



DATE: January 25, 2021
TO: Electrical Inspection Services Contractor
FROM: Housing Rehabilitation Department, SEDA-Council of Governments
RE: Electrical Inspection Service RFQ

SEDA-Council of Governments (SEDA-COG) administers grants for several communities in Central PA for the grantees' Housing Rehabilitation Program. Please quote on performing electrical inspection services for single-family, owner-occupied housing in the following communities utilizing the enclosed inspection criteria, and quote form.

Locations: Please note if a county is listed the service is to be provided countywide.

Borough of Berwick	Milton Borough	City of Shamokin
Town of Bloomsburg	Montour County	Borough of South Williamsport
Borough of Jersey Shore	Borough of Mt. Carmel	Snyder County
Juniata County	Mt. Carmel Township	City of Sunbury
City of Lock Haven		

Quotes for electrical inspection service will be due to SEDA-COG, 201 Furnace Road, Lewisburg, PA 17837 by **2:00 P.M. on Thursday, March 4, 2021**. This is a public bid opening; therefore, all bids received will be opened at 2:00 P.M. on Thursday, March 4, 2021.

All quotes shall be sealed and clearly marked on the outside, "**Housing Rehabilitation Electrical Quote**" and must be received no later than 2:00 P.M., Eastern Standard Time Thursday, March 4, 2021. **Quotes that are faxed or e-mailed cannot be accepted.**

General Terms and Conditions:

1. All dwellings to be inspected will be single-family homes.
2. We will attempt to order two initial inspections at a time in each location. The general contractor will call to order the final inspection.
3. As part of the initial inspection service, the electrical inspector shall provide SEDA-COG with a list of deficiencies and required repairs. The list of deficiencies and required repairs shall be emailed to the appropriate Housing Rehabilitation Specialist, at SEDA-COG, **within ten (10) working days from the date of the request** for inspection and shall include the list of deficiencies and required repairs.

4. The final inspection will be ordered by the contractor upon completion of all the electrical work. All final inspections shall be conducted **within five (5) working days from the time the contractor calls for the inspection**. The inspection results shall be emailed to the appropriate Rehabilitation Specialist at SEDA-COG.
5. Included are the Electrical Inspection Criteria, a Sample Initial Inspection Report, and Sample Final Inspection Report, and Quote Submission Information.
6. It is the public policy of the Grantees and SEDA-COG to promote the opportunity for full participation by minority and women's and Section 3 business enterprises ("MBE's" and "WBE's") with a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises of the dollar amount of the bid for all projects receiving federal funds. Therefore, the General Contractor shall demonstrate an outreach to all MBE/WBE and Section 3 businesses for any and all sub-contractor and supplier activity as required by HUD regulation (24 CFR Part 85).

Please note that awards may be made to a successful proposer for one, several, or all of the listed areas.

Prices shall be good for two (2) years from the date of the Agreement should your firm be the successful proposer. Addendums for cost increases can be submitted during the contract period for consideration.

We welcome any suggestions or recommendations you may have to improve our program.

Please feel free to call Teri Provost, Director of Housing Rehabilitation Program should you have any questions or require any additional information concerning this Request for Quotes. She can be reached at 800-326-9310, ext. 7253, Monday through Friday, from 8:30 a.m. until 4:30 p.m.

Enclosures



QUOTE SUBMISSION AND EVALUATION

Three (3) copies of the quote must be submitted to:

Joel Ruch, SEDA-Council of Governments, 201 Furnace Road, Lewisburg, PA 17837

All quotes shall be sealed and clearly marked on the outside, "Housing Rehab Electrical Quotes" and must be received no later than 2:00 P.M., prevailing time **Thursday, March 4, 2021**. **Quotes that are faxed or e-mailed cannot be accepted.**

Quotes will be reviewed and evaluated by each Grantee and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of Quotes in the terms of addressing the needs that are set forth in the Request for Quotes.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of the Grantee's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer's commitment to the obligations of Grantee's Section 3 Business Action Plan.

