

**THE CITY OF PALM COAST
CDBG HOUSING REHABILITATION PROGRAM
WORK WRITE-UP/BID FORM**

OWNER:	<u>Rhonda Leandro</u>
ADDRESS:	<u>66 Westbrook Lane Palm Coast, FL 32164</u>
PHONE #:	<u>386-283-6593</u>
DATE:	<u>February 2, 2015</u>

Home Built in 1990.

- Lead Base Paint Actions **Do Not** Apply:
- ACM Actions **Do Not** Apply:
- Mold Actions **Do Not** Apply

Take Notice of any attachment pertaining to any Regulated Asbestos Containing Material (RACM), Lead Based Paint (LBP) or Mold and follow all recommended actions for remediation, prevention and/or Disposal. If there are not attachments pertaining to RACM, LBP, or Mold it is reasonable to assume that no actions are required.

Note	System	Description of Work	Location	Price	Contractor Initials
A.	REHABILITATION	Special attention should be directed to the attached reports regarding Lead Base Paint , Asbestos, and/or Mold. 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: 1. Re- connects all existing TV, Satellite connections, & Phone Jacks. Install 911 addressing as required. 2. Disconnect and re-connect to community water/sewer systems if required by code or specification within this document. 3. Demolition and safe, legal, disposal of all materials, removal of all construction and replacement debris. 4. Disconnect and re-connect existing system or to community water/sewer systems (where applicable).	All	INCLUDED IN BID	

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 Program Specifications as listed in this Scope of Work, Florida Building Code, 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.

This house may or may not require the homeowner to vacate the premises during the construction period. In the case of the CDBG program unit will be vacant and shall remain so for the duration of the rehabilitation and construction 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 Guardian CRM, Inc. under direct authorization from the City of Palm Coast 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 CDBG Housing rehab Program. I also agree that change orders above the original contract amount shall only be paid for with CDBG 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.

Contractor's Name (Print Name): _____ Contractor's Signature: _____

Contractor's Address: _____

Contractor's Phone Number: _____ Contractor's Email: _____

EXHIBIT "A" - SCOPE OF WORK

(Work Listed Below)

NOTICE TO BIDDING GENERAL CONTRACTORS

- 1) All bids to include the repair/repaint to match existing, all damaged (plaster, stucco, Tile, or any other material), walls, ceilings, ECT... affected by construction.
 - 2) All bids are subject to "or equal" in quality and/or value line item substitutions. Or equal substitutions where the line item is not being changed can be approved by the Inspector or housing coordinator verbally. Where line items are being altered the "or equal" substitution must be documented in writing.
 - 3) No work shall begin until all permits are pulled and submitted to the City. Starting work prior to obtaining permits will result in a 1 round suspension, and second violation will result in a full year program suspension, and third violation will lead to suspension not to exceed 3 years.
 - 4) A list of all subcontractors must be submitted with this bid. The subcontractor list must be amended if or when it changes during the progress on of any housing rehab activities.
- Failure to provide any required notifications will result in a violation of the terms and conditions of the SOW and Work Rehabilitation Contract and a loss of payment on the substituted product if it is not replaced with the SOW specified product. Approval will NOT be granted under any circumstance on or after the fact basis.

NOTE: Signature required for acknowledgment of Notice to Bidding General Contractors.

Printed Name

Signature

Date

1. General Construction and Operational:

1a. General Construction and Operational:

- o To include all applicable Plans, Fees, and Permitting _____ \$ _____

1b. Electrical Wiring Network:

INTRO: All electrical work shall be completed by a legal and appropriately licensed electrical firm. At the conclusion of the work the electrical company must provide an affidavit stating that the work was completed to all specification and/or code requirements and provide notice that the units electrical system is in safe and code compliant working order. The Contractor understands that failure to provide this affidavit may result in nonpayment of this item and agrees that the owner, the City, and any of its agents will not be held liable due to contractor negligence in providing all required documentation needed for payment.

- 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. A licensed electrician must complete inspection and the electrical report must be submitted the Housing Program Inspector. *A report showing the findings at the time of inspection will be provided to the Housing program Inspector before any payment is made or change order granted.*

- o Electrical System Inspection (Inspection only) _____ \$ _____

Note 1: Particular attention should be paid to the electrical components in the dining room where there is evidence of a severe roof/ceiling leak.

