



June 26, 2023

Re: Cattaraugus County Mobile Home Replacement Initiative, CDBG 199MH307-22

To Whom It May Concern,

Cattaraugus Community Action is soliciting bids for new mobile homes, connections, and all associated site work. All specifications for unit, utility connections, site work, etc. are attached.

These projects entail mobile home replacements for 3 to 4 homes within Cattaraugus County. Cattaraugus County is the recipient of this grant, with Cattaraugus Community Action acting as the sub-recipient administering the program.

After all clients have been determined and properly qualified, the mobile home installation firm will be contacted with client's name(s), address, and contact information. At that time CCA will conduct final site inspections with the mobile home installer to ensure that homes meet the definition of dilapidated, and that the sites are conducive to replacement and site work without undue extra expenditures or extreme site work. Following final site inspections, the final recipients will be determined, at that time the home installer will execute contracts with each client, liens will be signed, and production schedule determined for start in summer of 2023, home installer will place orders with manufacturers as soon as contracts are signed to lock in production of units/pricing for the following year.

Bidding Firms are required to carry liability insurance as well as workers compensation insurance, and any professional insurance required for these activities in sufficient levels to adequately cover any possible contingencies. Installers must also have appropriate state certifications and licenses to sell and install new homes, copies of which shall be provided upon request.

Bids are to be returned to Jeff Hampshire via email with CMHRI 199MH307-22 UNIT REPLACEMENT BID in subject line, bids are to be in Word or PDF format on bidders' letterhead.

Bids are due at our offices by **July 10, 2023**, bids will be reviewed the following day. The contract will be awarded to the lowest responsible bidder for all projects and will be notified of the award.

If there are any questions, please feel free to contact me via email at jhampshire@ccaction.org or by phone at 716-801-0490.

Jeffrey K Hampshire
Programs Manager
Housing Rehab

CATTARAUGUS COUNTY MANUFACTURED HOME REPLACEMENT INITIATIVE SPECIFICATIONS

1. BASE UNIT

Unit is to have 3 bedrooms and two bathrooms; nominal size is to be 14'x70', and Energy Star rated and certified (**contractor is to supply copy of certification with bid packet for unit being proposed**), required sticker to be affixed to unit as prescribed by HUD standards and code. Unit to have pitched roof with shingles and vinyl siding. Client is to have choice of color schemes on interior, as well as shingle and siding colors.

2. UPGRADES AND AMMENITIES TO BASE UNIT

ROOF – rafters/trusses to be 24” on centers. Roofing to be minimum 25-year architectural grade shingles with ice & water barrier on eaves. Continuous white aluminum K type gutters with downspouts are to be installed, downspouts are to be directed away from foundation and terminate on splash blocks.

ENTRANCE DOORS – front and rear entrance doors are to be in-swing with deadbolts (all locksets and deadbolts are to be keyed alike), client to have choice of windows or solid six panel style doors. Both doors are to be 36” wide.

STORM DOORS – doors are to be self-storing glass and screen (solid paneled bottom where glass or screen is lowered into for storage, or other type of self-storing units) in white.

WINDOWS – all windows are to be single hung (double hung is preferred if no change in price) vinyl units with welded sashes and frames. All windows are to be Energy Star rated. All windows are to have screens.

HEATING SYSTEM – furnaces are to be natural gas/propane fired units of high efficiency and meet Energy Star rating requirement's, furnaces to have stack extensions to prevent snow/ice from impeding function.

APPLIANCES – unit is to be supplied with a natural gas/propane stove, install appropriate orifices for fuel type. Unit is also to be supplied with a refrigerator that also includes a built-in ice maker. Where possible client is to have choice of colors. In laundry area both 220 electric outlet and natural gas/propane line with shutoff are to be supplied to give client option of dryers (install cap on gas valve to prevent inadvertent opening if line is not to be used immediately).

FIXTURES/WATER SYSTEM – all fixtures are to have shutoff valves installed (toilet, sinks, tub/ showers, laundry, and water heater). Whole house shutoff valve in easily accessible location is to be installed. One exterior frost-free hose valve is to be installed on unit (consult with client as to location) with proper weatherization of lines if exposed below belly of unit in crawlspace.

UPGRADES AND AMMENITIES TO BASE UNIT CONTINUED

ELECTRICAL – GFCI receptacles (two) with in-use type covers are to be installed and located by each door. High efficiency LED or compact florescent bulbs are to be supplied for all light fixtures. Install additional GFCI receptacles under unit as needed to supply power to heat tapes, etc.

SMOKE AND CARBON MONOXIDE DETECTORS – Each bedroom is to have AC/DC smoke detectors installed. Combination smoke/carbon monoxide detectors are to be installed throughout rest of unit, including within 15 feet of all bedrooms.

FLOORING – typical carpet/pad and linoleum to be installed throughout unit, where possible client is to have choice of flooring type if cost does not change. Linoleum is to be installed at both entrance doors, with appropriate termination strips installed on edges.

ADDITIONAL OPTIONS – if additional options are available, such as preparation for dishwasher, upgraded flooring types, shutters, etc., client may choose any additional option above what is specified but will be responsible for costs incurred.

DEMOLITION

Disconnect all utilities from unit including electric pole behind home. Demo and dispose of old manufactured home (including any old additions, porches or stairs that may be present) in accordance with code and all applicable waste regulations (stated, federal, etc.). Contractor to take all steps necessary to protect utility hookups, nearby outbuildings, etc. from damage during demolition.