Please note that awards may be made to a successful proposer for one, several, or all of the listed areas

REQUIRED INFORMATION

Please include the following information in your response to this Request for Quotes:

- All information herein requested. No quote will be considered unless the attached Request for Quote Form is completed in its entirety.
- A minimum of two references where similar services have been performed during the past three years. These projects should be similar in design and scope.
- If the Contractor is an MBE/WBE or Section 3 business concern, a certification form shall be submitted with the quote attesting to the firm's status as such.
- Liability Insurance is required for this project. Please indicate the level of coverage provided.
- If any part of the project is subcontracted, requires the purchase or procurement of services, or requires hiring additional employees, documentary evidence must be submitted of MBE/WBE and Section 3 business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBEs or Section 3 business concerns or residents places indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the Section 3 and MBE/WBE requirements are not triggered.

Firms may be requested to site for interviews and/or negotiation of contract terms and fees prior to contract award.

Each Grantee reserves the right to accept or reject any and all quotes or to waive any irregularities.

REQUEST FOR QUOTE FORM

Electrical Inspection Service

Company: _____ Phone: (____) _____
 Address: _____ Fax: (____) _____
 City/State/Zip: _____
 Point of Contact: _____ E-Mail: _____

Note: If a county is listed below services are to be provided countywide. Awards may be made to a successful proposer for one, several, or all of the listed areas below.

Grantee Location	Initial Inspection	Final Inspection	Total Lump Sum
Borough of Berwick			
Town of Bloomsburg			
Borough of Jersey Shore			
Juniata County			
City of Lock Haven			
Borough of Milton			
Montour County			
Borough of Mount Carmel			
Township of Mount Carmel			
Snyder County			
City of Shamokin			
Borough of South Williamsport			
City of Sunbury			

*To be considered, this quote must be received by SEDA-Council of Governments, Attention Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837 by **2:00 p.m. on Thursday, March 4, 2021.** Quotes that are faxed or e-mailed cannot be accepted.*

Submitted by: _____
 Print Name and Title

Signature _____ Date _____

Reference Sheet

Please list a minimum of two references where similar services have been performed during the past three years. These projects should be similar in design and scope.

1.

Name: _____

Address: _____

Phone Number: _____

2.

Name: _____

Address: _____

Phone Number: _____

3.

Name: _____

Address: _____

Phone Number: _____

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE QUOTE**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name: Housing Rehabilitation Electrical
Address:	Quote Opening Date: March 4, 2021
Email Address:	
Telephone Number:	Contact Person: Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837 (jruch@seda-cog.org)

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR if no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)
Prepared By:			Title:		

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are **true** and accurate.

Company Name

Signature

Date

**SECTION 3 CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE QUOTE**

Minimum Participation Levels (MPL): Section 3 - 10% construction & 3% non-construction
Section 3 - 30% aggregate new hires

Name of Bidder:	Project Name: Housing Rehab Electrical
Address:	Quote Opening Date: March 4, 2021
Email Address:	
Telephone Number:	Contact Person: Joel Ruch, 201 Furnace Road, Lewisburg, PA 17837 (jruch@seda-cog.org)

List those Section 3 business concerns from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation for bid.

Company Name & Telephone Number	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received <small>(Please mark NR if no response was received)</small>	Total Dollar Amount Awarded <small>(If not awarded indicate the reason)</small>	IF NO COMMITMENT WAS MADE TO A SECTION 3 BUSINESS- EXPLAIN
Preparers Signature:			Title	

- (1) Indicate whether Section 3 Business Concerns were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;
- (2) Indicate the reason why a Section 3 Business Concern has not been committed to for a type of subcontract work or materials in any area where a quote was received from a Section 3 Business Concern, and;
- (3) In any case where no quotations are received or commitments made to a Section 3 Business Concern, indicate that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.

SECTION 3 BUSINESS CERTIFICATION

As principal owner of _____, I certify that this
(Section 3 Business Concern Name)

firm is a bona fide Section 3 owned business.

I further certify that this firm was subcontracted by _____
for work on the _____ Project in the amount of \$_____.

Date

Signature/Title

Electrical Inspection Criteria

The following items are to be inspected in conjunction with the housing rehabilitation program. To the extent possible and practical we will be inspecting to the 2015 National Electric Code (NEC).

