

**COUNTY OF YORK, VIRGINIA
INVITATION FOR BIDS**

Issue Date: October 12, 2016

IFB #: 2016

Title: HOUSING REHABILITATION: 107 BANNEKER DRIVE
WILLIAMSBURG, VA 23185

Classification Code: 91065

Issuing Agency:

County of York, Virginia
Central Purchasing
120 Alexander Hamilton Blvd
P.O. Box 532
Yorktown, Virginia 23690

Using Agency And/Or Location
Where Work Will Be Performed:

Dept. of Community Services
P.O. Box 532
Yorktown, Virginia 23690

Sealed Bids Will Be Received Until **Thursday October 27th, 2016 at 9:30am**
All Inquiries for Information To Be Directed To: Victor Robinson, Buyer, Ph.(757) 890-3680.
victor.robinson@yorkcounty.gov

NOTE: This bid is limited to selected Contractors that have pre-qualified with Housing Partnership, Inc. (HPI) in accordance with the Virginia Department of Housing and Community Development (DHCD) requirements.

Attendance at the pre-bid/walkthrough is MANDATORY. The walkthrough is scheduled for Thursday October 20th, 2016, 9:00am at 107 Banneker Dr., Williamsburg, VA. 23185.

SEND BIDS/QUOTES DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE

In Compliance With This Invitation for Bids And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees to Furnish The Materials Described At the Prices Indicated In Section 11.0.

Name and Address of Firm:

Date: _____

By: _____

Signature In Ink

Title: _____

Federal Tax ID#: _____

Phone No.: () _____ E-mail: _____

1.0 PURPOSE:

We are undertaking a program funded by the Virginia Department of Housing and Community Development that allows us to rehabilitate housing units within the Carver Gardens Community. We would greatly appreciate it if you would submit a bid on the enclosed project.

2.0 SCOPE OF WORK:

The successful bidder, hereinafter "Contractor", shall provide services as described herein for the County of York (hereinafter "Owner") Department of Community Services, Housing Division, as specified in The Statement of Work, at the prices provided by bidder in Section 11.0.

3.0 GENERAL TERMS AND CONDITIONS**3.1 Applicable Policy:**

This solicitation is subject to the provisions of the County of York, Virginia, Ordinance No. 12-13(R) Procurement Policy, and any revisions thereto.

3.2 MANDATORY USE OF FORM:

All responses to an Invitation for Bid (IFB) must be submitted on and in accordance with this form. If more space is required to furnish a description of the good and/or services offered or delivery terms, bidder may attach a letter hereto which will be made a part of the bid. All bids must be submitted in a sealed envelope plainly marked with the IFB number, date and time of bid opening.

3.3 OPENING DATE/TIME:

Bids and amendments thereto, or withdrawal of bids submitted, if received by the County of York, Virginia, Central Purchasing office, hereinafter "Purchasing", after the date and time specified for the scheduled bid opening, will not be considered. It will be the responsibility of bidder to see that its bid is in the Purchasing office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Phone or telegraphic bids (including FAX) will not be accepted.

3.4 INCONSISTENCIES IN CONDITIONS:

In the event there are inconsistencies between the General Terms and Conditions and the Special Terms and Conditions, if any, and/or other schedules contained herein, the latter two shall take precedence.

3.5 CLARIFICATION OF TERMS:

Questions about the specifications or other solicitation documents should be directed to the buyer whose name appears on the face of this solicitation. Any revisions to the solicitation will be made only by written addendum issued by Purchasing.

3.6 TESTING/INSPECTION:

Purchasing and the County reserve the right to conduct any test or inspection it may deem advisable to ensure that goods and services conform to the specifications.

3.7 INVOICES:

Invoices for goods or services ordered, delivered and accepted shall be submitted directly to the 'INVOICE TO:' address shown on the purchase order or contract. All invoices shall show the Contract number and/or purchase order number. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after receipt of invoice or delivery, whichever occurs last. However, this shall not affect offers or discounts for payment in less than thirty (30) days.

3.8 DEFAULT:

In the event of a default by Contractor, the Owner reserves the right to procure the goods and/or services from other sources, and hold the Contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.

3.9 ETHICS IN PUBLIC CONTRACTING:

By submitting its bid, each bidder certifies that its bid is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with its bid, and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

3.10 ANTI-DISCRIMINATION:

By submitting its bids or proposals, bidder certifies to the Owner that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions of a. and b. below apply:

- a. During the performance of this Contract, the Contractor agrees as follows:

Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Contractor, in all solicitations for advertisements for employees placed in behalf of Owner, will state that Contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b. Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
- c. In accordance with §2.2-4343.1 of the Code of Virginia, et. seq., the Owner shall not (i) discriminate against a faith-based organization as defined in Code of Virginia section 2.2-4343.1(B) on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except as provided in subsection F of section 2.2-4343.1 the Code of Virginia, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.

