

**New Manufactured Homes
Request for Proposals**

Date: 5/15/2025

Client: Better Housing Tompkins County (BHTC) and Ithaca Neighborhood Housing Services (INHS)

Attn: Ben Carver

Street Address: 115 W. Clinton St., Ithaca, NY 14850

Phone: (607)277-4500 ex. 247

Email: bcarver@ithacans.org

Proposals due by: 4pm, June 30, 2025

Background: Better Housing for Tompkins County (BHTC) is the first nonprofit to own and operate a manufactured housing community in NYS. We use federal, state, and local funding sources, along with traditional sources, to carry out a variety of services and projects. This RFP focuses on new home installations and is considered “company wide” procurement, which means that we hope to receive responses that will be adequate for a variety of projects and up to eight new homes annually.

The winning bidder will provide new Energy Star Rated Manufactured home and all related materials, delivery, labor, permits, engineering, fees, for the installation of manufactured homes at Compass MHC, 4380 W Seneca Rd., Trumansburg, NY. Consideration may be given to firms that can carry out a broader scope of work, including demolition and small carpentry. Warranties, title, and related paperwork are due before the final payment.

Please review the following scope of work, fill in the bid pricing as well as the following signature page and return to Ben Carver. We understand that this method of procurement is somewhat abnormal in the manufactured housing market, so please feel free to reach out with questions or comments.

1. Provide a new Energy Star rated, Single wide, HUD Manufactured Home

Must include at minimum:

- 30 lb roof
- minimum R-value of 19 (including walls)
- dry wall throughout
- 36” entry ways, storm doors
- high-efficiency lighting
- steel sinks
- insulated skirting with heat actuated venting

2 Bedroom, 1 Bath

3 Bedroom, 2 Bath

Please attach or include any additional explanation, specifications, documentation, etc., that is pertinent to this bid, and please contact Ben Carver at bcarver@ithacans.org with any questions/comments.

Manufacturer: _____
Model: _____
Cost: _____

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Model: _____
Cost: _____

2. Provide Energy Star rated refrigerator, microwave, washer and dryer (all electric)
Please provide a range of costs and attach specifications separately.
3. Part 56 compliant demolition of existing 16'x70' manufactured home (ACM survey to be provided)

\$_____ If asbestos is found in the home

\$_____ If **no** asbestos is found in the home
4. Install HUD-approved engineered concrete pad with flashing and insulation
\$_____
5. Install new home in accordance with manufacturer installation standards, including utility hookups
\$_____
6. Coordinate all elements of installation with INHS/BHTC representative and relevant contractors to ensure appropriate sequence and integration of local permitting, foundation, plumbing, electrical, and all other work associated with home installation
7. Interior Finish
 - a. Install all trim, hardware, cover plates, fixtures, and appliances
 - b. Complete any installation punch list or warranty items
 - c. Check all receptacles, switches, light fixtures for proper operation
 - d. Check water heater and furnace for proper operation. Verify with INHS representative whether propane, natural gas, or electric will be used and order the appliances appropriately
 - e. Check all doors, windows, drawers, and cabinets for proper operation
 - f. Thoroughly clean and vacuum all interior surfaces\$_____
8. Exterior Finish Installation
 - a. Install perimeter skirting with adequate ventilation as required by the manufacturer and two (2) full height access doors at the rear of the skirting
 - b. Thoroughly clean all exterior surface of the unit and remove all debris from the property
 - c. Seal any penetration in the belly wrap\$_____

Please attach or include any additional explanation, specifications, documentation, etc., that is pertinent to this bid, and please contact Ben Carver at bcarver@ithacanhs.org with any questions/comments.

9. Project Close out

- a. Provide all appliance and fixture warranties to the homeowner
- b. Provide installer's and manufacturer's seals and warranty to the homeowner
- c. Provide an unencumbered "clean" title to INHS/BHTC representative listed above
- d. Provide Certificate of Occupancy to INHS/BHTC representative
- e. Provide lien release and general one year warranty for all retailer installed items to INHS
\$ _____

10. [Optional] Small Carpentry

- a. Install code compliant 8x10 deck and stairs using pressure treated lumber at front door
- b. Install code compliant exit stairs using pressure treated lumber at rear exit
\$ _____

11. [Optional] Shed Installation

- a. Deliver and install 10x10 shed
\$ _____

The total cost to complete the project, not including options items, would be: \$ _____

Optional items [items 9 & 10] total \$ _____

Please check here if your firm has the necessary capacity to complete multiple installations within a calendar year.

Please check here if you can offer a discounted rate when ordering multiple homes.

Number of homes required for discounted rate _____

Discount per home _____

Is this discount already included in the total cost listed above? _____

Check here if additional documentation or information is enclosed/attached.

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Firm Name: _____

Firm Address: _____

Name of Estimate Preparer/Sales Representative: _____

Signature: _____

Title: _____

Date: _____

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