GENERAL

1. Incoming service
 - a. Ensure incoming cable is of proper size and secured in an acceptable manner. Incoming cable shall be in serviceable condition.
2. Main panel
 - a. Minimum acceptable 100-amp, three-wire service and to be in conformance with the applicable National Electric Code and inspected by a third-party agency. If replaced, change to a 200-amp panel with 40-circuit availability. All replaced or upgraded panel boxes shall be circuit breaker-type only.
3. Receptacles
 - a. Each habitable space shall contain a minimum of one (1) duplex receptacle per wall. All receptacles installed on new circuits shall be grounded and be tamper resistant and Arc Fault protected if not Ground Fault Circuit Interrupter (GFCI) protected.
4. Light Fixtures
 - a. Every interior stairway, hallway, water closet, bathroom, kitchen, and furnace room shall contain at least one (1) permanently-installed switched ceiling- or wall-mounted lighting fixture.
5. Ground Fault Circuit Interrupter
 - a. All bathroom receptacles shall be of an approved ground fault circuit interrupter (GFCI) type on its own circuit. All kitchen receptacles serving countertop areas shall be GFCI-type receptacles. At least one GFCI is required in the basement.
6. Check for overloaded circuits.
 - a. All new circuits shall be arc fault protected.
 - b. All receptacles serving countertops, in basements, or in wet/damp locations shall be ground fault protected.
7. Check receptacles/circuits for:
 - a. Shorts
 - b. Grounds
 - c. Opens
 - d. Reverse polarity

NOTE: All visible receptacles shall be checked.
8. Smoke Detectors - One (1) shall be located on every occupied floor level, including basement, and one (1) in each sleeping room. The detectors are to be hard-wired or wireless, with battery back-up, interconnected and wired per the local inspection jurisdiction's requirements. The smoke detectors shall be wired to an active circuit, lighting or power.
9. Ensure that, at a minimum, the following appliances are on a separate circuit:

a. Refrigerator	20 amp circuit	e. Dryer (electric)	30 amp/240 volt circuit
b. Dishwasher	20 amp circuit	f. Freezer	20 amp circuit
c. Clothes washer	20 amp circuit	g. Sump pump	20 amp circuit
d. Range (electric)	40 amp/240 volt circuit	h. Microwave	15 or 20 amp circuit

Electrical Inspection Criteria

GENERAL (cont'd)

10. All installed G.F.C.I. receptacles are to be installed on three-wire grounded circuit.
11. All two-prong receptacles are to be replaced three-prong receptacles and new wiring run to work properly.
12. No new additional wiring is to be installed on any existing circuitry of kitchen, bath, or living rooms.
13. Remove all floor receptacles and place in wall near the same area, cover holes. Do not drill through floor joists unless permission is granted. All notching and drilling must comply with latest adopted National Electric Code (NEC), and Uniform Construction Code, and/or applicable local code. Running boards shall be installed to protect wiring as needed.
14. All specified switches are to be wall toggle-type unless otherwise specified.
15. Inspect grounding of panels, and all branch circuits (old and new) from panels are to be marked.
16. Remove all exposed knob-and-tube wiring and replace with approved grounded-type wire of the appropriate size. No tie-ins to existing knob-and-tube wiring shall be permitted.

INTERIOR

HABITABLE ROOMS

1. Check to ensure that the following rooms have at a minimum:
 - a. Living room - At least one (1) duplex receptacle per wall and one switched overhead light or receptacle. Additional switching, 3- or 4-way may be required as recommended by the inspector or rehabilitation specialist.
 - b. Dining room - One switched overhead light and a minimum of one (1) duplex receptacle per wall. Additional switching, 3- or 4-way may be required as recommended by the inspector or rehabilitation specialist.
 - c. Sleeping rooms - One switched overhead light or a switch-operated receptacle and an adequate number of receptacles to preclude the use of extension cords (minimum of at least one (1) duplex receptacle per wall). All circuits are to be arc fault protected unless a local adopted code modifies this ruling.
 - d. Bathrooms - Shall have a switched overhead light and a switched light over the mirror or a switched medicine cabinet. Each bathroom shall have at least one duplex receptacle located near the sink area. All receptacles in the bathroom shall be G.F.C.I. protected. Switches and other electric fixtures located within arms reach (30") of tub or shower are to be GFCI protected. All specified bath fans can be fan/light combination unless otherwise specified.

