postal05@ptd.net)  
Phone: (717) 889-1961  
Bid Due Date: **January 22 2024**

## Scope of Work:

Provide all labor, material, tools, supervision and equipment required to complete the following in accordance with all governing codes and industry best practices:

### Roofing, Siding, Gutters & Downspouts:

1. Repair dip in roof in front of skylight on the right side.
2. Remove existing shingle roof in all areas and replace with architectural shingles with a min. 25 year warranty including all necessary flashings, underlayments, ice & water shield, shingled ridge vent, and accessories for a complete, workmanlike installation. Roof replacement shall include new OSB or plywood roof sheathing in a thickness to match existing where/if necessary as well as repairs to framing where/if required.
3. Gutters and downspouts are existing to remain, so care must be taken to protect them while other work is being performed.

### General Trades:

#### General Trades Base Bid

1. Remove existing stairs that are pulling away from porch, and replace them. New stairs shall have childproof railings with pickets as required to meet code and a graspable handrail. The existing stairs are approximately 4' wide x 5.5' high and 5.5' long. New stairs and railings should be constructed of treated lumber.
2. Furnish and install a graspable handrail on the interior stairs.
3. Furnish and install a graspable handrail and childproof railing at the basement stairs.
4. In the greenhouse area, the windows have all lost their seal and need to be replaced. In addition, water is getting into the space below it, with insulation being wet and hanging down. Assess where the water is getting in and repair it. Replace the glass in the windows with new double-pane glass in each of the fixed openings.

### The following items are suggested to be addressed **by others**.

1. Repair water stains and damage on ceilings and walls where roof was leaking in the room with 2 skylights and in "greenhouse area".

## 2. Repair leaking toilet in Second floor bathroom.

### Special Considerations to Note:

- All work shall be performed in a workmanlike manner in accordance with best industry practices, and in compliance with governing codes and any manufacturer's instructions or recommendations.
- Work area shall be cleaned up daily with all trash removed. All job-related trash and debris must be removed from jobsite and legally disposed of by Contractor.
- Home will be occupied during the work.
- At the conclusion of each work day, the occupant(s) shall have safe access to sleeping areas, bathroom and kitchen facilities.
- All required building permits and inspections shall be included by the Contractor, including the cost.
- Any measurements or quantities provided in the above scope of work are approximations only. The Contractor shall be responsible for inspecting the property and taking all necessary field measurements necessary for any reason, including to calculate pricing, to order and/or fabricate material, or to install the work.
- The Contractor shall be responsible for all taxes and fees related to materials and equipment.
- Insurance Certificate must be provided evidencing insurance coverage, and Pike County, PA as well as the homeowner shall be named as Additional Insureds on all policies except the Worker's Compensation.
  - Worker's Compensation and Employers' Liability Insurance in accordance with the laws of Pennsylvania.
  - Comprehensive General Liability Insurance, including Completed Operations, Contractual Liability Insurance against the liability assumed hereinabove, and including Contractors' Protective Liability Insurance if the Contractor sublets to another, all or any portion of the work.
  - Comprehensive Automobile Liability Insurance covering all owned, non-owned and hired automobiles used in connection with the Work.
- The work site must be contained if hazardous dust or debris could be released into other areas of the home (with occupants' belongings in the contained area moved to a safe and secure area outside of it or covered with an impermeable covering with seams and edges sealed). No safety, health or environmental hazards (e.g., exposed live electrical wiring, release of toxic fumes, or on-site disposal of hazardous waste) will be created.
- When working in pre-1978 housing, if work is included that surpasses "de minimus" level of paint disturbance, compliance is required with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (24 CFR part 35) and EPA's lead-based paint rules (40 CFR part 745). Personnel performing control and/or containment work must be properly trained contractors.
- All contractors must be licensed, bonded and insured in accordance with state and local requirements.
- For mobile homes and manufactured homes, contractor must follow state licensing requirements for repair/modification of mobile homes and manufactured homes, if applicable.
- Contractor must warranty his/her work for a period of one (1) year from date of completion.
- While change orders are not expected, in the event that the scope of work or cost changes during construction, the Contractor will submit a request in writing, including the details of the work being changed and why it is necessary, as well as both the cost and time impact of these changes. Contractor-initiated requests for a change order will not automatically increase the price of the Work. The contract price shall be adjusted only upon issuance of a written change order by Pike County which is signed by both Pike County and the Contractor. No payment can be made for this change order until the change order is fully-executed by both Pike County and the Contractor. The homeowner does not have the authority to alter the contract without a change order duly approved by Pike County.
- For all work for which a color selection is required, same shall be by the property owner from among the standard color selections (not premium) offered.
- As a condition precedent to payment of the final invoice, Contractor is required to submit BOTH before AND after photos of the work completed.
- Site visits can be scheduled in advance by contacting the homeowner via the telephone number or email listed above.

December 12, 2023

- Each project agreement will define the necessary payments and when they are to be invoiced by the contractor. Pike County will provide a deposit of up to no more than 33.3% of the total contract when same is necessary. Pike County will process payments on invoices within twenty-one calendar days from receipt of approved invoice.

If you have any questions, please contact Natalie O'Hara via telephone at 570.840.1329 or via email at [nohara@doenterprises.net](mailto:nohara@doenterprises.net).

**Bid submission instructions:**

Please submit your proposal as soon as possible but not later than the bid due date listed above via email to Natalie O'Hara. [nohara@doenterprises.net](mailto:nohara@doenterprises.net)