2. Exterior Rehabilitation:

2a. Roof Covering

INTRO: All roofing work shall be completed by a legal and appropriately licensed roofing firm. At the conclusion of any work the roofing company must provide an affidavit stating that the work was completed to all specification and/or code requirements and provide notice that the units roofing system is in safe and code compliant working order. The Contractor understands that failure to provide this affidavit may result in nonpayment of this item and agrees that the owner, the City, and any of its agents will not be held liable due to contractor negligence in providing all required documentation needed for payment.

- Removing all existing roofing shingles and covering (**primary unit/garage**) including all deteriorated material: Install two (2) layers of ASTM 30lb felt paper, and new, 30 year asphalt, dimensional, architectural, fungi resistant, self sealing shingles. Replace sheathing and/or decking, and rafter/trusses top chords (15%) or as required, any percentage above fifteen (15) will require an approved additional material change order. Replace all vents with code compliant products and material per the shingle manufacturer's specifications over all roof ridge(s).

Connect roof sheathing to the roof framing with eight-penny weight ring shank nails in accordance with code compliant spacing. Use wood adhesive underneath the sheathing along the connecting joint with the roof trusses where applicable. Installation to include new 2"x 2" metal drip edge (with 1/4inch offset from fascia) and flashing shall be installed throughout the entire roof system.

One 36" layer of self adhering modified underlayment shall be placed above flashing in all valleys. The entire new roof system shall conform to building code of jurisdiction Homeowner must be given a minimum of three color/style selection choices; **No fasteners shall penetrate into the fascia or 1x2 wood drip edge nailer** ; (5 year warranty required). (Recommended Product: Tamko Algae resistant or equal in value and quality)

Note 1: Roof covering repairs shall include the inspection and proper sealing of all existing skylight (approx 4 units).

Note 2: Where existing gutters are required to be removed to allow for roofing replacement, the condition of each section to be removed and reinstalled shall be documented IN WRITING with the homeowner. Reinstallation should meet or exceed the documented operational order as applicable.

Note 3: This SOW does not include any work for Fascia and/or Soffit. Any work required for these components shall be documented with an inspection report and list any repairs/replacement material, and labor costs required to repair/replace the deteriorated or improper items; If approved the items will be addressed via change order.

Note 4: Owner shall have choice of shingle color

- Roof Repairs (As listed) _____ \$

2b. Windows:

- Remove **21** existing windows (Front-10; Right-2; Rear-7; Left-2). Replace windows with new dual pane, single hung Energy star rated windows with aluminum framed screen. **Bathrooms shall have obscure glass.** Replace existing with marble sill(s). Provide Modifications to openings and electric if necessary to accommodate the new windows. **Windows must be energy star rated for the Southern Region (Florida) of the United States** (Recommended Product: PGT WinGuard or equal in value and quality)

Note 1: The rear window replacement does not include the upper frame window (approx 3 units). These windows are to be checked for proper seal and re-caulked if and where required.

Note 2: Contractor shall submit all product approvals, stamped by the Building Department of jurisdiction, with this Project's close-out package.

Note 3: Patch holes and touch up the paint patches and discolored finish resulting from the removal of existing window(s) to match existing as close as possible. Inspector shall be responsible for determining if the touch-up paint matches as close as possible. ALL PARTIES there is a high probability that there will be a slight to moderate difference in the color of the touch up paint versus the existing paint. This is common where existing surfaces are being

Note 4: All window installation shall include any required drywall repairs due to moisture damage and any damaged caused by window installation. Repairs shall be painted in accordance with the existing color scheme and finish.

Note 5: Any existing window, shutters, shade awnings or security bars that interfere with the installation of windows, shall be inspected for material and component condition, and tested for working or operational condition. The condition and operational status of each shall be recorded and presented to the owner for signature and to the inspector for records purposes.

All removed shutters, awnings or security bars shall be stored in an owner appointed location on site, and reinstalled (where code allows or a written exception is granted by the City Building department) in their existing footprint and be tested for operational order and be tested, recorded and presented to the owner for signature and to the inspector for records purposes. Any awnings or security bars that do not interfere with window installation shall not be touched.

- Windows (As listed) _____ \$ _____

2c. Sliding Glass Door:

➤ Inspect and test the rear sliding glass door (in its entirety) and make all required repairs needed to ensure the proper and intended operational use is achieved. This includes the removal and replacement of all deficient parts, connections, locking mechanisms, etc...

- Sliding Glass Door (As listed) _____ \$ _____

3. General Interior Rehabilitation

3a. Interior Ceiling: (Dining Room Only)

➤ Remove all existing water damaged ceiling covering in the dining room (Damaged areas only): Replace the removed covering/material with like material (drywall), including any top trim.

