



CITY OF GASTONIA
Housing and Community Engagement Department
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City of Gastonia Rehabilitation Overview for Contractors

All contractors will submit a completed Contractor application and provide the City of Gastonia with the following documents:

- General Contractors License (if applicable)
- RRP certification for their company
- Any additional certification's the contractor may have
- Signed W-9 form

Once the Case Mgt. Specialist receives a completed application and the above documents, the application will be reviewed and approved/denied and the contractor will be notified by the Case Mgt. Specialist.

Once the contractor has been approved they will begin to receive bids via email. All contractors will receive a work write-up which consists of all the repairs that shall be performed on the home. The contractor is expected to put a price next to each repair item. The price should include all labor, materials and equipment. Do not put all your profit into one-line item as we may have to reduce a repair item due to costs. All bids will have a due date and time printed on the work write-up and will need to be returned to the Case Mgt. Specialist on or before the specified date and time. The bids may be emailed, faxed or hand delivered. All late bids will be deemed non-responsive. The contractor who presents the lowest and most responsive bid shall be awarded the rehabilitation project.

The awarded contractor will be required to sign a binding contract with the City of Gastonia.

The contract will be responsible for obtaining all necessary fees and permits which are required before work will begin.

All materials used shall be new, in good condition and of standard grade (unless otherwise specified in the work write up). Trade names are used to establish quality and type of materials. When a particular type cannot be obtained, that which is of equal then better quality shall be used.

Any damages resulting from the contractor's work shall be repaired by the contractor at the contractor's expense.

Any changes or additions to the work write-up that the contractor incurs (that is any addition which is necessary to bring the house up to code which was not included on the work write-up) must be discussed and have prior approval by the Case Mgt. Specialist before the work is performed. The contractor must provide the Case Mgt. Specialist with a written estimate of the cost of the change and/or addition at the time the change is discussed.

The contractor's work shall be subject to inspection by the City of Gastonia Building Inspector and/or Construction Specialist at any time during the rehabilitation of the home.

All rehabilitation work is done on a reimbursement basis. When the work is complete the contractor can provide an invoice for that work only. Example: Contract is \$23,000.00 and the roof has been replaced at \$8000.00 the contractor can submit an invoice for \$8000.00 for the roof. Once all work is complete the contractor will submit a final invoice to the Case Mgt. Specialist to be paid.

All contractors will provide a one-year workmanship warranty for each project.

****Note:** If you are not an RRP contractor you will not be able to bid on projects with lead base paint hazards.