

**REQUEST FOR PROPOSALS**

**DWELLING UNIT REHABILITATION SERVICES FOR THE  
TRANSYLVANIA COUNTY HOME HOMEOWNER REHABILITATION PROGRAM**



TRANSYLVANIA COUNTY, NORTH CAROLINA

March 2019



**Transylvania County Planning and Community Development**  
106 East Morgan Street, Suite 207, Brevard, NC 28712  
(828) 884-3205

Made possible by a grant through the Asheville Regional Housing Consortium  
Funded through the HOME Investment Partnership Program  
under the Department of Housing and Urban Development (HUD)

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**1.0 PURPOSE**

The primary purpose of the Transylvania County HOME Homeowner Rehabilitation program is to provide decent, safe, and sanitary housing in Transylvania County. All homes receiving funding through this program must be brought up to the North Carolina State Building Code (2018). The intent is to keep housing safe and affordable for the current low-income homeowners. Transylvania County is currently soliciting itemized bids for the rehabilitation and renovation of a:

- 1) single-family house originally built in 1920; and**
- 2) a bungalow style single-family house built in 1910.**

Through this Request For Proposals (RFP), Transylvania County is soliciting bids from experienced contractors to bring one, or both homes up to code. The successful licensed contractor will have experience in renovating and rehabilitating single-family home and will provide services as described in Section 4.0 of this RFP – Scope of Services.

**2.0 REQUEST FOR PROPOSAL SUMMARY**

Issue Date:	March 21, 2019
Project Title:	Transylvania County HOME Homeowner Rehabilitation Program
Issuing Agency:	Transylvania County, NC
Work Location:	Transylvania County, NC
Contract Period:	Date of Award through December 30, 2019
Request for Clarification Deadline:	April 23, 2019 at 3:00 p.m. EST (Refer to Sections 5 and 6 for specific requirements)
Mandatory Pre-Submittal Site Visits:	April 19, 2019: 3:00: single-family house originally built in 1920. 4:00: bungalow style single-family house built in 1910. *Contractors must attend meeting. If necessary additional visits with sub-contractors needed, requests may be made for additional times.
Proposal Deadline:	April 26, 2019 at 4:00 p.m. EST
Written Inquiries For Information Directed To:	Joy Fields at <a href="mailto:joy.fields@transylvaniacounty.org">joy.fields@transylvaniacounty.org</a> or Jennifer Galloway at <a href="mailto:jennifer.galloway@transylvaniacounty.org">jennifer.galloway@transylvaniacounty.org</a>

March 20, 2019

Request for Proposals – Transylvania County  
HOME Homeowner Rehabilitation Program

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Proposals, Bid Form And  
Qualifications Statement  
Delivered To:

Jennifer Galloway, Purchasing Agent  
Transylvania County Department of Finance  
101 South Broad Street, Brevard NC 28712

### **3.0 BACKGROUND INFORMATION**

Transylvania County (County) applied for and received a grant from the Asheville Regional Housing Consortium to fund the Transylvania County HOME Homeowner Rehabilitation Program. The Asheville Regional Housing Consortium (Consortium), administered by the City of Asheville, receives funding from the HOME Investment Partnership Program of the Department of Housing and Urban Development (HUD). The Consortium distributes those funds to help increase and maintain affordable housing in consortium member communities including Transylvania County.

Transylvania County has a shortage of affordable housing units and much of the existing affordable housing stock needs rehabilitation to ensure that the structures are safe and meet local property code. The HOME Homeowner Rehabilitation Program aimed to keep three homes safe and affordable for low-income homeowners. This RFP is to bring one of those three homes up to code.

### **4.0 SCOPE OF SERVICES**

#### **4.1 Requirements**

- 4.1.1** The Contractor will furnish all resources, materials, expertise, and labor in a good and workmanlike manner to provide complete services necessary for the Contract as described in this RFP.
- 4.1.2** All work must be approved by County, with assistance from the Land of Sky Regional Council and the City of Asheville.
- 4.1.3** The Contractor shall be responsible for all work performed, including work by subcontractors.
- 4.1.4** The Contractor must have, or obtain, and maintain an insurance policy that:
  - a. shall be issued by an insurance carrier acceptable to County;
  - b. shall be kept in force throughout performance of the services and for one (1) year after the end of such performance;
  - c. shall be an occurrence policy;
  - d. shall be evidenced by a certificate of insurance acceptable to the County which provides that the coverage shall not be substantially modified or canceled without twenty-eight (28) calendar days prior written notice to the County. Transylvania County must be listed as an additional insured on the certificate with a notation of the project name; and
  - e. shall include the following limits of coverage on the certificate of insurance.
    - General Liability: \$1,000,000 per Occurrence / \$2,000,000 Aggregate
    - Automobile Liability: \$1,000,000 per occurrence
    - Worker’s Compensation: \$500,000

## 4.2 Description of Work

The home has a unique work write-up developed by the Land of Sky Regional Council and County, and are considered critical to the successful implementation of the Transylvania County HOME Homeowner Rehabilitation Program. These work write-ups are attached and are also available for review in the Transylvania County Planning and Community Development Department or upon request (see Section 2). The work write-up serves as the basis for the scope of work for each house. The Contractor(s) can bid on one, or both of the homes. Each bid will include a contract proposal form (Appendices C and D) prepared by the Contractor(s), which will require a site visit.

The selected Contractor(s) are expected to communicate with the homeowner and the County and make reasonable accommodation with County and the homeowner regarding scheduling of inspections and completion of the work. The Contractor is responsible for completing the work as identified in the contract, and the contract proposal form within the agreed-upon timeframe and for the following:

- 4.2.1 Materials.** Providing all materials, labor, equipment, etc., that may be necessary to complete the Contract at the Contractor's expense. The materials used and installed must be new and should be quality, and the labor shall be performed by skilled and competent craftspeople.
- 4.2.2 Permits.** The Contractor(s) must obtain all required permits to perform the authorized scope of work. Contractor(s) are responsible for obtaining any progress or final inspections from the Transylvania County Building and Permitting Department. Failure to call for required inspections or proceeding without inspection will result in County determining that Contractor has failed to meet the contract performance requirements. A copy of all permits shall be publicly displayed at the job site. Contractor(s) shall comply with all regulations governing the issuance and inspections of any work permitted.
- 4.2.3 Completion.** Contractor(s) shall complete any items identified at the final inspection prior to execution of the Certificate of Completion.
- 4.2.4 Cleaning.** Contractor shall clean the property of work material and debris after conclusion of work on a daily basis.
- 4.2.5 Ground Repairs.** Contractor shall ensure that all pavement or yard areas disturbed or damaged as a result of construction work under this Contract shall be repaired to the original condition.
- 4.2.6 Workmanship.** Contractor(s) shall ensure quality of workmanship and materials in compliance with the contract and in accordance with the applicable manufacturer's latest instructions and specifications. All work shall

be performed in an acceptable and professional manner.

**4.2.7 Warranty.** The Contractor shall warrant their work against faulty materials or workmanship for a period of ONE YEAR and replace same at the direction of County at no cost to the homeowner or the County. The one-year period shall begin on the date of the final acceptance for the completed job by the County or designee and the issuance of the Certificate of Completion. The Contractor shall convey all manufacturers' warranties to the homeowner.