3.11 IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Bidder certifies that it does not and will not during the performance of the Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

3.12 AVAILABILITY OF FUNDS:

It is understood and agreed between Contractor and the Owner that the Owner shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this IFB.

3.13 NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds the Purchasing Agent reserves the right to negotiate with the apparent low bidder to obtain a mutually agreeable contract price. The negotiations shall be confined to a reduction in the contract price and shall not deal with changes in the contract requirements.

3.14 REPLACEMENT OF DAMAGED GOODS:

Any damages to products resulting from delivery of the software/items procured shall be replaced to Owner's satisfaction at the Contractor's sole expense.

3.15 WARRANTY:

The bidder agrees that the parts, supplies and service furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the bidder gives any customer for such parts, supplies and services and that the rights and remedies provided therein are in addition to and do not limit those available to the Owner by any other clause of this solicitation.

3.16 INDEMNIFICATION:

Contractor and all sub-Contractor shall bear all loss, expense (including reasonable attorney's fees) and damage from any cause whatsoever arising out of, incidental to, or in connection with the performance of the contract and shall indemnify Owner, its agents, officers and employees against and save Owner, its agents, officers and employees harmless from all claims, demands, and judgments made or recovered against Owner because of bodily injuries, including death, at any time resulting therefrom, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the performance of the contract whether or not due to any act of its or their employees, servants or

agents and whether or not due to any act of omission or commission, including negligence, but excluding sole negligence of Owner, its agents, officers and employees. Compliance by the Contractor with the insurance provision hereof shall not relieve Contractor from liability under this provision.

The Contractor guarantees to save the Owner, its agents, officers and employees, harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Contractor is not the patentee, assignee or licensee.

Should Contractor, its employees, servants or agents use any of Owner's equipment, tools, employees, or facilities, such will be gratuitous and Contractor shall release Owner, its agents, officers and employees, from and indemnify and save harmless Owner, its agents, officers and employees, from and against any claims for personal injuries, including death, arising out of the use of any such equipment tools, employees, or facilities, whether or not based upon the condition thereof or any alleged negligence of Owner in permitting the use thereof.

3.17 SCC REGISTRATION REQUIRED:

If Contractor/Contractor is organized as a stock or nonstock corporation, a limited liability company, a business trust, or a limited partnership, or is registered as a registered limited liability partnership, Contractor/Contractor must be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. If Contractor/Contractor allows its existence to lapse, or its certificate of authority or registration to transact business in the Commonwealth of Virginia to expire, or be revoked or cancelled, such will be deemed an act of default enabling Owner to all remedies for default, including but not limited to revocation of this contract/agreement.

4.0 INFORMATION FOR BIDDERS:

- 4.1 Prices should be stated in units of quantity specified, with packing and delivery to destination included, less Federal, State and local taxes.
- 4.2 The time of proposed delivery must be stated in definite terms in Section 7.0. If time of delivery for different commodities varies, the bidder shall so state.
- 4.3 Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the bidder's risk and expense.
- 4.4 All prices and notations must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections made in ink adjacent and must be initialed and dated in ink by person signing bids. Bids must show unit price, amount and grand total as set forth in Section 10.0. In case of error in the extension of prices, the unit price shall govern.
- 4.5 When qualified by the provision "**NO SUBSTITUTE**", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item restricts bidders to the manufacturer, brand, make or catalog designation identification.
- 4.6 Bidder declares that its bid is not made in connection with any other bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud.
- 4.7 Award will be made to the lowest responsible and responsive bidder. The quality of the articles to be supplied their conformity with the specifications, their suitability to the requirements of the Owner, and the delivery terms will be taken into consideration in making the award.
- 4.8 The Owner and Purchasing reserve the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the Owner will be served.
- 4.9 Cash discounts may be offered by bidder for prompt payment of bills. Such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.

- 4.10 Acceptance of a bid by the Purchasing Office is not an order to ship.
- 4.11 Each bid is received with the understanding that the acceptance in writing by the Owner of the offer to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the Owner, which shall bind the bidder on his part to furnish and deliver the quoted articles at the prices stated and in accordance with the conditions of said accepted bid; and the Owner on its part to order from such bidder, except in cases of causes beyond its reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.
Any equipment delivered must be standard new equipment latest model, except as otherwise specifically stated in bid. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
- 4.12 All bids must be signed with the firm name and be signed by an officer or authorized employee of the firm. In the case of a corporation, the title of the officer signing must be stated and each officer must be duly authorized. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "member of the firm" or "general partner". In the case of a limited liability company, the bid must be signed by the manager (if any) or by a member.
- 4.13 Verify your bids before submission as they cannot be withdrawn or corrected after being opened. Unless otherwise specified herein, bidder agrees to hold the price(s) for sixty (60) calendar days from bid opening date.
- 4.14 If you do not bid, return this sheet and state reason. Otherwise your name may be removed from our mailing list.
- 4.15 Length of time for delivery as well as price may be considered in awarding of bid.

