

REHABILITATION / RENOVATION REQUIREMENTS FOR HOPWA PROJECTS

Bid Procedures

1. All projects over \$ 20,000 MUST have at least five separate, legitimate bids and be awarded to the ***lowest responsible bidder***.
2. All projects under \$ 20,000 will require at least three separate, legitimate bids and be awarded to the ***lowest responsible bidder***.
3. Estimated project budget to be determined by the United Way of Long Island (UWLI), to determine bid category.
4. All bids received by subrecipients shall be available for review by UWLI with final award subject to UWLI / CDA approval.
5. UWLI may require project to be re-bid if deemed necessary.
6. All Contractors and/or subcontractors associated with Contractor submitting bids must have proof of:
 - Nassau or Suffolk Home Improvement License
 - New York State Workmen's Compensation Insurance
 - Contractor Liability Insurance

Rehabilitation / Renovation

1. Contractor responsible for obtaining all necessary permits and certificates to comply with state and local requirements.
2. All HOPWA projects must meet “**New York ENERGY STAR Labeled Homes**” **requirements**. Compliance shall be demonstrated by meeting the performance standard score of 84.0 or better. Technical Specifications for ENERGY STAR compliance and additional HOPWA information can be found at <http://www.unitedwayli.org/hopwa.asp>
3. Contractor to schedule building inspection(s) if necessary.
4. UWLI will attend “construction observation meetings” facilitated by Subrecipients

architect as needed to determine job progress, payment authorization / voucher processing, and Change Order determinations resulting from unforeseen site conditions.

5. Subrecipient to obtain NYS licensed Architect or Engineer to provide Construction Documents and “Construction Administration”.
6. Construction Documents / plans are to commence after acquisition of property.
7. Contractor to submit “Schedule of Values” sheet and “Work Schedule” with date of substantial completion **BEFORE COMMENCING WORK**.
8. Contractor may apply through Town of Islip CDA voucher, for funds due on any phase listed on “Schedule of Values” sheet based upon the percentage of work that is completed and in place. Note: There will be NO deposits, mobilization fees, or forwarding of funds for work not completed or in place.
9. All payment requisitions must be sent on original yellow ***Town of Islip, CDA; HOUSING Program vouchers*** (North Fork Bank edition) directly to UWLI for processing. Include “Schedule of Values” indicating percent of project funds being requisitioned and waiver of lien form. NOTE: Requisitioned funds are available for payment 2-4 weeks after voucher submission.
10. All work will comply with any applicable local or state building codes.
11. Property/premises must be vacant prior to any type of construction/renovation work.
12. Demolition and construction debris to be disposed of properly in accordance with local regulations, including specific regulations that apply to “environmentally hazardous” materials as outlined by agency having jurisdiction.
13. Fixtures, Furnishings and equipment (FF&E) receipts to be included with final voucher for reimbursement. Reimbursement not to exceed grant approved budget.