**4.2.8 Priority.** The Contractor shall complete all required Priority I items prior to starting any Priority II, III, or IV items as identified below:

**4.2.8.1 Priority I- Housing Systems.**

Rehabilitation activity must focus first on all work necessary to meet North Carolina Building Code (2018). Priority housing systems include:

- Repair electrical wiring, fixtures or systems
- Repair/replace mechanical systems including heating, venting and air-conditioning (HVAC)
- Repair/replace structural components such as roofs, posts, beams, structural and load bearing walls, etc.
- Repair foundations and or chimney
- Repair/replace plumbing, including creating utility connections if necessary
- Repair items that are a health and safety concern
- Remove or replace attached building components (deck, porch) that are in violation of the NC Building Code
- Repair miscellaneous code violations
- Repair, replace, and/or install rain gutter system
- Repair or replace damaged/non-functional doors and windows
- Grade the site to direct the flow of rainfall or melting snow away from structure

**4.2.8.2 Priority II- Architectural Barrier Removal** for homeowners with physical disabilities are eligible for accessibility improvements if there are sufficient project funds remaining after all required housing systems have been brought up to North Carolina Building Code (2018). Accessibility improvements may include exterior ramps, kitchen and bathroom adaptations, or any other improvement that would upgrade the living conditions for handicapped use, as listed under Section 504 of the Rehabilitation Act of 1973. Accessibility improvements must meet the North Carolina Building Codes (2018) and may include:

- Widening of doors
- Installation of ramps
- Roll-in showers (as space permits)
- Grab bars and permanently attached physical-assist apparatus
- Air-conditioning (if medically necessary)
- Hearing-impaired smoke detection equipment
- Specialty plumbing fixtures
- Lowering of light switches
- Other permanently attached fixtures determined to be of assistance in removing architectural barriers

**4.2.8.3 Priority III- Incipient Code Violations.** Incipient code violations include deficiencies or conditions of deterioration that if left unattended, would continue to deteriorate into or contribute to a code violation. Potential incipient code violations that may be addressed to North Carolina Building Code (2018) standards include:

- Replacement of building components (roofs, water heaters, HVAC systems) that have exceeded their life expectancy or, due to condition, are expected to fail within a two-year period from the date of inspection.
- The current manufactures' specifications and North Carolina Building Code (2018) shall be used as the standard to determine the life expectancy of building components for the purpose of eligibility for replacement.
- Unsafe and unused fireplaces with a deteriorated or unsafe chimney should be disassembled to below the roof line and sealed (roof will be patched over area that chimney penetrated the roof). Unsafe and used fireplaces will be repaired or an alternate exhaust system will be installed.

**4.2.8.4 Priority IV- Weatherization improvements and Energy Efficiency Upgrades.** Where practicable, and subsequent to a determination that all required property standards will be satisfied, individual measures which further the weatherization and energy efficiency of the rehabilitated property may be performed. Homeowners will be referred to nonprofit agencies for assistance weatherization and energy efficiency improvements when funding does not allow these upgrades. Individual measures completed under this category must be of a nature that would further the rehabilitated property's ability to meet the North Carolina Building Codes (2018) and energy efficiency.

- Weather stripping/caulking
- Insulation
- Windows and doors

## 5.0 PROPOSAL SUBMISSION AND QUALIFICATIONS

### 5.1 Bid Process

**5.1.1 Review the Work Write-ups.** Contractor shall review the work write-ups for each of the properties scheduled for rehabilitation from the Transylvania County Planning and Community Development Department (see Section 2 for contact information). These work write-ups, prepared by the Land of Sky Regional Council and County, identify eligible items to be included in the proposal. Additional work items cannot be covered under program funds without approved addenda to the bid documents. Bids as received must be for the execution on the entire work as called for in the Contractor's Scope of Work/work write-ups (Appendices C and D).

**5.1.2 Inspections and Verifications.** Each bidder shall thoroughly examine and familiarize himself/herself with the drawings, specifications, all other contract documents, general specifications, existing conditions, difficulties and restrictions involved with doing the work identified in the work write-up. The Contractor shall verify, on the job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting a bid. The Contractor will not be relieved of his/her obligations because of failure to do the above when contracted to do the work. The Contractor(s) shall make meet with Transylvania County at each house they wish to bid upon on April 19, 2019 during the mandatory pre-submittal site visit. There will be no Change Order to prices based on mistaken quantity count, measurements or dimensions.

**5.1.3 Revisions.** Each bidder shall, upon discovery of any apparent error or omission in the work items necessary to bring the home up to code, notify the Transylvania County Planning and Community Development Department of such in writing. Interpretations, corrections and changes of bidding documents may be made by Transylvania County in the form of addenda to the bid documents. Revisions to bidding documents made in any other manner will not be binding, and bidders shall not rely upon them.

**5.1.4 Contractor's Proposal Form.** Contractor(s) shall submit a separate Contractor's Proposal Form for each property bid upon.

### 5.2 Qualification of Contractors and Bid Documents

Contractor(s) and subcontractors will be required to show proper licensing, bonding and insurance. They will also be required to show evidence of the ability to perform quality work. Experience in completing projects within a specified time frame and budget is essential. Bid documents shall include the following:

- 5.2.1 Contractor Statement of Qualifications.** Provide a description of the types of renovation, landscaping and rehabilitation services for which the Contractor is qualified and licensed. Be specific regarding any applicable skills and elaborate as necessary.
- 5.2.2 Current Project Workload List.** Provide a list of current projects in progress that consume time and resources. Include brief descriptions and anticipated completion dates.
- 5.2.3 Expected Timeline.** Provide a timeline for the rehabilitation of the properties bid upon (one, or two dwelling units).
- 5.2.4 One Copy of Bid Form (Appendix A).** Bids must be complete and returned in neat, legible form.
  - 5.2.4.1. Note Addenda Received** (if applicable).
- 5.2.5. Contractor’s Proposal Form (Appendices C and D).** Provide one completed proposal form for each property bid upon.
- 5.2.6. Proposed list of subcontractors** (if applicable).
- 5.2.7. Completed E-Verify Affidavit (Appendix B).**

**5.3 Delivery of Submittals**

All proposals for consideration must be received in the Transylvania County Finance Department on or before Friday, April 26, 2019 at 4:00 p.m. EST. Bid documents shall be returned on the sheets provided, in a sealed envelope and signed by the Contractor. Bids must be received at the Transylvania County Planning and Community Development Department by the time specified on the due date.

A total of one (1) original signature copy (marked ORIGINAL) and four (4) exact copies of the proposal submittal shall be placed unfolded in a sealed package and delivered to:

Jennifer Galloway  
Transylvania County Finance Department  
101 S Broad Street  
Brevard, NC 28712

The sealed package exterior must clearly denote the project name and must have the submitting firm’s name and return address.

**6.0 EVALUATION AND AWARD OF CONTRACT**

**6.1 Selection Process**

Final evaluation of proposals will be made using the following considerations:

- The Contractor is not on probation or debarred or declared ineligible, or voluntarily excluded from participation in HUD or any other Federal programs, by the City of Asheville or by Transylvania County.
- The bid is received by the County prior to the bid submission deadline date and time stated in the bid documents.
- The total amount of the bids is not more than 15% over the total maximum dollar limits of the program.
- The bid is from a licensed NC general Contractor. Furthermore, all Contractor(s) and subcontractors must possess trade or other professional licenses as may be required by the State of North Carolina and the County in order to perform such functions that are subject to licensing.
- Expertise, experience, and qualifications of the Contractor(s) in each relative discipline for providing the services outlined in Section 4.0 – Scope of Services.
- Expertise and past experience of the Contractor(s) in providing services on projects of similar size, scope and features.
- Contractor’s recent experience/history in completing projects within an established budget and time frame.
- Contractor’s current project workload, relevant to the ability to complete the project for the County in a timely manner.
- Financial responsibility as evidenced by the Contractor’s licensing and liability insurance.
- The Contractor(s) meets requirements of Section 3 of the HUD Act of 1968 by meeting any one of the following; being a certified Section 3 business, employing Section 3 certified employees, representing a local business and considering low-income workers for any new hires, employing and improving the wage for low-income workers.

The award will be granted to the Contractor(s) submitting the best overall bid as determined by County using the evaluation criteria outlined above. The contract shall be awarded to the lowest responsible, responsive bidder, taking into consideration quality, performance, and the ability to complete the project within given scheduling constraints. Transylvania County will notify the selected bidder in writing. The Contractor(s) should be prepared to have the bid incorporated, along with all other written correspondence concerning this RFP, into the contract. Any false or misleading statements found in the bid will be grounds for disqualification. All bids submitted shall be valid for a period of 120 days from the bid due date.

