Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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VICE-CHAIRPERSON
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Karen Goodman
Alan Marshall
Richard Schmidt
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Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
Thomas Kaminski
(231) 398-3500

HOUSING REVIEW BOARD MINUTES

Friday, October 9, 2015 — Manistee County Courthouse & Government Center, Board of Commissioners Meeting Room

MINUTES

Members Present: Jeff Dontz, Chairperson; Karen Goodman; Alan W. Marshall

Members Absent: None.

Others Present: Rachel Nelson, Finance Assistant/Housing Program Administrator; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 3:00 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

RECONSIDERATION OF BIDS FOR PROJECT 14-2-15

Ms. Nelson informed the board that Pizana Construction was awarded the bid on August 25, 2015, for project 14-2-15. However, Mr. Pizana has withdrawn his bid since he doesn't feel he will be able to complete this job by the deadline. The Board reviewed the lone bid from Scott Adamczak Construction. (APPENDIX A)

Moved by Marshall, Seconded by Goodman to accept the lone bid from Scott Adamczak Construction at a cost not exceed $27,550.00 for project 14-2-15.

YEAS: 3 Dontz, Marshall, Goodman

NAYS: 0

Motion Carried

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MISCELLANEOUS BOARD MEMBER COMMENT

Ms. Goodman informed the Board that Oceana Partners may be interested in picking up the administrative work for the new Housing Program Grant for 2017.

The meeting was adjourned at the Call of the Chair at 3:06 p.m.

Jeff Dontz, Chairperson

Karen Goodman

Alan W. Marshall

APPENDIX A

HOME IMPROVEMENT PROGRAM
231-398-3503
Fax 231-723-1795

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SPEC SHEET FOR: 14-2-15

CHIMNEY: Chimney Bid Price: $ 400.00

Tuck point any loose mortar joints assuring all bricks are fastened securely. Repair concrete cap and caulk around flue.

WINDOWS: Windows Bid Price: $ 10,300.00

Remove existing windows being careful not to disturb any of the trim work on the interior of the house. Install new replacement windows (white vinyl, double hung, double pane) to fix existing openings. Secure new windows to existing wall framing. Be mindful that the old windows have been tested and show moderate levels of Lead Based Paint. Proceed with interior trim work using the EPA Renovation, Repair and Painting Rules (RRP). Replace or wrap with metal all exterior trim. Insulate and caulk as necessary. These areas must meet Clearance testing.

ENTRYWAY: Entryway Bid Price: $ 1100.00

Remove entryway ceiling and replace with new fiberlock system or suspended ceiling (white) if headroom allows (homeowner's discretion).

DOOR: Door Bid Price: $ 600.00

Rehang Bedroom door (located on premises). Make sure door functions properly. Install new door locking hardware.

FLOORING: Flooring Bid Price: $ 1200.00

The floor in the Living Room/Dining Room area was filled in improperly when a wall was removed. Fill in to match existing hardwood floor. Finish to match old flooring if possible. If this is not possible, install new hardwood floor throughout entire Living Room and Dining Room using ¾" hardwood, tongue and groove, color and finish to be approved by owner.

Equal Housing Opportunity
Equal Opportunity Employer

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SCREEN DOOR: Screen Door Bid Price: $ 400.00

Replace front screen door with new combination storm/screen door. Repair existing jamb.

BATHROOM: Bathroom Bid Price: $ 75.00

Replace existing outlet in the Bathroom with new G.F.I.C. outlet.

PORCH: Porch Bid Price: $ 800.00

Install new treated handrail and guards on front porch. Secure to porch deck using approved anchoring system. Provide handrails on the steps. Meet all State Building Codes for height and spacing.

SIDING: Siding Bid Price: $ 6300.00

Secure any loose siding. After replacement windows and trim are installed wrap entire house with Code approved material. Install new vinyl siding (medium grade) and corners. Owner to approve color. Install according to Manufacturers specifications using matching starter strip, 'J' channel and finishing strip.

RAIN GUTTERS: Rain Gutters Bid Price: $ 1075.00

Install rain gutters and downspouts on all eaves (white). All downspouts must have extensions directing water a minimum of three feet from the foundation walls.

FOUNDATION: Foundation Bid Price: $ 350.00

Repair all cracks and openings (interior and exterior) in the foundation walls. Grind out existing loose mortar and repack all damaged joints. Make sure that foundation is free from all water penetrations. Make sure all blocks are examined even in the crawl space.

CLEARANCE: Lead Bid Price: $ 750.00

The Contractor awarded this job will use 'Best Practice' procedures established by the EPA, and will have to meet the EPA Standards for Clearance with respect to all lead paint for all areas noted in the Lead Based Paint Inspection and Risk Assessment Survey. This would include interior, exterior and soil around perimeter of the foundation.

NOTE: This work requires lead paint clearance. Contact the Housing Program Administrator when work is ready to schedule clearance. One clearance test will be paid for by the Housing Program. If clearance fails, any and all additional clearance costs are at the expense of the contractor.

Install new front door with screen door	$ 1400.00
Door in 2nd bedroom / storage room	$ 600.00
Handrail to basement	$ 300.00
Soffit + fascia	$ 1900.00

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Miscellaneous

All work to be completed under one (1) general contract. General contractors are responsible for all work requiring other trades. All contractors, including sub-contractors, must be licensed and insured, including workman's compensation insurance and must provide copies to the owner, and must comply with Executive Order 11246, and Section 3 of the Housing and Urban Development Act of 1968, as amended. Contractor responsible for field verifying all measurements.

Bidders must provide bid for all work items, including specified material allowances. All incomplete bids will be rejected. Contractor responsible for refuse disposal. Contract with owner must be executed within ten days to approved low bidder and construction must be completed within 120 days of execution of said contract. Contractor must list all proposed subcontractors and proposed costs of each subcontractor. Owner reserves the right to approve all subcontractors. Contractor will be responsible for liquidated damages of $100.00 per day over contract period.

All materials must be installed per manufacturer's specifications and to all applicable building codes. Contractor responsible for obtaining all required permits. All bidders to include all necessary materials and labor to complete work to the satisfaction of the owner, Manistee County and the Manistee County Housing Program. Work to be performed to meet generally accepted standards for construction. Manistee County and the Manistee County Housing Program are not responsible for items not included in specifications or floor plans, but are required to complete the contract. Sworn statements and lien waivers are required prior to payment for work completed.

The Owner reserves the right to accept or reject any and/or all bids.

There will be a MANDATORY on-site walk through on Thursday, August 13, 2015, at 12:00 noon for all bidders. Property will be available by appointment for follow-up.

Bids are due by Thursday, August 20, 2015, at 1:00 P.M.

Bid submitted by:

Adamczk Construction
Company Name

181 Quincy St
Address

Federal I.D.

Scott G
Signature

TOTAL BID PRICE:

$ 27,950.00

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SUBCONTRACTOR LIST

	Name of Subcontractor	Cost
Mechanical		
Electrical		
Plumbing		
Drywall		
Other		