5.0 CLAIMS:

Disputes and claims arising under this agreement shall be processed pursuant to Virginia Code

Sections 15.2-1245 through 15.2-1248. The Owner shall give its final decision on any claim of the Contractor within sixty (60) days of the date the claim is submitted to the Clerk of the governing Board of Owner.

6.0 SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of the highest quality and correct type, size and design are to be used. All interpretation of these specifications shall be made on the basis of this statement.

7.0 DELIVERY:

Time is of the essence. State your earliest firm completion date. If awarded the contract, the undersigned agrees to complete all work within _____ calendar days following receipt of a Notice To Proceed. THIS MAY BE A FACTOR IN MAKING AN AWARD.

8.0 DRUG-FREE WORKPLACE:

During the performance of this contract, Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

For the purposes of this subsection, a "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution,

dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

9.0 TERMINATION OF AGREEMENT:

- a. If, for any reason, Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Owner shall thereupon have the right to terminate this Agreement by giving written notice to Contractor of such termination and specifying the effective date thereof. In the event of a default by Contractor, the Owner reserves the right to procure the services from other sources, and hold the Contractor liable for any excess cost occasioned thereby. If, however, public necessity requires the use of services not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper reduction in price.
- b. The Owner and Contractor agree that this Agreement may be terminated by the Owner in its discretion, without cause, in the event that the funding for this service is terminated or the need for this service no longer exists. In such event the Owner in its discretion may require Contractor to provide services until funding on hand has been exhausted or until that time in which the service is no longer required. The Owner and the Contractor agrees that this Agreement shall be deemed terminated upon the failure of the Owner to appropriate funds necessary for the payment of Contractor's compensation or for any other purpose related to this Agreement.

10.0 INSURANCE

The Contractor shall carry insurance in the amount specified below, including the Contractual Liability assumed by the contractor and shall deliver certificates of insurance from carriers acceptable to the owner specifying such limits, along with a proper endorsement naming the "County of York, its Officers, Agents and Employees as Additional Insured, with primary status, without participation from the County's insurers" (on Form No. GL-20-10, or its equivalent) on applicable policy(s). The provisions of this paragraph shall be deemed included in the contract as if fully set out therein.

Further, the successful CONTRACTOR agrees they shall immediately notify, in writing, the Owner of any changes, modifications, and/or termination of any insurance coverages and/or policies required by the resulting contract.

Worker's Compensation and Employer's Liability Coverage A - Statutory Requirement

Coverage B - \$100,000; \$100,000; \$500,000

Comprehensive Automobile Liability, including Owned, Non-Owned Hired Car Coverage.

Limits of Liability - \$1,000,000 Per Occurrence Bodily Injury or Property Damage.

Commercial General Liability

Limits of Liability - \$ 1,000,000 Per Occurrence Bodily Injury or Property Damage.

Contractual Liability includes the Contractual liability assumed hereunder.

Completed Operations Insurance, to remain in full effect until the date of acceptance of the project by the Owner.

Umbrella Liability

Excess Liability over Employers Liability, Comprehensive Automobile Liability and Commercial Liability policies.

Limits of Liability - \$1,000,000. Each Occurrence
\$1,000,000. Aggregate

- 11.0 PRICE SCHEDULE:
The bidder agrees to provide the products as listed below in accordance with the specifications and terms and conditions provided herein at the prices as follows

CONTRACTOR TO ITEMIZE ALL BIDS ON WRITE UP PROVIDED BY HPI.
BID NUMBER (**IFB2016**) TO BE WRITTEN IN ON WRITE UP.
PLEASE TOTAL YOUR ITEMIZED BIDS.

The Statement of Work – Work Write Up (WWU)

Address: 107 BANNEKER DRIVE, WILLIAMSBURG, VA 23185

PERMITS

Contractor shall procure and post all county, building, HVAC, plumbing, insulation, and electrical permits on site. Contractor shall obtain all code inspections and submit reports with each request for payment.

INSURANCE

All contractors and subs shall have and maintain all necessary liability, workers compensation, and any other insurance required by state, or local requirements proof of insurance to be submitted **before** start of job.