Transylvania County reserves the right to reject any or all bids, with or without cause, when such rejection is determined to be in the interest of the County. The County also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or who is not in a position to provide the terms and conditions of the project as determined by the County.

If none of the bids solicited are within 15% of the maximum cost of the rehabilitation or by negotiation, the bids must be rejected and other bids must be obtained that are within the specified cost limits. Any bids received outside of the estimated range of housing rehabilitation will be rejected and the Contractor will be notified in writing. Contracts will not be awarded until the County has completed its Contractor certification and the Contractor has met the requirements.

When an acceptable, eligible bid is secured and the Contractor(s) is selected, the Contractor(s) will be notified that they must furnish Transylvania County with a current Certificate of Insurance, and a statement concerning the non-use of lead-based paint. Information will be verified for accuracy and completeness of the forms submitted by the Contractor. All Contractors will be subject to approval by Transylvania County, the Homeowner and the City of Asheville prior to the awarding of contracts.

## 6.2 Award of Contract

**It is expressly understood by bidders that a contractual agreement must be properly signed and executed by Transylvania County and the Contractor to consummate the transaction prior to commencement of work on the project. The contract will include:**

**6.2.1 Contract.** Upon acceptance and award of a Contractor's bid, the contract between the Contractor and the County shall be comprised of (a) the RFP and addenda, (b) the selected bid (response to the RFP by the Contractor) and any appendices thereto, (c) the contract documents as defined in the RFP, and (d) all other written communications between the homeowner and the Contractor concerning the transactions. The RFP will govern in the event of conflict between the RFP and the selected bid.

Each contract between a Contractor and County shall contain language denying participation to Contractors who fail to perform in a satisfactory manner.

The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

**6.2.2 Bidder Incurred Costs.** Transylvania County will not be liable for any cost incurred by Bidders prior to the contract award date.

**6.2.3 Payment.** Payment terms will be negotiated with the awarded Bidder.

**6.2.4 Default.** In case of default by the Contractor, the County may procure the articles and/or services called for in the contract from other sources and hold the Contractor responsible for any excess cost associated therewith. The

performance of the contract may be terminated by Transylvania County in accordance with this clause, in whole or in part, in writing whenever the County shall determine that the Contractor has failed to meet performance requirements of the contract.

- 6.2.5 Assignment.** The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of its agreements with the County; its rights, title, or interest herein; or its power to execute such agreement to any other person, company, or corporation without the consent and approval in writing by Transylvania County.
- 6.2.6 Governing Law and Forum.** The contract between Transylvania County and the Contractor shall be governed in accordance with the laws of the State of North Carolina.
- 6.2.7 Amendments and Modifications of Contract; Waiver of Contract Terms.** The contract between the County and the Contractor shall not be amended or modified, nor any of its terms waived, except in writing and executed by the County and the Contractor.
- 6.2.8 Indemnification.** The Contractor shall indemnify and hold the homeowner and Transylvania County, their officers, agents, and employees harmless from liabilities, obligations, losses, claims, damages, actions, suits, proceedings, costs, and expenses, including attorneys' fees that (a) arise out of, are connected with, or result directly or indirectly from the Contractor's failure to perform any of its obligations under this RFP; or (b) result from any negligent act or omission of the Contractor, its employees or agents in the performance of services; or (c) are a result of breach of any of the Contractor's warranties. The indemnification responsibilities created by this Section shall survive and be enforceable after the contract between the homeowner and the Contractor terminates or expires, and they shall be terminated only by the written agreement of the Contractor and the homeowner.

### **6.3 Contract Conditions**

- 6.3.1 Assignment of Personnel.** Transylvania County shall retain the right to demand and receive a change in personnel assigned to the work if County believes that such change is in the best interest of Transylvania County and the successful completion of the contracted work.
- 6.3.2 Unauthorized Sub-Contracting Prohibited.** The selected Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP, including but not limited to, selling or transferring the contract, without the prior written consent of Transylvania County Planning and Community

Development Department. Any purported assignment of interest or delegation of duty, without the prior written consent of the County shall be void and may result in the cancellation of the contract, or may result in the full or partial forfeiture of funds paid to the selected Contractor as a result of the proposed contract, as determined by the County.

- 6.3.3 Commencement of Work.** The contract must be signed prior to commencement of any work by contractor.

**APPENDIX A**

**Proposal Bid Form**



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**BID FORM**

**TO: Jennifer Galloway  
Transylvania County Finance Department  
101 S Broad Street  
Brevard, NC 28712**

I have received the documents entitled, “**Dwelling Unit Rehabilitation Services For The Transylvania County Home Homeowner Rehabilitation Program**”. I have received **Addenda # \_\_\_\_ # \_\_\_\_ # \_\_\_\_** and have included their provisions in my proposal. I have examined both the documents and the site(s) and submit the following proposal. This proposal includes all work as indicated in the Scope of Work and follows the North Carolina State Building Code (2018).

In submitting this proposal, I agree:

1. To hold my bid open for 120 days.
2. To enter into and execute a Contract, if awarded, on the basis of this proposal.
3. To accomplish the work in accordance with the contract documents.
4. To provide all required documentation regarding sales tax information associated with this project to the Transylvania County in accordance with government requirements in order for Transylvania County to receive reimbursement.
5. To provide Transylvania County with a Certificate of Insurance with coverages as outlined in the RFP package.
6. To provide Transylvania County with a minimum one year warranty on the materials and workmanship as outlined in the RFP package.

**BUSINESS INFORMATION**

Business name and location(s):

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Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

NC Contractors License number(s): \_\_\_\_\_

**REFERENCES**

Please provide information on three projects completed within the past five years that demonstrate experience and expertise in the types of work outlined in the Scope of Work.

Project Description	Owner Name	Phone Number	Within Budget?

**OFFER**

Having read the RFP, examined the Project Site(s) and reviewed the appendices, I hereby offer to enter into a contract to perform the repairs necessary to bring the dwelling unit up to North Carolina State Building Code as presented in the Scope for Work for the **Transylvania County Home Homeowner Rehabilitation Program.**

**Estimated Start Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**Base Bid- I will complete this project for:**

**House 1, the bungalow style single-family house on Whitmire St., for the lump-sum price of:**

\$ \_\_\_\_\_

Numerical amount

Written amount

**House 2, the single-family house on Thomas Drive, for the lump-sum price of:**

\$ \_\_\_\_\_

Numerical amount

Written amount

**It is understood that the lump-sum price will include all** required labor, tools, equipment, transportation, services and incidentals; the erection, application or installation of an item(s) of the work being performed, and overhead and profit.

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Business Name:** \_\_\_\_\_

**BIDDERS CHECK LIST:**

1. Contractor Statement of Qualifications.
2. Current Project Workload List.
3. Expected Timeline.
4. One Copy of Bid Form (Appendix A)
  - a. Note Addenda Received
  - b. Bid Form must be completely filled in to be considered responsive and responsible.
5. Scope of Work/Proposal Form (Appendix C and/or D)
6. Proposed list of subcontractors
7. Completed E-Verify Affidavit (Appendix B)

**APPENDIX B**

**Completed E-Verify Affidavit Form**

State of North Carolina

AFFIDAVIT

County of Transylvania

NOW COMES Affiant, first being sworn, deposes and says as follows

1. I have submitted a bid for contract or desire to enter into a contract with the County of Transylvania.
2. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

\_\_\_\_\_ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification for work authorization while the employee is employed and for one year thereafter; or

\_\_\_\_\_ I employ less than twenty-five (25) employees in the State of North Carolina.

3. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that to the best of my knowledge any subcontractors employed as a part of this bid and/or contract are in compliance with the requirements of E-Verify, Article 2 Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

\_\_\_\_\_ After hiring an employee to work in the United State the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter; or

\_\_\_\_\_ Employ less than twenty-five (25) employees in the State of North Carolina. Specify subcontractor: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Print or Type Name

State of North Carolina County of Transylvania

Signed and sworn to (or affirmed) before me, this is the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_, Notary Public

[OFFICIAL SEAL]

My Commission Expires: \_\_\_\_\_

**APPENDIX C**

**Scope of Work and Proposal Form  
Bungalow Style Single-Family House Built in 1910,  
Located on Whitmire Street**



Joy Fields  
 106 E. Morgan St. Brevard NC 28712  
 828-884-3205

# Specs By Location

11/28/2017

Owner's Name

Owner's Phone #

**Address: Whitmire Street, Brevard** **Unit: Unit 01**

**Location: 1 - General Requirements** Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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**Trade: 1 General Requirements**

1	<b>10</b>	<b>OWNER ACCEPTS SCOPE OF WORK</b> The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of _____ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this WWU. x _____ x _____ Applicant Date Applicant Date	1.00	DU	
2	<b>14</b>	<b>CONTRACTOR ACCEPTS SCOPE OF WORK</b> The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of _____ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU. x _____ Contractor Date	1.00	DU	
3	<b>35</b>	<b>VERIFY QUANTITIES/MEASUREMENTS</b> All Quantities stated in the attached specifications for this address using Units of Measure other than Each (EA), Room (RM) or Dwelling Unit (DU) (e.g. SF of Drywall) are for the contractor's convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. All quantities stated in the Units of Measure Each (EA), Room (RM) or Dwelling Unit (DU) are as stated. Discrepancies in Quantities found by the contractor must be communicated to the Housing Rehabilitation Specialist prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.	1.00	GR	
4	<b>37</b>	<b>ELECTRICAL PERMIT REQUIRED</b> Prior to the start of work, the contractor shall create any documentation necessary to apply for, pay for and receive an electrical permit on behalf of the owner.	1.00	EA	
5	<b>38</b>	<b>PLUMBING PERMIT REQUIRED</b> Prior to the start of work, the contractor shall: create a riser diagram, septic layout and all other documentation needed to apply for, pay for and receive a plumbing permit on behalf of the owner.	1.00	EA	
6	<b>39</b>	<b>HVAC PERMIT REQUIRED</b> Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	EA	

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 1</b>	<b>General Requirements</b>				
7	<b>45 CONTRACTOR PRE-BID SITE VISIT</b> The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.	1.00	DU		
8	<b>55 WORK TIMES</b> Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.	1.00	GR		
9	<b>77 NEW MATERIALS REQUIRED</b> All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.	1.00	GR		
10	<b>78 WORKMANSHIP STANDARDS</b> All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.	1.00	GR		
11	<b>90 1 YEAR GENERAL WARRANTY</b> Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.	1.00	DU		
12	<b>120 FINAL CLEAN</b> Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.	1.00	RM		

Trade: 9 Environmental Rehab

13	<b>9003 LEAD-SPECIFIC LAWS, RULES, REGULATIONS &amp; GUIDELINES</b> The execution of this work shall comply with all applicable federal, state and local laws, rules, regulations and guidelines for lead dust environments, including but not limited to: 29 CFR 1926.62 - Lead Construction Standard; 29 CFR 1910.1200 - Hazard Communication Standard; 40 CFR Part 745 - Lead-Based Paint Poisoning Prevention in Certain Residential Structures (EPA Regulations); 24 CFR Part 35 - HUD's Lead Safe Housing Rule.	1.00	GR		
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Location Total:

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 9 Environmental Rehab</b>					
14	<b>9753 BARE SOIL--REGRADE AT FOUNDATION &amp; INSTALL TOPSOIL AND SOD</b> Mow yard 4' out from structure with a bagging mower as close to foundation as possible and dispose of waste. Install 5" of topsoil evenly over bare soil areas at foundation and grade out 4" from foundation to 1". Fertilize and sod area. Install 3" high barricade of string on 1" x 1" stakes and marking tape. Make arrangements for irrigation and barrier maintenance until 2" stand of grass is established.	700.00	SF		
<b>Trade: 10 Carpentry</b>					
15	<b>2982 WINDOW--VINYL--LOW E DBL HNG DBL GLZ ENERGY STAR - W/TRIM</b> After establishing any required floor containment with polyethylene sheeting, wet mist, remove, wrap in polyethylene sheeting and dispose of any components containing Lead Based Paint. Detergent wash, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Field measure and install a PVC, 1 over 1, double hung, double glazed, argon filled Low E window that meets the ENERGY STAR standards for this climate for U value and SHGC. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Retrim opening with casing, apron and stool to match existing. Prep for paint.	13.00	EA		
16	<b>3150 DOOR--EXTERIOR paneled</b> After establishing any required floor containment with polyethylene sheeting, wet mist, remove, wrap in polyethylene sheeting and dispose of any components containing Lead Based Paint. Detergent wash, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Install a 1-5/8" 1/2 light panel, exterior wood door with entrance lock set and mortised dead bolt keyed alike. Include three 3"x4" butt hinges, interlocking threshold, spring metal weatherstripping, and wide angle peepsight. Prime and top coat.	2.00	EA		
17	<b>3187 DOOR--SLIDING GLASS UNIT</b> Dispose of door and frame. Install a prehung wood, insulated, sliding door and jamb unit, including interior and exterior casing, weatherstripping, threshold, and locking hardware. Prime and top coat.	1.00	EA		
18	<b>3210 STORM DOOR--ALUMINUM</b> Install an aluminum combination storm and screen door with white baked enamel aluminum finish and top chain.	2.00	EA		
<b>Trade: 15 Roofing</b>					
19	<b>4585 REROOF--1/2" DECK/FIBERGLASS SHINGLE</b> Remove roof to deck. Install 1/2" CDX plywood over entire roof. Install 36 inch wide strips of Grace Ice and Water Shield at the eaves and in the valleys. Install 15 lb. felt as underlayment on the remainder of the decking. Install Owens Corning self-sealing, 25 year warranty fiberglass/ asphalt strip shingles. Replace all flashing, including valleys, with .019	12.00	SQ		

Address: Whitmire Street

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 15 Roofing</b>					
	aluminum. Install step flashing at all wall junctures. Color choice by owner.				
20	<b>4635 GUTTER--5" SEAMLESS ALUMINUM</b> Dispose of gutter. Install 5", K- type, seamless, .027 gauge aluminum gutter to service roof. White or brown color choice by owner.	115.00	LF		
21	<b>4640 DOWNSPOUT--5" SEAMLESS ALUMINUM</b> Dispose of existing downspout. Install 5", square, seamless, .027 gauge, white, aluminum downspout. Strap at least 3' on center.	120.00	LF		

Location Total:

Location: 3 - Bedroom - Master

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 17 Drywall &amp; Plaster</b>					
22	<b>5210 DRYWALL--PATCH--SMALL</b> Cut back defective gypsum to expose half of the studs on each side of the hole. Cut and tightly fit drywall patch. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Wet sand ready for paint.	1.00	SF		
<b>Trade: 23 Electric</b>					
23	<b>7810 SMOKE DETECTOR--HARD WIRED--BATTERY BACK-UP</b> Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptacle box with battery back-up.	1.00	EA		

Location Total:

Location: 4 - Bedroom

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 19 Paint &amp; Wallpaper</b>					
24	<b>5535 PREP &amp; PAINT INTERIOR DOOR</b> Prep trim, casing and door prior to finish painting by feathering edges and dulling glossy surfaces with sandpaper. Fill holes and cracks. Caulk all seams. Spot prime with latex primer. Apply two coats Latex semi gloss paint to cover the entire door assembly completely & uniformly. Use Sherwin-Williams, Duron, or approved best grade paints and primers.	1.00	EA		
<b>Trade: 20 Floor Coverings</b>					
25	<b>5965 CARPET AND PAD-- Repair</b> Repair carpet where it has been pulled way from pad and	1.00	RM		

Address: Whitmire Street

Unit: Unit 01

Location: 4 - Bedroom

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 20 Floor Coverings

flooring

Trade: 21 HVAC

26	6325	HEAT DUCT - REGISTER	1.00	EA	
		Replace heat duct register.			

