

**CITY OF PALM COAST NSP3
HOUSING REHABILITATION PROGRAM
SCOPE OF SERVICES WRITE-UP/BID FORM**

OWNER: To be provided at a later time.

ADDRESS: 2 Pine Cottage Lane, Palm Coast, FL 32164

PHONE #: To be provided at a later time.

DUE DATE: November 20, 2013

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet product and/or NOA recommendations included in scope of work for detailed instructions for each item noted below. *Take Notice of any attachment pertaining to any Regulated Asbestos Containing Material (RACM) and follow all recommended actions for prevention and/or Disposal. If there are not attachments pertaining to RACM it is reasonable to assume that the RACM was found during testing.*
Home Built in 2000. No Lead Based Paint (LBP) action required.

Note	System	Description of Work	Location	Price	Contractor Initials
A.	REHABILITATION	Special attention: Contractor responsible for procuring, and providing reports regarding Lead Base Paint and Asbestos. Any recommendations included in the reports regarding such material shall become part of the Work.	Unit	\$ N/A	
B.	SITWORK	Rehabilitation of unit shall include demolition removal of all construction and replacement debris. All required fill, Re- connects to all existing TV & Phone Jacks. Install 911 addressing as required per local code. Disconnect and re-connect existing system or to community water/sewer systems if available.	All	\$ N/A	

THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workmanlike manner, in accordance with the CDBG/NSP3 Program Specifications, Florida Building Code, local codes, and manufacturer's specifications. The contractor shall be responsible for the repairs and/or reinstallation of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. Bid will be accepted on the **TOTAL BID** submitted, and all items must be cost itemized in the space provided or the bid will be rejected.

Work must be completed and approved within 21 days of the issuance of the Notice to Proceed.

This unit may or may not require the homeowner to vacate the premises during the construction period. In the case of a demo/replacement unit the program requires that the subject unit will be vacant and shall remain so for the duration of the demolition and reconstruction process.

This document may not be altered in any manner. The scope of work set forth in this document may not be changed without the written consent of and under direct authorization from the City of Palm Coast NSP3 Administrator and/or its official representatives.

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the NSP3 program. I also agree that change orders above the original contract amount shall only be paid for with NSP3 funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his/her representative, the contractor, and local government prior to any initiation of work based on that change order.

Firm:

Contractor's Name (Print Name):

Contractor's Signature:

Contractor's Address:

Contractor's E-Mail & Phone Number:

EXHIBIT "A"
SCOPE OF WORK
(Work Listed Below)

NOTICE TO BIDDING CONTRACTORS:

The bidding contractor must consider the following when estimating the value of each line item: measurements, sizes, materials, labor, permits, plans, all fees, surveys, engineering/Architecture, regulations, demolition and clean-up.

All material, components, and labor that will be needed to complete each task thoroughly and to each items primary operational function.

ALL work must be in compliance with all applicable Federal, State, and Local Codes.
Please fill in every line item in each section of this bid. Thanks for your cooperation!!

Contractor Signature: _____

1. General Construction and Operational:

1a. Rehabilitation of Structure:

- To include all: Plans (Surveying & Engineering where required), Fees and Permitting _____ \$ _____

1b. Electrical Wiring Network:

- Inspect and test the housing unit electrical systems and wiring network to ensure that the housing units' circuitry is wired for optimal operation, is free from any immediate fire, health & safety threats and is in compliance with the current NEC. Inspect wiring and circuit breakers for added fluorescent lighting throughout home for Code compliance. Provide a new Electrical Panel Schedule to reflect correct circuit breakers per testing, as required. A licensed electrician must complete inspection and the electrical report must be submitted to City of Palm Coast NSP administrator. *A report showing the findings at the time of inspection will be provided to City of Palm Coast before any payment is made or change order granted.*
 - Electrical and wiring network (existing network) _____ \$ _____

1c. Plumbing Network:

Inspect and test the housing unit plumbing lines (taking care to locate the master shut off valve) system(s) **to ensure that they are free of leaks and are in optimal operating order and are able to service the housing unit in the most efficient manner in accordance with the current UPC & Florida Building Code.** Inspection to be performed by a certified licensed and or registered plumbing firm. *A 3rd party report showing the findings at the time of inspection will be provided to the City of Palm Coast before any payment is made or change order granted.*