Electrical Inspection Criteria

INTERIOR

HABITABLE ROOMS

- e. Kitchens - Minimum lighting requirement in the kitchen is at least one switched overhead light, and switching located at the entrances to rooms (depending on the number of entrances, may require to have 3- or 4-way switches). A possibility exists that a switch and light may be required over sink and stove areas. The kitchen shall have the required number of two (2) small appliance circuits and all receptacles serving the countertop area must be G.F.C.I. protected. Check to ensure the range area has adequate ventilation in the form of an exhaust fan or a range hood fan/light combination.
- f. Light fixtures - Every interior stairway, hallway, water closet, bathroom, kitchen, and furnace room shall contain at least one permanently installed switched ceiling or wall-mounted lighting fixture.
- g. Dens/TV Rooms - Subject to the same requirements as living rooms.

NON-HABITABLE ROOMS AND AREAS

- 1. All stairways to sleeping areas shall have adequate lighting with three-way switching installed at the top and bottom of such stairways. All stairs leading to unfinished areas or attics may have switching located at the bottom of stairs only. All stairs leading to basement locations are required to have switching located at the top of the stairs; however, if sleeping areas are in the basement, three-way switching may be required. All fixtures installed in stairways are to be glass-enclosed type.
- 2. Hallways shall have adequate lighting for safe passage, switching to be conveniently located. Long hallways are to have three-way switching at opposite main entrances to the hall.
- 4. Attics - Unfinished attic areas for storage shall have adequate lighting for both stairs and storage, such lighting shall be switch controlled. Attics that are separated or partitioned shall have separately controlled lighting. Additionally, if existing knob-and-tube wiring is found, then it shall be removed and replaced. Duplex receptacles may be required in some cases.
- 5. Basement - Unfinished basement areas are to be adequately lighted with at least one switch located at the entrance to the basement. All central basement lighting is to be controlled by said switch; however, pull-chain-type fixtures may be utilized as downstream lighting from the switch. Stairways and stairwells shall have adequate switched lighting. Separate storage areas shall have a switch and an adequate amount of lighting fixtures for the size of the area. Additionally, if existing knob-and-tube wiring is found, then it shall be removed and replaced. Duplex receptacles may, in some cases, be required.
- 6. Furnace - Furnaces shall be wired in accordance with the adopted NEC and any city or local fire codes. If no code has been adopted, the current NEC shall be used. Oil- and gas-fired units shall be equipped with an emergency shut-off switch located in accordance with local code regulations.

Electrical Inspection Criteria

INTERIOR

7. Water Heaters - Electric water heaters shall be wired in accordance with the adopted National Electric Code. All other gas or oil units shall be wired in accordance with any adopted applicable code and with any existing fire department regulations.
8. Sump pumps - All cord- and plug-type units shall be provided with a proper amperage receptacle, and are required to be on a separate circuit. All other "hard-wired" type units shall be wired in accordance with the adopted National Electric Code.
9. Storage Rooms - minimum requirements are switch and light. Larger rooms may require additional lighting or receptacles.
10. Clothes Closets - All lighting must be installed in accordance with the adopted National Electric Code. Specifically, it shall have the following:
 - A Fixture Types Permitted. Listed fixtures of the following types shall be permitted to be installed in a closet:
 - 1 A surface-mounted or recessed incandescent fixture with a completely enclosed lamp.
 - 2 A surface-mounted or recessed fluorescent fixture.
 - B Fixture Types Not Permitted. Incandescent fixtures with open or partially enclosed lamps and pendant fixtures or lamp holders shall not be permitted.
 - C Location. Fixtures in clothes closets shall be permitted to be installed as follows:
 - 1 Surface-mounted incandescent fixtures installed on the wall above the door or on the ceiling, provided there is a minimum clearance of twelve (12) inches (305mm) between the fixture and the nearest point of a storage area.
 - 2 Surface-mounted fluorescent fixtures installed on the wall above the door or on the ceiling, providing there is a minimum clearance of six (6) inches (152mm) between the fixture and the nearest point of storage area.
NOTE: The clearance measurement is to the fixture, not to the lamp itself.
 - 3 Recessed incandescent fixtures with a completely enclosed lamp installed in the wall or the ceiling, provided there is a minimum clearance of six (6) inches (152mm) between the fixture and the nearest point of a storage area.
 - 4 Recessed fluorescent fixtures installed in the wall or on the ceiling, providing there is a minimum clearance of six (6) inches (152mm) between the fixture and the nearest point of a storage area.