Trade: 23 Electric

27	7810	SMOKE DETECTOR--HARD WIRED--BATTERY BACK-UP	1.00	EA	
		Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptacle box with battery back-up.			

Location Total:

Location: 5 - Bathroom

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 10 Carpentry

28	3680	TUB SURROUND--Caulk	1.00	EA	
		Caulk all joints with white, mildew resistant siliconized caulk.			

Trade: 22 Plumbing

29	6865	REPAIR FAUCET--BATH/SHOWER	1.00	EA	
		Replace faucet with a washerless, single control, metal bodied faucet with a 15 year drip-free warranty and a maximum flow rate of 1.5GPM. Include chromed brass shut off valves and trap if not existing and add an access panel for future repairs.			

Trade: 23 Electric

30	7590	RECEPTACLE--GFCI BATH	1.00	EA	
		Install a flush mounted, ground fault circuit interrupted ivory duplex receptacle with ivory cover plate adjacent to lavatory using copper non-metallic cable. Fish wire and repair all tear out.			

31	7819	FAN/LIGHT FIXTURE-ENERGY STAR	1.00	EA	
		Install an ENERGY STAR approved ceiling mounted Fan/Light fixture, such as the NuTone QTREN080FLT, or a Broan QTXE080FLT capable of min. 80 CFM operating at 1 Sone or less, with an integral damper, and vented to the exterior. The fixture must accommodate 2 - GU24 fluorescent lamps. Switch fan & light using a single switch with a time delay for the fan such as the EFI Fan/Light Time Delay Switch part # 5100.505 (in Ivory) <a href="http://www.energyfederation.org/consumer/default.php/cPath/39_766_134">http://www.energyfederation.org/consumer/default.php/cPath/39_766_134</a> or equipped with a humidistat sensor. Install			

Address: Whitmire Street

Unit: Unit 01

Location: 5 - Bathroom

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 23 Electric

galvanized metal duct the same diameter as the fan outlet and vent to the exterior ideally through a wall or gable end using a metal hooded vent of like diameter and with damper. All duct seams shall be sealed with duct mastic. Insulate the ductwork with vinyl or foil faced R 8 minimum duct insulation. Repair any damage to the ceiling installation and air seal fan/light assembly to the ceiling with low VOC caulk.

Location Total:

Location: 6 - Kitchen

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 17 Drywall & Plaster

32	5210	DRYWALL--REPAIR	15.00	SF	
HEADER - Drywall Repair - Cut and tightly fit drywall. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Wet sand ready for paint. Prime and paint surface to match existing wall color.					

Trade: 23 Electric

33	7595	RECEPTACLE--GFCI COUNTERTOP 15 AMP	2.00	EA	
Install a flush mounted, ground fault circuit interrupted, ivory, duplex receptacle and ivory cover plate using #14 copper non-metallic cable, controlled by a 15 amp circuit breaker. Fish wire and repair all tear out. If mounted over a countertop install no more than 46 inches above floor height.					
34	7836	RANGE HOOD EXTERIOR VENTED--ENERGY STAR	1.00	EA	
Install an exterior ducted enameled ENERGY STAR range hood with integral minimum 2 speed fan control and light switched separately capable of a minimum 150 CFM at a maximum of 7 sones such as the Boran QSE130 series. Attach hood to cabinet with screws. Include galvanized metal vent with all seams sealed with duct mastic, and roof or wall cap/damper assembly flashed appropriately for the exterior finish. Owner's choice of color.					

Location Total:

Location: 7 - Living Room

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 23 Electric

36	8017	ENERGY STAR CEILING FAN LIGHT FIXTURE	1.00	EA	
Install an ENERGY STAR® approved Farmington 24 inch white ceiling fan Model # B552QI-WH at Home Depot with a ENERGY STAR® approved Progress Lighting Air Pro light fixture Model # P2620-30EBWB at Home Depot switched at the room entrance by a Leviton Do it Best Fan and Light Control wired with separate switching for the fan and light.					

Location Total:

Location: 8 - Hall - Parlor

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 17 Drywall &amp; Plaster</b>					
32	<b>5210 DRYWALL--REPAIR</b>	15.00	SF		
	HEADER - Drywall Repair - Cut and tightly fit drywall. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Wet sand ready for paint. Prime and paint surface to match existing wall color. ceiling white.				

**Trade: 23 Electric**

37	<b>7810 SMOKE DETECTOR--HARD WIRED--BATTERY BACK-UP</b>	1.00	EA		
	Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptacle box with battery back-up.				
38	<b>8017 ENERGY STAR CEILING FAN LIGHT FIXTURE</b>	1.00	EA		
	Install an ENERGY STAR® approved Farmington 52 inch white ceiling fan Model # B552QI-WH at Home Depot with a ENERGY STAR® approved Progress Lighting Air Pro light fixture Model # P2620-30EBWB at Home Depot switched at the room entrance by a Leviton Do it Best Fan and Light Control wired with separate switching for the fan and light.				

**Location Total:**

Location: 9 - Utility Room

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10 Carpentry</b>					
39	<b>9366 FLOOR ENCLOSURE - UNDERLAYMENT&amp; VINYL SHEETGOODS</b>	70.00	SF		
	Install 5/16" underlayment grade plywood, using adhesive and 7d crew shank or cement coated nails, 6" on center in all directions. Install .07" thick, backed vinyl sheet goods, with minimum seams, per manufacturer's recommendations. Install metal edge strips in openings, and shoe molding or vinyl base around perimeter. (Owner's choice of in stock color/pattern.)				

**Trade: 19 Paint & Wallpaper**

40	<b>5565 PREP &amp; PAINT VACANT ROOM</b>	1.00	RM		
	Remove/cover all hardware, fixtures not to be painted. Wet				

Location: 9 - Utility Room

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 19</b>	<b>Paint &amp; Wallpaper</b>				
	scrape loose, cracked, peeling, blistered surfaces. Feather edges & dull gloss surfaces with sandpaper. Clean all surfaces with non-phosphate detergent. Spot prime and top coat trim, ceiling, walls, doors & windows with owner's choice of premixed acrylic latex. Include any closets.				
<b>Trade: 23</b>	<b>Electric</b>				
41	<b>7475 ELECTRIC SERVICE--200 AMP</b> Replace existing electrical service with a residential, 200 amp service, main disconnect, 110/220 volt, 24 circuit panel board, meter socket, weather head, service cable, and ground rod and cable. Seal exterior service penetrations to maintain a waterproof building envelope.	1.00	EA		
42	<b>7730 LIGHT FIXTURE--REPLACE</b> Replace a ceiling mounted, 2 bulb, UL approved, incandescent light fixture with shade and lamps. \$30 allowance for fixture.	1.00	EA		
43	<b>8110 REWIRE TO CODE--PER ROOM</b> Rewire unit to current National Electric Code including but not limited to: surface mount GFI in bathroom & kitchen; 15 amp grounded receptacles on all usable walls; switched lights in all halls, kitchens, bathrooms and furnace areas; hard wired smoke detectors; cover plates; counter receptacles; and circuits. Fish all wire and repair all tearout. Does not include service entrance.	7.00	RM		

**Location Total:**

Location: 10 - Attic

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 15</b>	<b>Roofing</b>				
44	<b>4410 4' x'4' Rafter Support Beams</b> Repair /replace the damaged vertical rafter supports.	40.00	LF		
<b>Trade: 16</b>	<b>Conservation</b>				
45	<b>4936 ATTIC R-38 CELLULOSE</b> After Air Sealing (Spec # 16-4903) blow in borate treated (no ammonium sulfate permitted), cellulose insulation per manufacturer's specifications to R38. Maintain ventilation routes from soffit and other vents with baffles. Replace all material removed or cut to gain access to match existing materials. NOTE: If access to attic is via a fixed staircase insulate stairs to attic, landing & interior stairwell walls as part of this item dense-packing the cellulose into closed floor, stair and wall cavities to a minimum density of 3.5 Lbs. per Cubic Foot. If access is via a hatch insulate the hatch with 3" of reflective foil faced polyisocyanurate foam and seal edges with compatible foil tape. If access is via a fold down stair insulate the stair with an airtight 2" thick reflective foil faced	1,200.00	SF		

Address: Whitmire Street

Unit: Unit 01

Location: 10 - Attic

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 16 Conservation

polyisocyanurate foam box with seams and seal the edges with a compatible foil tape.