3. FRONT/REAR DECKS & STEPS

Front and rear doors are to have treated 8'x8' landings/decks with 4' wide stairs, railings, etc. Make sure installation complies with building code when complete.

4. SITE WORK

New unit is to be located on the exact same footprint as the existing unit (NOTE* there may be exceptions where the unit can be set on a different spot, each site will be evaluated with this in mind). Grade site as needed and bring in appropriate fill to provide stable base for foundation and prepare for moving unit on to site. When all site work is complete including any additional clean fill or topsoil around unit, repair any ruts or other damage, rake, and seed. Contractor to grade soil around foundation with positive pitch so that water drains away from slab.

5. FOUNDATION

After site preparation has been completed, construct new engineered slab on grade foundation to specifications acceptable to code, using drawings/specifications from civil engineer with stamped prints submitted to building inspector. Set new unit on slab according to code and manufacturers specifications on concrete block piers, install tie down straps according to code with anchors set into concrete slab.

After unit is set and tongue removed, install “skirting” (along perimeter of unit frame a wall from concrete slab to bottom of unit, bottom plate at minimum is to be 2”X4” treated lumber secured to concrete pad with appropriate concrete anchors and sill seal stripping installed between plate and slab, top plate is to be secured to bottom of unit securely, and studs installed 16” on center typical to house wall framing. Over the framed walls contractor is to install 2” thickness of rigid foam board insulation such as Dow board, etc., over the foam board the contractor will install metal lathing made specifically for exterior wall use and parge over lathing with a Portland or other appropriate concrete type mix similar to stucco, making sure that all lathing is adequately coated and sealed, parging is to be completed with a neat and uniform finish, then sealed when cured using appropriate exterior concrete sealer that is not paint but will soak into the concrete to seal and protect it against water and weather. All areas where wall meets concrete and bottom of unit are to be thoroughly sealed), install 2 access hatches’ (frames and doors to be made from treated lumber and plywood, securely anchored to framing and sealed, install galvanized hinges and or latches so that hatch cover closes and seals tightly but can be easily opened for access. Place one to either end of unit to allow closest access to utilities, etc.) and a minimum of 8 block vents (4 along each side, use thermostatically controlled block vents only that will operate automatically with temperature changes), block vent to have built in flanges with openings cut in “skirting” of sufficient size to allow main body of vent to enter and for flanges to stop against exterior, secure with rust proof fasteners and seal with silicone or other caulk, etc. between flange and wall surface.

6. WATER/SEPTIC

Connect to existing well with all necessary plumbing, insulate line under unit and install heat tape on GFCI receptacle. Install new holding tank and pressure switch with all necessary plumbing and wiring in same space as water heater, construct and install a wooden shelf of sufficient strength, to adequately support weight of full tank.

Locate existing septic tank and line, extend line as needed to appropriate location through slab and connect to new unit in typical manner.

7. ELECTRIC

If necessary, install a complete new 150 or 200-amp service (install new pole if necessary with guy wire and anchor) including meter cabinet, service wire, weather head and insulated anchor. Panel to be 150 or 200-amp rain tight panel with minimum of 8 positions mounted on approved treated plywood back board with treated braces. Install a 100-amp breaker for sub-feed to trailer, install GFCI outlet beneath panel in weather tight enclosure on own breaker. Install new continuous loop grounding system.

Install new buried sub-feed to unit that is stubbed up through concrete slab and wired into new unit's service panel with appropriately sized main breaker in pole service. Wiring to conform to state and NEC codes.

Contractor is responsible for removal and disposal of old service components and debris.

All wiring to be inspected by licensed electrical inspector and copy of certificate of compliance supplied to CCA.

8. TELEPHONE/CABLE/SATELLITE

Consult with client as to current services in use, provide connections to new unit from company termination boxes, all connections to conform to utility providers standards and applicable codes. Contractor to have all applicable service providers re-connect services and pay any associated fees.

9. FUEL SUPPLY

Install appropriate supply lines for Propane/natural gas and stub out black iron line through skirting for propane/natural gas supplier to connect to. If propane is used consult with client as to where the tank will be set by supplier (unless there is already a tank, then plumb line under unit to appropriate location on unit for supplier to connect to), client is responsible for having tank set and line run to new unit as needed. If natural gas is being used consult with gas supplier as to location of line and any necessary brackets, flex connector, etc. that will need to be provided by contractor to connect.

10. AIR CONDITIONING

New home is to be ordered from factory prepared to accept an A/C system. Install an external compressor and A coil to proper size for home, with compressor on synthetic pad next to new home, make sure all lines from home to unit are adequately protected from damage. Wire according to all applicable codes, install a disconnect for compressor outside home by unit in weatherproof box.

UPON COMPLETION OF ALL WORK, HOME IS TO BE INSPECTED BY LOCAL CODE ENFORCEMENT OFFICER FOR ISSUANCE OF CERTIFICATE OF OCCUPANCY. PROVIDE COPIES TO CLIENT AND CCA. PROVIDE CLIENT AND CCA WITH COPIES OF ALL WARRANTIES/INSTRUCTION MANUALS/ETC. THAT ARE PERTINENT TO UNIT.