Any existing lighting found not in compliance with said code is to be removed and replaced.

Electrical Inspection Criteria

EXTERIOR

1. Exterior receptacles - minimum one at front and rear of property. All existing and installed outside receptacles are to be G.F.C.I. and installed with proper weatherproof covers.
2. Front and/or rear porches - minimum requirements are switch and light. GFCI receptacle may be required.
3. Enclosed porches - minimum requirements are switch and light and one receptacle.
4. Egress entrances - all egress entrances to the home shall be equipped with a switch and light.
5. Attached garage or storage structure - all attached structures containing hazardous wiring must be addressed in the proper manner.
6. Any remote building being fed by the house panel shall be brought up to the NEC standards or shall be disconnected. Any work involved to bring the building up to NEC standards shall be identified as a separate line item.

Rev: 10/05/20

CERTIFICATION

OF

NON-SOLICITATION OF BIDS

I/We _____,
(Owner(s))

of _____, do hereby certify that no
(Company/Firm)

sub-contractors shall be used on the project(s) located at: _____, PA.

I/We, _____, as owner of the above-referenced
company/firm am authorized to make this certification.

This form only applies to the solicitation of sub-contractors and does not relieve the
contractor from the requirement to solicit bids for materials.



MBE/WBE

Bid Instructions

These instructions are for the Owner-Occupied Housing Rehabilitation Programs and must be complied with or your bid rejected as Non-Responsive. There are two categories of compliance—subcontractors and suppliers.

As part of your bid documents, you shall be given a list of material suppliers located within the designated “market area”. The market area is defined as the counties adjoining the county where the work is being performed and the closest county with a population center of at least 50,000 people.

Subcontractors

If you are going to use any subcontractors (electrical, or any other trade), you must contact within the designated market area a minimum of two (2) subcontractors (if more than two are listed).

Suppliers

If you are going to use any materials listed on the attached supplier forms you must contact a minimum of two (2) suppliers (if more than two are listed) and solicit quotes for those materials. You may have them quote for pick up or for the materials to be delivered to the project site.

Confirmation of your attempt to contact subcontractors and/or suppliers must be submitted with your bid, or your bid **will** be **NOT RESPONSIVE**. Acceptable confirmation of your attempt must be in the form of an e-mail or fax receipt, or a return receipt for first class mail. Each receipt must show the companies you tried to contact.



SECTION 3 BUSINESS CONCERNS BIDDER INSTRUCTIONS

This Project is funded in part with HUD HOME Grant funds. In accordance with HUD rules and regulations, municipalities must uphold the conditions of the Section 3 Action Plan. The objective of the plan is to promote local economic development, neighborhood economic improvement, and individual self-sufficiency for low- and very low-income individuals and business concerns as summarized in the "Section 3 Clause" included herein.

Section 3 minimum numerical goals apply to any contractor who provides labor when a contract is greater than \$100,000. The bidder must attempt to meet the minimum numerical goals of contracting at least ten percent (10%) of the total project construction cost to Section 3 business concerns.

Additionally, the bidder must attempt to employ Section 3 residents resulting in at least thirty percent (30%) of the aggregate number of new hires. Failure to comply with these goals may result in the bidder being determined not responsible.

As part of your bid, you are expected to complete and submit the Section 3 Workforce Needs Table and the *Section 3 Contract Solicitation and Commitment Statement* form. This form will be used during bid review to ascertain your level of Section 3 utilization. Your efforts and success in utilizing these firms will be one of the tests of bidder responsibility. Failure to meet this Project's Section 3 goal does not automatically disqualify your bid. However, contractors and subcontractors failing to meet the goals must document actions taken to comply with the Section 3 requirements. At the municipality's discretion, elements of the Section 3 may be waived, provided the bidder can submit adequate evidence of an effort to enlist Section 3 residents and business concerns for the Project.