Location Total:

Location: 11 - Basement

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 16 Conservation

46	4910	INSULATE WALL--R-19 KRAFT FACED BATT	1,200.00	SF	
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After air sealing install R-19, kraft paper faced fiberglass roll insulation between studs per manufacturer's specifications, carefully fit around all mechanical and structural components so that there are no gaps, the batt is not compressed, and the cavities are completely filled. Staple flanges to the faces of the studs. Notify Owner when the installation is ready for inspection. The inspection will include spot checks for quality, pulling some of the facing away from the studs. The contractor will reinstall areas accessed for inspection. Insulation must be inspected before the wall finish is installed.

Trade: 21 HVAC

58	6039	HEAT PUMP AND NATURAL GAS BACKUP--WITH DISTRIBUTION	1.00	EA	
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Use the Air Conditioning Contractors of America's (ACCA) late test edition of their Manual J calculation tool <http://www.acca.org/tech/manualj/> (calculate manual J based on the post rehab building envelope), use ACCA's Manual S for equipment selection and use Manual D for ductwork design. Make every effort to install supply ducts in interior partitions (in conditioned wall cavities). NOTE: Provide Manual J, S and D reports before work begins. Size furnace to the living unit considering any areas which may be added or subtracted from the plan. Remove existing furnace or boiler, recycle all metal components and dispose of all other materials in a code legal dump. Install a complete forced air system with a heat pump rated at a minimum of 16 SEER for cooling and a natural gas fired backup burner with minimum AFUE rating of 92% or higher on 2" patio block to with new supply and return ductwork work & gas line. New furnace to be vented with PVC piping per manufacturer's specifications. The new unit will have minimum limited warranties of: 20 years on heat exchangers; 5 years on parts. Include auto set back thermostat controls, vent pipe & new shut-off valve. Install return air duct ensuring easy access, good fit & easy replacement of air filter. An exterior return air filter box shall be installed on one side, both sides, or bottom of new furnace. Seal all duct joints with Duct Mastic.

Location Total:

Unit Total for Whitmire Street, Unit 01:

Address Grand Total for Whitmire Street:

Bidder \_\_\_\_\_

**APPENDIX D**

**Scope of Work and Proposal Form  
Single-Family House Originally Built in 1920,  
Located on Thomas Drive**

# SPECS BY LOCATION/TRADE with Costs

4/26/2018

Pre-Bid Site Visit: \_\_\_\_\_  
 Bidding Open Date: \_\_\_\_\_  
 Bidding Close Date: \_\_\_\_\_  
 Initial: \_\_\_\_\_

Case Number: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Address:** Thomas Drive

**Unit:** Unit 01

**Location:** 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 1	<b>General Requirements</b>				
10	<p><b>OWNER ACCEPTS SCOPE OF WORK</b></p> <p>The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of _____ &amp; referred to as Exhibit 1. After careful review the applicant understands &amp; accepts the work described &amp; has initialed &amp; dated each page of this WWU.</p> <p>X _____ X _____                      Applicant Date Applicant Date</p>	1.00	DU		
14	<p><b>CONTRACTOR ACCEPTS SCOPE OF WORK</b></p> <p>The undersigned contractor certifies that he/she has carefully reviewed &amp; agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of _____ &amp; referred to as Exhibit 1. The contractor shall initial &amp; date each page of the WWU.</p> <p>X _____                      Contractor Date</p>	1.00	DU		
35	<p><b>VERIFY QUANTITIES/MEASUREMENTS</b></p> <p>All Quantities stated in the attached specifications for this address using Units of Measure other than Each (EA), Room (RM) or Dwelling Unit (DU) (e.g. SF of Drywall) are for the contractor's convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. All quantities stated in the Units of Measure Each (EA), Room (RM) or Dwelling Unit (DU) are as stated. Discrepancies in Quantities found by the contractor must be communicated to the Housing Rehabilitation Specialist prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.</p>	1.00	GR		
37	<p><b>ELECTRICAL PERMIT REQUIRED</b></p> <p>Prior to the start of work, the contractor shall create any documentation necessary to apply for, pay for and receive an electrical permit on behalf of the owner.</p>	1.00	EA		
38	<p><b>PLUMBING PERMIT REQUIRED</b></p> <p>Prior to the start of work, the contractor shall: create a riser diagram, septic layout and all other documentation needed to apply for, pay for and receive a plumbing permit on behalf of the owner.</p>	1.00	EA		
39	<p><b>HVAC PERMIT REQUIRED</b></p> <p>Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.</p>	1.00	EA		

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	<b>General Requirements</b>				
45	<b>CONTRACTOR PRE-BID SITE VISIT</b> The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.	1.00	DU		
77	<b>NEW MATERIALS REQUIRED</b> All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.	1.00	GR		
78	<b>WORKMANSHIP STANDARDS</b> All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.	1.00	GR		
85	<b>CLOSE-IN INSPECTIONS REQUIRED</b> Call the agency for inspection of all work that will be concealed from view before it is closed in. This type of inspection frequently includes, but is not limited to footings, roof sheathing & flashing prior to installation of new felt & shingles, and repaired framing & decking prior to installation of underlayment & floor coverings, prior to insulation and prior to drywall.	1.00	GR		
90	<b>1 YEAR GENERAL WARRANTY</b> Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.	1.00	DU		
120	<b>FINAL CLEAN</b> Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.	7.00	RM		
9008	<b>ENVIRONMENTAL REHAB--RRP REQUIREMENTS</b> Any contractor performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes must comply with EPA 40 CFR Part 745(Lead; Renovation, Repair, and Painting Program), be certified by the EPA as a Renovation Firm and must use Certified Renovators who are trained by EPA-approved training providers to follow lead-safe work practices.	1.00	GR		
Trade: 9	<b>Environmental Rehab</b>				
9003	<b>LEAD-SPECIFIC LAWS, RULES, REGULATIONS &amp; GUIDELINES</b> The execution of this work shall comply with all applicable federal, state and local laws, rules, regulations and guidelines for lead dust environments, including but not limited to: 29 CFR 1926.62 - Lead Construction Standard; 29 CFR1910.1200 -	1.00	GR		

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 9 Environmental Rehab

Hazard Communication Standard; 40 CFR Part 745 - Lead-Based Paint Poisoning Prevention in Certain Residential Structures (EPA Regulations); 24 CFR Part 35 - HUD's Lead Safe Housing Rule.

9020	<b>LEAD-BASED PAINT REGULATIONS - FEDERALLY FUNDED HOUSING REHABILITATION</b>	1.00	GR	\$	
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Per HUD Regulation 24 CFR Part 35: the contractor must conform to the Lead-based paint requirements for rehabilitation in the appropriate category listed below, based on the amount of rehabilitation assistance provided.

1. When the Federal Rehabilitation Assistance is \$1 to \$5,000 per unit:

a. The Contractor shall implement safe work practices during rehabilitation work in accordance with Sec. 35.1350 and repair any paint that is disturbed.

b. After completion of any rehabilitation disturbing painted surfaces, each work site must pass a clearance examination in accordance with Sec. 35.1340. Neither Clearance nor Lead Safe Work Practices are required if rehabilitation does not disturb painted surfaces of a total area of more than 20 SF on exterior, 2 SF per interior room or 10% of a small component.

2. When the Federal Rehabilitation Assistance is \$5,001 to \$25,000 per unit:

a. The contractor shall perform interim controls, in accordance with Sec. 35.1330, of all identified or presumed lead-based paint hazards.

b. The contractor shall implement safe work practices during rehabilitation work in accordance with Sec. 35.1350, and repair any paint that is disturbed.

c. The entire unit shall pass a clearance examination in accordance with Sec. 35.1340.