- Plumbing Network _____ \$ _____

1d. Mechanical HVAC Network:

- Remove existing and install new, sized per code, 13 seer minimum HVAC/Heat pump system, with electric heat package (condensing unit and air handler). Remove and replace thermostat with new digital thermostat; inspect and test all ductwork for leaks, and repair ducts as needed. Clean A/C ducting thoroughly using acceptable procedures. Measure for correct air flow and balance system to provide for a total operational system with service to all habitable rooms. A Building Department permit will be required for this work. **(Recommended product: Trane, Carrier or equal in quality and value).**
 - Mechanical/HVAC Network _____ \$ _____

2. Exterior Rehabilitation:

2a. Pressure Wash

- Pressure wash exterior walls, trim, soffit, sidewalks, front and rear patio slabs and garage floor, using green procedures. Caulk/Seal all holes and cracks. Apply a commercial stain remover to remove stains from concrete slabs. (Recommended product: Pour-N-Restore Oil Stain Remover available from Ace Hardware).
 - Pressure wash and seal slabs and other surfaces _____ \$ _____

2b. Roofing/Attic:

- A WDO inspection was conducted on 9-23-13 and the following was noted:
- "Evidence of roof leak to roof decking below was noted at roof penetrations at the electrical service mast, plumbing vent pipe at the east slope of the home (master bath) and at the clothes dryer vent. Flashings at these areas should be serviced, and damaged tile at these areas repaired or replaced. Replace cracked roof tile noted at front slope of garage. Replace cracked roof tile noted at front hip cap."
- Inspect roof and repair or replace any additional damaged or missing tiles and flashing. Inspect roof penetrations and attic for water leaks and correct as necessary. Inspect roofing trusses and attic space. Ensure roof is water-tight. Replace and repair fascia and soffit as required and install or repair vents as needed. Match existing materials and provide roofing material submittals at time of permit, if required. New barrel tiles to match existing in color, size and material. If 1 square or more of tiles are removed/replaced/repared, a Building Department permit will be required. All work to be performed by a licensed roofer registered or certified to perform this work. Roofer to provide a report certifying that the roof envelope is sealed and free from leaks and water penetration. Roofer shall warranty his work for two (2) years.
 - Repair/seal roof leaks/water intrusion areas & replace roof tiles/flashings at penetrations _____ \$ _____
 - Replace cracked barrel roof tiles _____ \$ _____
 - Inspect roof, tiles, and attic. Make additional repairs as needed. Provide certification and warranty _____ \$ _____

2c. Windows and Doors:

- Inspect and lubricate all windows. Repair and replace hardware for any inoperable windows as required. Replace two (2) damaged/missing window screens at rear of house. Replace one (1) damaged window screen at left side of house. Replace Great room sliding door screen at rear of house. Replace front door weather-stripping at bottom of door. Replace damaged front door threshold. Replace non-fixed clouded/fogged glass sliding door at rear.
 - Inspect/lubricate all windows. Repair inoperable windows and replace hardware as necessary. (Approx. 10 Units) _____ \$ _____
 - Replace two (2) screens at rear of house. _____ \$ _____
 - Replace one (1) screen at left of house. _____ \$ _____
 - Replace Great room Sliding Screen. _____ \$ _____
 - Replace Front door weather stripping. _____ \$ _____
 - Replace Front door threshold plate. _____ \$ _____
 - Replace glass sliding door at rear _____ \$ _____

2d. Exterior House:

- Adjust or replace as necessary fence double gate hardware left side of house for proper door swing and appearance. On exterior house finish, patch missing stucco and hairline wall fractures. Patch damaged trim areas. Paint one coat primer all exterior walls, doors, window casings and trim. Paint two coats finish color same areas. Allow one color for walls and 2nd color for trim. Colors to be selected by Owner and to comply with City standards. **(Recommended Product: Sherwin Williams or equal in value and quality. 5 year warranty required).**

- Adjust/replace fence double gate hardware _____ \$ _____
- Patch and paint house exterior and trim _____ \$ _____

2e. Garage:

- Replace weather-stripping around overhead garage door frame. Replace weather-stripping along bottom of lowest garage door panel. Repair/replace bent track roller at top panel west side of overhead garage door. F&I missing track roller at second panel west side overhead garage door. Mount low voltage/data wiring outlet box flush to garage interior wall and reconnect all wiring and reinstall cover plate. Patch all holes and any extended openings around electrical devices and conduits. F&I overflow pan for water heater. F&I new electric overhead garage door opener system complete with motor, track, wall pushbutton, electric eyes, and two remotes for double-wide garage door. Verify and utilize pre-existing wiring. Adjust garage overhead door to operate smoothly and correctly. Adjust and align photo-eyes.

