



EXHIBIT A

Request for Bid

BID DUE

December 5, 2026 by 12:00 pm

**City of Gastonia
Community Development Office
Garland Building**

TO BIDDING CONTRACTOR:

The owner of the above addressed property has authorized the City of Gastonia Housing and Community Development Department to assist in accomplishing needed repairs to the property with funds provided through the HOME Investment Partnerships Program (24 CFR Part 92).

The Housing and Community Development Department invites you to submit a bid for the labor and materials described in the enclosed Work Write-Up. Your bid must be based only on the work items listed in the Work Write-Up and submitted on the attached form.

The successful bidder shall:

- Abide by the City of Gastonia's Basic Specifications.
- Perform work in accordance with local building codes, HOME property standards (§92.251), and federal and state regulations pertaining to equal opportunity employment.
- Meet insurance requirements as outlined in Section I of this document (City of Gastonia must be listed as Additional Insured).

Submission of Bids

Bids shall be submitted on or before the time shown above by:

- **Mail:** City of Gastonia Housing and Community Development Department
Attn: Construction Specialist
150 S. York Street
Gastonia, NC 28052
- **Email:** adam.hamam@gastonianc.gov and kenny.gehrig@gastonianc.gov
- **Hand Delivery:** Housing and Community Development Department (same address as above).

Questions regarding the bid package may be directed to:

Adam Hamam, Construction Specialist

Phone: 980-341-9968

Or

Kenny Gehrig, HUD Administrator

Phone: 704-214-9171

The owner reserves the right to reject any or all bids.

Sincerely,

Adam Hamam
Construction Specialist
980-341-9968

SPECIFICATIONS

PERMITS AND LICENSES

Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.

CODE COMPLIANCE

All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements and must meet with the approval of local code enforcement officials.

INSURANCE REQUIREMENTS

The Contractor shall maintain such insurance as to protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any sub-contractor or anyone directly or indirectly employed by either of them. The Contractor shall present to the Community Development Program Administrator a certificate of insurance where the City of Gastonia must be listed as additional insured and evidencing comprehensive public liability insurance coverage of not less than \$1,000,000/\$1,000,000 in the event of bodily injury including death, and \$1,000,000/\$1,000,000 in the event of property damage arising out to the work performed by the Contractor. If the Contractor has (3) or more employees, including the owner, the certificate must also **include employer's liability insurance (workers compensation)** in accordance with statutory requirements with limits of not less than \$100,000 for each accident.

CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES

All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.

WORKMANSHIP & MATERIAL STANDARDS

Contractor to perform work specified in Work Write-Up in a high-quality good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs and 3) meet requirements of code enforcement inspectors.

GENERAL WARRANTY

Any work performed and materials installed by the Contractor or his Sub Contractors shall have a warranty of one year from the date of final acceptance.

COMPLIANCE INSPECTIONS

Contractor shall call the program administrator for inspection of roof sheathing prior to installation of new felt and shingles or any work that will be concealed from view. Work that has been concealed without a compliance inspection may result in the area concealed being opened, payment delays or denials.

PROGRESS AND FINAL PAYMENT INSPECTIONS

Contractor must submit at completion to Community Development an invoice mailed or faxed

PROTECT HOUSE AND CONTENTS FROM DAMAGE DURING WORK

Contractor shall take steps to protect house, contents and plantings from damage.

DAMAGE TO JOB SITE or SURROUNDING PROPERTY DURING WORK

Contractor shall be responsible for professionally repairing or replacing building and site components



Work Write Up DESCRIPTION OF WORK

Owner: City of Gastonia
Phone: 980-341-9968
Address: 309 W Norment Ave.

Date: 11/19/2025

BID DUE
December 5, 2026 by 12:00 pm
City of Gastonia
Community Development Office, Room 238
Garland Building

Section I: Project Related Soft Costs

Summary – Section I intentionally omitted. This project does not include soft costs. HOME funds will only cover hard costs of repairs.

N/A - Soft Cost Total (Lead Repair)

Section II: Project Related Hard Costs

Summary – Hard costs include all direct labor and materials necessary to complete repairs. These costs are eligible under the HOME Investment Partnerships Program

PLUMBING

- Repair hot water heater connection to electrical
- Attach hot water line to pre-existing faucet in master bathroom

GUTTERS

- Clean and reshape downspout elbow
 - o Front 2nd Floor

SIDING

- Repair siding that has popped out and need to be re-secured
 - o 4 different locations all around the home
- Repair trim that has separated from the top of the back patio.

SEWER CAP

- Replace sewer clean-out cap
 - o Clean-out cap is glued shut and cannot be removed

GARBAGE DISPOSAL

- Repair garbage disposal
 - o The switch to turn the disposal on and off has power but doesn't turn the machine on
 - o The disposal is brand new and may not need to be replaced but may need some electrical work

The Contractor submitting this quote:

- 1 - Has inspected the addressed property and understands the above Work Write Up requirements and that adequate reference has been made to the work.
- 2 - The Contractor agrees to furnish all labor, material and equipment necessary to accomplish the work required by the Contractor and his Sub-Contractors.
- 3 - As of the date listed below, the vendor or bidder listed above is not listed on the Final divestment List created by the State Treasurer pursuant to N.C.G.S 143-6A-4.
- 4 - The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

NOTE TO CONTRACTOR:

***IF THERE IS LEAD BASED PAINT REPAIR LISTED ON THIS WORK WRITE UP.
YOU ARE TO TREAT THE LEAD HAZARD USING "INTERIM CONTROLS"***

Section III: Summary of all Project Costs

Total of Soft Costs - \$ N/A **(Lead Repair)**

Total of Hard Costs - \$ _____

Please total the soft and hard costs in the total bid below:

\$
Total Bid

Company / _____ / _____

Phone Number / _____ / _____
Email

Contractor Signature _____ Date _____