3. When the Federal Rehabilitation Assistance is more than \$25,000 per unit:

a. The contractor shall abate all identified or presumed lead-based paint hazards in accordance with Sec. 35.1325.

b. The contractor shall implement safe work practices during rehabilitation work in accordance with Sec. 35.1350 and repair any paint that is disturbed.

c. The entire unit shall pass a clearance examination in accordance with Sec. 35.1340.

Location Total:

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 4 Site Work

550	<b>REGRADE FOUNDATION</b>	400.00	SF	\$	\$
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Provide and grade a loam topsoil to create at least a 1 in 4 positive drainage away from house a minimum of 4' from the foundation. Reseed the specified area using Fine Fescue seed

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 4</b>	<b>Site Work</b>				
	<p>or a grass seed recommended by the State Extension Service to be non-invasive and drought tolerant. Aerate the specified section using a plug style aerator administering 4 passes. Water the area thoroughly to a depth of 6 inches. Just prior to seeding, apply one half pound of nitrogen per 1000 square feet in a complete fertilizer. Gently rake the fertilizer into the soil and apply the Fine Fescue seed evenly at a rate of 4.5 pounds per square foot. See <a href="http://www.csrees.usda.gov/Extension/index.html">www.csrees.usda.gov/Extension/index.html</a> for a listing of USDA Extension Offices.</p>				
<b>Custom</b>	<b>EXTERIOR FRENCH DRAIN</b>	30.00	LF	\$	\$
	Dig a trench along the outside of footing. The trench should be at least 2 feet wide, and a minimum of 2' deep. Lay the pipe at sloping grade away from the house. Cover the pipe with at least 12 inches of washed gravel. Lay filter fabric over the gravel to prevent any soil from clogging the pipe. Back-fill the foundation with top soil back to its original grade height.				
<b>Trade: 5</b>	<b>Demolition &amp; Disposal</b>				
<b>750</b>	<b>DEMO ROOM ADDITION</b>	40.00	RM	\$	\$
	Disconnect and cap off all electrical and plumbing services. Demolish addition to 12" below grade and dispose of debris in code legal dump. Rake yard clean including nails and glass. The contractor shall protect and secure from damage all other structures, sidewalks, paved areas, shrubbery, and lawn areas.				
<b>795</b>	<b>HAUL DEBRIS TO LANDFILL</b>	1.00	LD	\$	\$
	Remove, temporarily store on site, and legally dispose of all debris resulting from construction activities. Interior shall be vacuumed clean, yard raked and free of glass, nails and lead suspect paint chips.				
<b>Trade: 6</b>	<b>Concrete &amp; Paving</b>				
<b>1035</b>	<b>STEPS--REPAIR CONCRETE</b>	4.00	EA	\$	\$
<b>Trade: 10</b>	<b>Carpentry</b>				
<b>2585</b>	<b>SIDING--CLAPBOARD REPLACE</b>	320.00	SF	\$	\$
	Remove damaged siding to the joint over nearest stud. Apply matching pine siding to walls with galvanized nails. Break all seams over studs. Prime ready for top coat.				
<b>2982</b>	<b>WINDOW--VINYL--LOW E DBL HNG DBL GLZ ENERGY STAR - W/TRIM</b>	12.00	EA	\$	\$
	After establishing any required floor containment with polyethylene sheeting, wet mist, remove, wrap in polyethylene sheeting and dispose of any components containing Lead Based Paint. Detergent wash, rinse, allow to dry and HEPA vacuum any paint chips, dust and debris. Field measure and install a PVC, 1 over 1, double hung, double glazed, argon filled Low E window that meets the ENERGY STAR standards for this climate for U value and SHGC. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back				

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10 Carpentry</b>					
	caulked and nailed 6" on center. Retrim opening with casing, apron and stool to match existing. Prep for paint.				
3590	<b>STEPS/LANDING--REPL EXTERIOR</b> Dispose of existing steps and landing. Construct a replacement unit with two 2"x 12" preservative treated pine stringers, 5/4" PTP stepping stock treads, on a solid concrete footer. Frame stairs 3' wide connecting to a 5'x 6' landing, of 2"x 6"s and 2"x 4" deck. Construct a wood handrail on one side 32" above tread nosing.	1.00	EA	\$	\$
<b>Trade: 15 Roofing</b>					
4635	<b>GUTTER--5" SEAMLESS ALUMINUM</b> Dispose of gutter. Install 5", K- type, seamless, .027 gauge aluminum gutter to service roof. White or brown color choice by owner.	160.00	LF	\$	\$
4640	<b>DOWNSPOUT--5" SEAMLESS ALUMINUM</b> Dispose of existing downspout. Install 5", square, seamless, .027 gauge, white, aluminum downspout. Strap at least 3' on center.	120.00	LF	\$	\$
4665	<b>SPLASH BLOCK</b> Place concrete or plastic splashblock at end of downspout directing the storm water away from the building.	4.00	EA	\$	\$
4755	<b>FASCIA 1"X 6"</b> Install a 1"x 6", #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints, and prime.	200.00	LF	\$	\$
4760	<b>SOFFIT</b> Install 3/8" BCX plywood soffit.	200.00	LF	\$	\$
<b>Trade: 19 Paint &amp; Wallpaper</b>					
5677	<b>PREP &amp; PAINT EXTERIOR TRIM-LOW VOC</b> Using lead work safe practices remove & properly dispose all loose materials prior to installation of new materials. Using lead work safe practices prepare existing wood surfaces specified for stabilization prior to paint application by securing, replacing or repairing all loose, broken, rotted, or deteriorated materials to provide a sound surface for paint application. Using lead work safe practices and following paint manufacturer's recommendations prepare trim surfaces by removing all loose paint. Use a 25-year or better paintable Low VOC caulk matched for color to fill all cracks, voids, holes, etc. prior to painting. Apply a compatible exterior Low VOC primer to all bare wood areas. Apply two coats of quality exterior LOW VOC paint to specified wood. All paints and primers must not exceed the following maximum VOC requirements: Flats 50 g/L; Non-flats 50 g/L; Floor 100 g/L; Anti-corrosive 250 g/L. All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. <a href="http://www.aqmd.gov/rules/reg/reg11/r1168.pdf">www.aqmd.gov/rules/reg/reg11/r1168.pdf</a> All caulks and sealants must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District (BAAQMD). Color is the choice of the owner from stock colors. All work to	1,100.00	SF	\$	\$

Address: Thomas Drive

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 19 Paint &amp; Wallpaper

be done in a neat & professional manner. Use care to protect all surfaces not intended for paint coverage.

5679	<b>PREP &amp; PAINT EXTERIOR WOOD--LOW VOC</b>	1,600.00	SF	\$	\$
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Using lead work safe practices remove & properly dispose all loose materials prior to installation of new materials. Using lead work safe practices prepare existing wood surfaces specified for stabilization prior to paint application by securing, replacing or repairing all loose, broken, rotted, or deteriorated materials to provide a sound surface for paint application. Using lead work safe practices and following paint manufacturer's recommendations prepare all wood surfaces by removing all loose paint. Use a 25-year or better paintable Low VOC caulk matched for color to fill all cracks, voids, holes, etc. prior to painting. Apply a compatible exterior Low VOC primer to all bare wood areas. Apply two coats of quality exterior LOW VOC paint to specified wood. All paints and primers must not exceed the following maximum VOC requirements: Flats 50 g/L; Non-flats 50 g/L; Floor 100 g/L; Anti-corrosive 250 g/L. All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. [www.aqmd.gov/rules/reg/reg11/r1168.pdf](http://www.aqmd.gov/rules/reg/reg11/r1168.pdf) All caulks and sealants must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District (BAAQMD). Color is the choice of the owner from stock colors. All work to be done in a neat & professional manner. Use care to protect all surfaces not intended for paint coverage.