Scrape all remaining popcorn from the dining room ceiling, repair any cracks gaps, or other deficiencies found in the ceiling material, finish to a smooth continuous surface , "Kilz", prime, and repaint the interior dining room ceiling from corner to corner.

Where painting is required the Interior finish should be flat/smooth texture. Apply one (1) coat of acrylic primer/sealer to the affected areas and paint corner to corner with two (2) coat of acrylic finish paint to match existing using zero-low VOC interior paint. Homeowner must be given a minimum of three color choices. (Recommended Paint Product type: Eco Protective Products: Eco Accents 5000 flat or product of equal quality and value)

Note 1: Contractor shall comply with manufacturer recommend time intervals between coats of paint and shall deliver smooth full paint coverage. Roller and brush marks, runs, orange peels, and other defective paint application shall not be accepted.

Note 2: The existing light fixture (if found to be in working order) shall be removed and reinstalled in its original condition: , the condition the removed fixture shall be documented IN WRITING with the homeowner. Reinstallation should meet or exceed the documented operational order as applicable.

- Interior Ceiling Repair (Dining Room) _____ \$ _____

3b. Interior Flooring: (Dining Room Only)

➤ Remove all floor covering in the dining room and replace with new 10mm wood laminate floor covering with attached premium under-padding. Laminate product should contain SureLock technology, PermaMax wear layer, and Scratch Guard to limit wearing, scuffing, and scratching. Installation to be complete and include all required components, to ensure installation to manufacturers specifications. *Exact dimensions and square footage to be determined by contracting firm.* (Recommended carpet product: Pergo XP or equal in quality and value)

- Interior Flooring Replacement (Dining Room) _____ \$ _____

4. HVAC

4a. HVAC:

- Remove existing and install new minimum 2.5 ton (or as required per energy calcs) 14 SEER split central heating and air conditioning system with electric heat pump (strip sized to accommodate the housing unit's living space). **Rheem Prestige Series or approved equal in value and quality.**

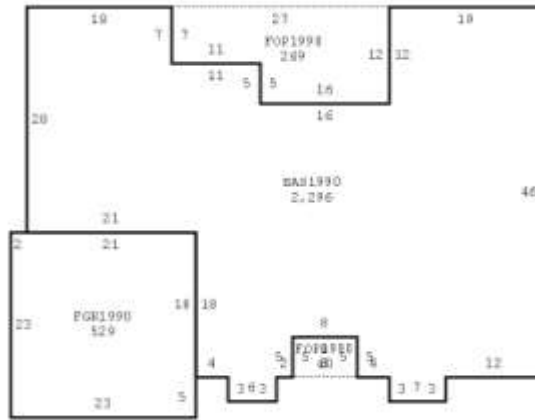
The system is to include service to all habitable rooms, including cleaning all existing ducts/plenums: **the complete system shall include** : compressor air handler, piping ,Electrical service connects/disconnects, programmable thermostat and all other components necessary for a complete working system; Exterior compressor must be installed (where none exists) on a minimum 3X3 concrete pad and bolted to the pad.

Note 1: Contractor shall provide drawings, energy calculations, and documents as required to perform the scope of work.

- HVAC All habitable rooms (Approx 1 complete unit) _____ \$ _____

-END SOW-

----- EXISTING DWELLING FOOTPRINT -----



----- EXISTING DWELLING FOOTPRINT -----

TOTAL bid for 66 Westbrook-----> \$ _____

****Special Notes****

Any and all products or services included in this scope of work shall be installed to the manufactures specifications and in compliance with all applicable Health Department, NEC, UPC, and/or Florida Building Codes.

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.

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

My signature above reflects my understanding and acceptance of the aforementioned scope of work with a total project cost of \$_____. I also understand and accept the possibility that this initial total project cost can change (increase or decrease) if unanticipated labor or materials changes are required for compliance with any applicable building codes or deemed necessary by the Housing Program Manager. Any additional charges (increase or decrease) must be requested by the contractor in writing, submitted to the housing team for review, and must receive written approval from the Housing Program Manager BEFORE the services are to be performed.

CONTRACTOR Printed Name: _____	PHONE: _____
CONTRACTOR Signature: _____	DATE: _____

OFFICIAL USE ONLY

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

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

DATE OPENED: _____ **TIME:** _____

WORK WRITE-UP PREPARED BY: Antonio Jenkins **Date:** January 2015