If you are the successful bidder you will be expected to document, at the pre-construction conference, your efforts to solicit Section 3 residents and business concerns, and to confirm the percentage of participation you will achieve.

Finally, at the completion of the Project and before final payment, you will be required to furnish a completed *Section 3 Business Enterprise Utilization Report* for yourself and your subcontractors along with a *Section 3 Business Certification Form*, if applicable.

SAMPLE ELECTRICAL INITIAL REPORT

For Housing Rehabilitation Projects, we require a minimum of one receptacle per wall, 3 and 4 way switching at each entrance to rooms and window A/C units, Refrigerator, Microwave, Washer, Bathroom GFCI's, Sump Pumps on their own circuits. We also install smoke alarms and GFCI's where necessary. If a closet has a light it should be code compliant and on a switch, all lighting should be code compliant for it's intended use. We do not require "new construction code".

1. ELECTRICAL SURVEY

Complete the items listed in the attached electrical write-up in conformance with the latest existing laws, ordinances, 2008 N.E.C., and 2009 IRC Codes. The electrical work shall be inspected and final approved by the electrical inspector, before final payment is completed.

Exterior:

- Install a GFCI protected receptacle near the front of the dwelling with an appropriate cover installed.
- Troubleshoot and repair the front porch luminaire.
- Install a GFCI protected receptacle near the rear of the dwelling with an appropriate cover installed.
- Troubleshoot and repair the rear entrance luminaire.
- There is exposed Type NM wiring for the rear luminaire, Type NM wiring is not listed for exposed use in this location.

Living Room:

- Replace the NEMA Type 1 receptacles with NEMA Type 5 receptacles. This may require the installation of new wiring to accommodate the grounding.
- Install a sufficient number of additional receptacles to eliminate the planned use of extension cords.
- Repair or replace the ceiling fan/luminaire. Properly connect the fixture with permanent wiring and controlled by a switch.

Dining Area (room):

- Troubleshoot and repair or replace as necessary the non-functioning luminaire.
- There are NEMA Type 5 receptacles installed that have an open ground. This may require the installation of new wiring to accommodate the grounding.
- Properly remount the receptacle boxes that are loose.

Kitchen:

- Two separate 20-amp branch circuits should be provided to the receptacles serving the countertops. These receptacles are to be GFCI protected. In this kitchen, the receptacles are on single circuit and are ungrounded NEMA Type 1 receptacles. Install properly grounded, GFCI protected NEMA Type 5 or GFCI Type receptacles. Connect the receptacles that service the countertops to two separate 20-amp branch circuits.
- Install 3-way switches so that a luminaire or receptacle can be controlled from either entrance to the room.
- The receptacle for the refrigerator should be on a separate 20-amp circuit.
- Install a separate 20-amp circuit and receptacle for the microwave oven.
- The receptacle for the clothes washer should be on a separate 20-amp circuit and be GFCI protected.
- Properly reinstall the wiring for the clothes washer and dryer receptacles to meet the workmanship requirements of ANSI/NECA 1-2015.



Rear 1st Floor Bedroom:

- Install a sufficient number of additional receptacles to eliminate the planned use of the many extension cords in use.
- The installed NEMA Type 5 receptacles have an open ground. This may require the installation of new wiring to accommodate the grounding.
- Replace the NEMA Type 1 receptacles with NEMA Type 5 receptacles. This may require the installation of new wiring to accommodate the grounding.

Stairs to the Second Floor:

- No deficiencies observed.

Second Floor Hall:

- Install a receptacle.

Second Floor Bathroom:

- The installed receptacle is not GFCI protected.
- Install a luminaire that is controlled by a switch. Locate the switch near the entrance to the bathroom.
- Replace the cabinet.

Second Floor Front Bedroom:

- There is only one receptacle in this room, A NEMA Type 1. Replace the NEMA Type 1 receptacle with a NEMA Type 5 receptacle. This may require the installation of new wiring to accommodate the grounding.
- Install at least one additional receptacle per wall.
- Replace the painted over luminaire switch.