Location Total: \$

Location: 3 - Attic

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 16 Conservation

4920	<b>INSULATE CEILING, R-30 KRAFT FACED BATT</b>	1,000.00	SF	\$	\$
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After air sealing (Spec # 16-4903) install 12" thick R-38 unfaced fiberglass batts between the ceiling joists carefully fitting the fiberglass around obstructions such as wires, pipes ductwork and building components to insure a consistent and continuous R38 rating. Staple flanges to the interior faces of the studs. Notify Owner when the installation is ready for inspection. The inspection will include spot checks for quality, pulling some of the facing away from the studs. The contractor will reinstall areas accessed for inspection. Insulation must be inspected before the ceiling finish is installed.

Location Total: \$

Location: 4 - Bathroom

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 22 Plumbing

Location: 4 - Bathroom

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 22	Plumbing				
6958	<b>BATHTUB/SOWER--5' FIBERGLASS--COMPLETE--ADAPTABLE</b> Install a 5', 4 piece, Sterling Advantage™, fiberglass tub and shower unit 60" x 30" x 72" Product #: 61030126 (right hand drain) or 61030116 (left hand drain) Including age in place factory installed backers for later grab bar installation <a href="http://www.sterlingplumbing.com/home.str1">http://www.sterlingplumbing.com/home.str1</a> - complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343 tub/shower faucet - <a href="http://www.deltafaucet.com/">http://www.deltafaucet.com/</a> - & a shower head with a maximum 2.0 GPM flow rate. (note: exterior wall sections behind the tub shower unit and any plumbing penetration must be completely air-sealed prior to installation). Per installation instructions set basin area in 1" to 2" of mortar cement.	1.00	EA	\$	\$

Location Total: \$

Location: 5 - Utility Room

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 21	HVAC				
6039	<b>HEAT PUMP AND NATURAL GAS BACKUP--WITH DISTRIBUTION</b> Use the Air Conditioning Contractors of America's (ACCA) late test edition of their Manual J calculation tool <a href="http://www.acca.org/tech/manualj/">http://www.acca.org/tech/manualj/</a> (calculate manual J based on the post rehab building envelope), use ACCA's Manual S for equipment selection and use Manual D for ductwork design. Make every effort to install supply ducts in interior partitions (in conditioned wall cavities). NOTE: Provide Manual J, S and D reports before work begins. Size furnace to the living unit considering any areas which may be added or subtracted from the plan. Remove existing furnace or boiler, recycle all metal components and dispose of all other materials in a code legal dump. Install a complete forced air system with a heat pump rated at a minimum of 16 SEER for cooling and a natural gas fired backup burner with minimum AFUE rating of 92% or higher on 2" patio block to with new supply and return ductwork work & gas line. New furnace to be vented with PVC piping per manufacturer's specifications. The new unit will have minimum limited warranties of: 20 years on heat exchangers; 5 years on parts. Include auto set back thermostat controls, vent pipe & new shut-off valve. Install return air duct ensuring easy access, good fit & easy replacement of air filter. An exterior return air filter box shall be installed on one side, both sides, or bottom of new furnace. Seal all duct joints with Duct Mastic.	1.00	EA	\$	\$

Trade: 23 Electric

7465	<b>ELECTRIC SERVICE--100 AMP</b> Replace existing electrical service with a residential, 100 amp, single phase, 3 wire electric service. Include a main disconnect, 12 circuit panel board, meter socket, weather head, service	1.00	EA	\$	\$
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## Location: 5 - Utility Room

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 23</b>	<b>Electric</b>				
	cable, and ground rod and cable. Seal exterior service penetrations to maintain a waterproof building envelope.				
7583	<b>REPLACE RECEPTACLE WITH GFCI DEVICE</b> Replace existing receptacle with an ivory surfaced mounted ground fault circuit interrupt receptacle with ivory cover plate.	3.00	EA	\$	\$
7810	<b>SMOKE DETECTOR--HARD WIRED--BATTERY BACK-UP</b> Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptacle box with battery back-up.	4.00	EA	\$	\$
8110	<b>REWIRE TO CODE--PER ROOM</b> Rewire unit to current National Electric Code including but not limited to: surface mount GFI in bathroom & kitchen; 20 amp grounded receptacles on all usable walls; switched lights in all halls, kitchens, bathrooms and furnace areas; hard wired smoke detectors; cover plates; counter receptacles; and circuits. Fish all wire and repair all tearout. Does not include service entrance.	7.00	RM	\$	\$

## Trade: 27 Fire Protection

8721	<b>CARBON MONOXIDE DETECTOR</b> Install a hard wired or plug-in carbon monoxide detector in same room as fuel burning appliance.	1.00	EA	\$	\$
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Location Total: \$

## Location: 6 - Bedroom Middle

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10</b>	<b>Carpentry</b>				
2312	<b>SUBFLOOR--3/4"</b> Install 3/4" tongue and groove CDX plywood decking nailed 8" on center using screw shank or cement coated nails.	15.00	SF	\$	\$

## Trade: 20 Floor Coverings

5971	<b>CARPET (BERBER) &amp; PAD--GREEN LABEL</b> Install FHA approved, Nylon/Olefin blend Berber weave carpet. Install over a 1/2" medium density rebond pad with a minimum of seams in both pad and carpet. Carpet and Pad must meet the Carpet and Rug Institute's Green Label certification. Stretch carpet to eliminate puckers, scallops & ripples. Include premium seam tape, tackless strips & metal edge strips at transition to resilient, tile or wood floors. New carpet to be seamed to carpet in adjoining rooms. Cover entire floor including closets. Owner's choice of color and style.	40.00	SY	\$	\$
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Location Total: \$

## Location: 7 - Bedroom Back

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Address: Thomas Drive

Unit: Unit 01

Location: 7 - Bedroom Back

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 20 Floor Coverings</b>					
5972	<b>CARPET (CUT PILE) &amp; PAD--GREEN LABEL</b> Install FHA approved, Nylon/Olefin blend cut pile weave carpet. Install over a 1/2" medium density rebond pad with a minimum of seams in both pad and carpet. Carpet and Pad must meet the Carpet and Rug Institute's Green Label certification. Stretch carpet to eliminate puckers, scallops & ripples. Include premium seam tape, tackless strips & metal edge strips at transition to resilient, tile or wood floors. New carpet to be seamed to carpet in adjoining rooms. Cover entire floor including closets. Owner's choice of color and style.	35.00	SY	\$	\$
<b>Location Total:</b>					<b>\$</b>

Location: 8 - Kitchen

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10 Carpentry</b>					
2415	<b>SHOE MOLDING</b> Install pine shoe molding nailed 2' on center to create the tightest possible seal between the baseboard and floor using finish nails or tee headed brads.	30.00	LF	\$	\$
3705	<b>CABINETS--REPAIR</b> Repair base and hanging cabinets by rehangng plumb and level and replacing missing hardware, doors and drawers. Securely refasten loose hardware. Clean all surfaces with detergent.	14.00	LF	\$	\$
4005	<b>CROWN MOLDING</b> Install 2-1/4" finger jointed crown molding around the ceiling. Paint or stain. Color choice by owner.	25.00	LF	\$	\$
<b>Trade: 23 Electric</b>					
7836	<b>RANGE HOOD EXTERIOR VENTED--ENERGY STAR</b> Install an exterior ducted enameled ENERGY STAR range hood with integral minimum 2 speed fan control and light switched separately capable of a minimum 150 CFM at a maximum of 7 sones such as the Boran QSE130 series. Attach hood to cabinet with screws. Include galvanized metal vent with all seams sealed with duct mastic, and roof or wall cap/damper assembly flashed appropriately for the exterior finish. Owner's choice of color.	1.00	EA	\$	\$
<b>Location Total:</b>					<b>\$</b>

Unit Total for Thomas Drive, Unit Unit 01: \$

Address Grand Total for Thomas Drive: \$

Bidder: \_\_\_\_\_