- Replace weather stripping around garage door frame _____ \$ _____
- Replace weather stripping at bottom door panel _____ \$ _____
- Repair/replace damaged overhead garage door track roller _____ \$ _____
- F&I new track roller for overhead garage door _____ \$ _____
- Re install low voltage/data wires and mount flush box _____ \$ _____
- Patch all holes around electrical openings _____ \$ _____
- F&I overflow pan under water heater tank _____ \$ _____
- F&I Garage overhead door opener system _____ \$ _____

2f. Landscaping:

- In compliance with City of Palm Coast Land Development Code, Chapter 11, furnish and install (1) minimum 30 gallon 2" caliper canopy/shade tree in the front yard and (1) in either the side or rear yard. Furnish and install (2) minimum 30 gallon 1-1/2" caliper understory trees in either the rear or side yard. A full list of tree types and installation requirements can be found in the City of Palm Coast Land Development Code, Technical Manual Section 3 Landscaping located on the City website. Remove dead tree in front yard and properly dispose of tree and all debris. Tree is to be cut as low and close to grade as possible.

- F&I canopy shade trees (2 Units) _____ \$ _____
- F&I understory trees (2 Units) _____ \$ _____
- Remove and dispose of dead tree in front yard _____ \$ _____

3. Electrical:

3a. Smoke Detectors:

- Replace all smoke detector batteries with new.

- Replace all smoke detector batteries (5 units) _____ \$ _____

3b. Light Fixtures:

- Replace all non-working indoor lighting fixture lamps with new to match existing. Replace two (2) exterior spot light fixtures located on each side of garage door with exterior rated carriage light fixtures. Replace overhead front door porch light fixture with exterior rated surface mounted ceiling fixture. Replace two (2) exterior spot light fixtures located at rear corners of house with new security ceiling surface mounted light fixtures. Replace one (1) exterior carriage light fixture located at rear sliding glass door with exterior rated carriage light. F&I combination ceiling fan with light/s in Bedrooms #2 and #3. Ceiling fans with lights to be 48"-52" 5-blade, white with shade or globe fixture(s). Furnish extension rods as required for standard height installation. Owner to select all fixtures/fans within allowances listed below. Allowances include all sales tax. Contractor will be required to provide copies of receipts for Allowance fixtures/ceiling fans. (Recommended Product: Hunter or Hampton Bay or equal in value and quality with standard manufacturer's warranty.).

- Replace non-functioning fixture lamps with new to match _____ \$ _____
- Allowance for garage carriage lights (2 Units at \$80 each) _____ \$ 160
- Installation only for garage carriage lights (2 Units) _____ \$ _____
- Allowance for overhead porch light _____ \$ 75
- Installation only for overhead porch light _____ \$ _____
- Allowance for rear corner security lights (2 Units at \$50 each) _____ \$ 100
- Installation only for rear corner security lights (2 Units) _____ \$ _____
- Allowance for rear sliding glass door carriage light _____ \$ 80
- Installation only rear sliding glass door carriage light _____ \$ _____
- Allowance for comb. ceiling fan/light in bedrooms (2 Units @ \$80 each). _____ \$ 160
- Installation only comb. ceiling fan/light in bedrooms (2 Units) _____ \$ _____

3c. Electrical Miscellaneous:

- Replace front doorbell pushbutton. Throughout house install duplex outlet boxes with blank plates flush with wall at all locations where low voltage security wiring penetrates walls. Pull wiring into duplex boxes, secure wiring with proper box grommet penetration, and cap any un-terminated wiring. Replace CATV electrical plate in great room and re-terminate CATV cable to plate. In Master Bedroom, re-attach loose phone plate to wall. Replace broken single pole light switch in Kitchen controlling recessed lighting.