Second Floor Rear Bedroom:

- Replace the NEMA Type 1 receptacles with NEMA Type 5 receptacles. This may require the installation of new wiring to accommodate the grounding.
- Install at least two additional receptacles.
- The receptacle for the air conditioner should be on a separate 20-amp circuit.
- Walk-in-Closet Room:
 - Replace the NEMA Type 1 receptacles with NEMA Type 5 receptacles. This may require the installation of new wiring to accommodate the grounding.
 - Install at least two additional receptacles.
 - Install a switch near the entrance to the room that controls a luminaire or a receptacle.

Basement:

- All of the receptacles in the basement are required to be GFCI protected including receptacles integral to luminary fixtures. None are protected in this dwelling.
- Repair or replace the non-functioning luminaires. I recommend that they be replaced with LED Type fixtures.
- Install wireways or running boards as necessary.
- Remove and replace the Knob-and-Tube Type wiring

Electrical Service:

- There is a 100-amp, 20 space electrical service panel installed that is manufactured by GE. There are 16 spare locations remaining.
- Install continuous grounding electrode conductor that connects the panel to both sides of the water meter.
- Properly bond the system to the natural gas piping.
- Install a continuous grounding electrode conductor that connects the panel to a listed grounding electrode.



Smoke Alarms:

- Smoke alarms that are interconnected (by an approved method) are required to be installed in all bedrooms; outside the sleeping areas; in a common area of all floors and in the basement. These alarms shall receive the primary source of power from the building wiring that is not controlled by a switch. As an alternative, the primary source of power may be an approved, listed, long life - non-replaceable battery, detector. The alarm power shall be provided by a battery in the event of primary power interruption. Install alarms as required in the following locations:
 - a. each bedroom
 - b. the hallway outside the bedrooms
 - c. a convenient location in the living area that is not in close proximity to the kitchen
 - d. basement
- Additionally, a carbon monoxide detector should be installed in the hallway outside the bedrooms that is interconnected with the smoke detectors. A combination SMOKE/CO detector is acceptable



SAMPLE FINAL ELECTRICAL INSPECTION REPORT

DATE:

TO:

FROM:

RE: Final Inspection Report for Project #, Name, Address

Dear Mr. :

On Month date, 2021, I completed the final inspection for work performed at the residence referenced above. The initial inspection was performed on Month date, 2021.

The electrical deficiencies identified by the initial inspection and the work items in your contractor's specification sheet have been correctly completed.

OR list the items that have not satisfactorily been completed.

ATTACHMENT B

MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

Company Name

Signature

Date



ATTACHMENT C

MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT

TO BE SUBMITTED WITH THE BID

Goals of five percent (5%) for minority business enterprise and three percent (3%) for women business enterprise participation have been established

Name of Bidder:	Project Name:
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

Company Name	MBE* (enter code from below)	WBE	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project.	Total Dollar Amount of Quote Received (Please mark NR if no response was received)	Total Dollar Amount Awarded (If not awarded indicated reason)
Prepared By:	Title:				

*Ethnic Code: A=Asian-Pacific Americans; B=African Americans; H=Hispanic Americans; N=Native Americans

Request for quotes from MBE/WBE contractors and suppliers **must be solicited no less than five (5) days prior** to bid opening. Proof of solicitation to MBE/WBE contractors and suppliers must accompany bid. Sample solicitation form is attached.



CONTRACTOR NAME, ADDRESS & PHONE NUMBER

Minority Business Enterprise/Women Business Enterprise (MBE/WBE)

Sample Solicitation for Quote

(Should be sent to the vendors/contractors no less than 5 days prior to bid opening)

Date of Solicitation: _____

Name, Address and Phone Number of Firm Solicited:

_____ (Name of Contractor) is bidding a housing rehabilitation project located at:

Project Address: _____

We are interested in receiving a quote from you for the materials listed on the attached sheet.

Please submit your quote to us via fax at (____) _____ or email _____, or mail us at the above address by _____.

If you have any questions regarding this solicitation, please contact me.

Sincerely,

_____ (Contractor Name)

Faxed solicitation letter on _____

Mailed solicitation letter on _____

Emailed solicitation letter on _____