- Replace front doorbell pushbutton _____ \$ _____
- Terminate security wiring in Duplex boxes (6 Units) _____ \$ _____
- Replace CATV outlet _____ \$ _____
- Reattach loose telephone plate _____ \$ _____
- Replace broken switch in kitchen _____ \$ _____

4. General Interior Rehabilitation

4a. Kitchen Refrigerator:

- F&I refrigerator with a new minimum 21 cuft Energy Star rated Frost free Top Freezer/Refrigerator with internal icemaker and all required hardware and components for complete installation. Exact refrigerator dimensions to be determined by contracting firm. Black or white color to be selected by Owner. (Recommended Product Whirlpool, or equal in value and quality).
 - F&I Refrigerator (1 unit) _____ \$ _____

4b. Kitchen Dishwasher:

- Remove and replace existing dishwasher with a new Energy Star rated unit with the following minimums:
 - CEE Tier 2
 - Minimum energy factor of .68 or greater
 - Maximum annual energy use of 325 kilowatt hours or less
 - Install to manufacturers specification. Exact dishwashing unit dimensions to be determined by contracting firm. Black or white color to be selected by Owner. (Recommended Product Whirlpool or equal in value and quality)
- Replace Dishwasher (1 unit) _____ \$ _____

4c. Kitchen Range:

- Remove and replace existing range with a new minimum 30" four (4) burner free standing electric cook top range with self-cleaning oven. F&I all required hardware and components for complete installation. Exact range dimensions to be determined by contracting firm. Black or white color to be selected by Owner. (Recommended Product Whirlpool, or equal in value and quality)
- Replace Kitchen Range (1 unit) _____ \$ _____

4d. Kitchen Microwave/Range hood:

- Remove existing range hood and replace with Energy Star-rated combination microwave/ducted range hood. Installation is to include all required components. Unit is to be installed to manufacturer's specifications. Exact dimensions are to be determined by the contracting firm. Black or white color to be selected by Owner. (Recommended Product Whirlpool, or equal in value and quality).
- Remove hood and F&I Microwave/Range hood (1 unit) _____ \$ _____

5. Bedrooms:

5a. Bedroom #1 (Master Bedroom):

- Patch hole in drywall behind bedroom door and paint to match.
 - Patch and paint drywall hole _____ \$ _____

5b. Bedroom #2 (Front Bedroom):

- In closet, mount duplex outlet box flush to wall with blank white cover plate. Pull back and reinstall voice/data wiring into box and cap any un-terminated wiring in box.
 - Re-install low voltage/data wires into backbox with wall plate. _____ \$ _____

5c. Bedroom #3 (Rear Bedroom):

- Replace missing baseboard molding on interior of bedroom closet. Caulk and paint to match existing. Patch hole in drywall behind bedroom door and paint to match.

- Replace missing baseboard in closet _____ \$ _____
- Patch drywall hole and paint to match _____ \$ _____

6. Bathrooms:

6a. All Bathrooms:

- Remove and replace toilet seats with new similar to existing in style, color and size. **Recommended product: American Standard or equal in quality and value)**

- Replace Toilet Seats (2 Units) _____ \$ _____

6b. Bathroom #1 (Master Bathroom):

- Replace Shower head with new low-flow water-saving shower head. **Recommended product: Delta or equal in quality and value).** Reverse hot and cold water supply at lavatory sink and shower faucets to reflect proper configuration.

- Replace Shower head (1) _____ \$ _____

- Reverse Hot and Cold water supply at sink and shower. _____ \$ _____

6c. Bathroom #2 (Guest Bathroom):

- Replace two (2) cracked tiles to match existing on floor and re-grout and seal around new tiles. Re-grout around tub. Repair/replace loose shower diverter in tub/shower. Reverse hot and cold water supply at lavatory sink faucet to reflect proper configuration. Clear lavatory sink drain of foreign materials and test for proper drainage.

- Replace two (2) tiles and grout tiles/tub _____ \$ _____

- Repair/replace loose shower diverter _____ \$ _____

- Reverse Hot and Cold water supply at sink _____ \$ _____

- Clear lavatory sink drain and test _____ \$ _____

7. Miscellaneous:

7a. Miscellaneous:

- Replace broken/missing doorstops (6).

- Replace broken/missing doorstops (6). _____ \$ _____

- **Remove existing water heater and replace with new Energy Star certified high efficiency water heater. Water heater to be minimum 50 gallon, 240V, with Energy Factor greater than or equal to 2.0. Water heater to have minimum 6 year warranty on sealed system and meet UL 174 and UL 1995. Water heater to have factory installed temperature and pressure relief valves. Include all required components for full working system per current Code and install per manufacturer's specifications. (Recommended Product: A. O. Smith or equal in quality)**

- **Replace Water Heater** _____ \$ _____

7b. General Cleaning:

- Provide final cleaning and sanitizing of whole house at end of project. In Great room, Dining Room, and Kitchen, steam clean grout lines in floor tile, spot fill and seal missing grout as needed. Match existing grout color.

- Final Cleaning. _____ \$ _____
- Steam clean floor grout and fill missing grout. _____ \$ _____

7c. Code & Safety Issues:

- Inspect and repair structure for wood destroying organisms (WDO) in accordance with recently conducted Florida Department of Agriculture and Consumer Services Wood-Destroying Organisms Inspection Report (provided), with special attention to attic spaces, and treat and repair as necessary. Inspect and treat whole house for pest infestation with special attention to wet areas of the home and around the installed water heater. Clear out Dryer vent exhaust piping of any lint or debris from inlet to roof exit.
 - Inspect and treat for WDO and repair wood damage _____ \$ _____
 - Inspect and treat for Pest infestation _____ \$ _____
 - Clean out Dryer vent piping _____ \$ _____

Total bid amount of Labor and Material cost above _____

In words: \$ _____

Please note that the sum of the line items will be checked for accuracy. In the event there is a discrepancy between the written total and the actual total, the actual total shall be used.

Add Alternates: DO NOT INCLUDE ADD ALTERNATE(S) IN YOUR TOTAL BID AMOUNT.

Add Alternate #1: Laundry: Install new Washer and Dryer Energy Star rated units with the following minimums:

- 1a. Washer
 - CEE Tier 2 or Higher
 - Minimum Energy Factor of 2.0 or greater
 - Water Factor 6.0 or less
 - Install to include all required components, and electrical system upgrades and/or electrical portal installation (where required). Unit to be installed to manufacturer specifications. (Recommended Product type G.E. or equal in value and quality)
- Washer _____ \$ _____
- 1b. Dryer
 - Minimum 7.0 cubic feet capacity – shortens drying rime due to maximizing air flow
 - Sensor Dry System-measures moisture in drum, then automatically adjusts drying time and temperature.
 - 5 Temperature levels – High, Medium High, Medium, Low & Ultra Low
 - Install to include all required components, and electrical system upgrades and/or electrical portal installation (where required). Unit to be installed to manufacturer specifications. (Recommended Product type G.E. or equal in value and quality)
- Electric Dryer _____ \$ _____



EXISTING DWELLING FOOTPRINT -----



(Minus) Contractors Discount _____ \$
 Adjusted value of This Agreement _____ \$

****Special Notes****

If applicable, contractor will attempt to match existing items that are being used or provided by the Homeowner as close as possible. Please note it will be impossible to exact match any items that are of a certain date or discontinued. Any and all products included in this scope of work or used in the rehabilitation of corresponding Housing unit(s) shall be installed to the manufactures specifications and all other applicable codes outlined in the Program Rehabilitation Specifications.

All products included in this scope of work shall be installed to the manufactures specifications.

All NOA product numbers can be found at www.miamidade.gov/buildingcode/pc-search_app.asp

All products with no NOA # number can be found at www.homedepot.com, www.lowes.com, or other retail outlets where such products are sold

All product brands specified in this scope of work should be used whenever possible, however it is not mandatory to use the specified product brands set forth in this scope of work if the contracting firm can provide reasonable documentation that a product of equal value and quality was responsibly substituted when and/or where necessary.

HOMEOWNER SIGNATURE: _____	DATE: _____
CO-OWNER SIGNATURE: _____	DATE: _____

My signature above reflects my understanding and acceptance of the total initial labor and material cost of \$ _____ associated with the aforementioned scope of work. I also understand and accept the possibility that this initial cost can change in unanticipated additional labor or material must be provided by the **CONTRACTOR** for the aforementioned scope of work.

CONTRACTOR Signature: _____

DATE: _____

County Representative Signature: _____

DATE: _____

OFFICIAL USE ONLY

DATE SUBMITTED: _____ **DATE ACCEPTED:** _____ **DATE OPENED:** _____

BID OPENED BY: _____ **WITNESSED BY:** _____

TIME: _____ **WORK WRITE-UP PREPARED BY:** _____ **Date:** _____