CONTRACTOR WILL SUPPLY- all labor, materials, dumpster, and all trash related removal. All work to be completed in a workman like manner. All work to be in accordance with state and local codes. Contractor is responsible for maintaining a clean and safe work environment and final clean up. Contractor is responsible for the implementation of lead paint safe work practices and to be enforced at all times. All work and materials must meet master spec. requirements All material brands, colors and styles to be selected from samples provided by **CONTRACTOR ONLY**. I.e. Paint, windows, siding, flooring, cabinets, and fixtures, etc.. All warranties must be submitted to owner and copies supplied to Housing Partnership Inc. before final payment. Contractor responsible for any county or state reconnection fees. Contractor to return to job site and fill in any areas that have settled below yard grade within the first year after construction. **Lead safe work practices** to be used in all phases of this job. Written and

photo verification will be turned in at the end of the job. All permits to be turned in before final payment.

Asbestos-Housing Partnerships has tested for asbestos. Refer to Viro-Technology Asbestos Report.

Changes orders-There will be no changes to the write up, unless approved in writing by contractor, homeowner, HPI and DHCD.

All measurements are approximated. Contractors should verify measurements prior to bidding.

Appliances- water heater, HVAC and refrigerators, windows, exterior doors, washer and dryers and light fixtures, shall carry the "Energy Star" certification, **if** included in the write up.

EXTERIOR

CRAWLSPACE-Replace crawlspace door and frame on left side of house and replace hinges and hasp. Paint to match. Frame and install back crawlspace entry door, include hasps and hinges. Paint to match. Use exterior P/T, 1/2 inch plywood or T-1-11 siding for door panel. Use P/T lumber for frame.

TOTAL OF NEW CRAWLSPACE DOORS (1)

DOORS AND LOCKS- Remove and replace (1) left side entry exterior door. Replace with a steel 9 lite door. Trim interior and exterior. All exterior doors shall be pre-hung metal. Exterior doors shall be installed with three 4 x 4 butt hinges and shall be provided with a single cylinder dead bolt lock and entrance lock keyed to match front door lock. Include P/T 2x4 "toe board" if necessary. All exterior doors replaced will be painted on both sides (2) coats with 10 year semi-gloss paint. Door to be Stanley, Benchmark or equal.

STORM DOOR-(1) Remove and replace. Install new white storm doors on left side of house. (\$175.00 allowance per door). Larson Comfort-Bilt or equal.

GUTTERS- remove and replace approx. (128) linear ft. including downspouts.

Unless otherwise specified, gutter drainage system shall be installed to the following specifications: Gutters to be seamless. Gutters, downspouts, and accessories shall be white aluminum with baked-on enamel finish. Splash blocks shall be installed at all outlets. Maximum spacing on hangers in as follows: 30" on center. Fasten downspouts at top and bottom. All joints to have a minimum of three rivets or screws. Elbows to be

installed at the bottom of each downspout. In addition, provide at least one strap/hanger for each six feet of downspout. (Minimum of two straps on each downspout.)

EXTERIOR LIGHTS-remove and replace.(1)(Acclaim , Allen and Roth or equal) Left side entry door light. Match to existing as close as possible in style and color.(include light bulbs)

FOUNDATION VENTS- (9) Replace with vinyl thermostatic vents. Remove existing and install new (black) plastic “Automatic Foundation Ventilator” (Durabuilt, CMI, or equal) Material allowance, \$20.00 each.

STEPS, DECKS AND RAILINGS-

LEFT SIDE ENTRY STEPS-Install 36” high guard rails on both sides of front stoop. Install handrails on both sides of steps. Use 2x2’s for pickets set 4” on center. Materials to be pressure treated #2 pine. All fasteners to be galvanized. Include all necessary lumber and materials to ensure railing is secure, fastened and meets all local building codes. Contractor is to provide and submit drawings for permit.

SEWER- Install new sewer line. Connect at clean out approx. 30 feet from front of house. Install a new DWV 4 inch line inside of crawl space. Remove and replace all DWV waste lines in house. This includes kitchen and bathroom drains, tub, toilet and new washer box. Contractor is responsible for all permits and associated fees. Remove and replace any necessary sheetrock to complete code legal vent and drain system. Finish affected areas of sheetrock with (3) coats of joint compound. Sand to smooth finish. Prime and top coat (1 coat each) with paint that matches color and sheen of existing paint as close as possible. Paint affected areas only. Fill in trench, level, seed and straw affected areas.

INSULATION

CRAWL-R-19 Crawl space under house shall be insulated to R-19 using fiberglass batts or blankets. Clean out all debris and spread out existing vapor barrier.

Attic Scuttle – Install a new attic scuttle door of one-half inch finished grade plywood or sheetrock. Prime and paint (1 coat each) new scuttle to match ceiling color and sheen. If mechanical equipment is installed in attic, opening shall be of sufficient size to afford

maintenance and replacement of equipment. Attach R-38 batt to scuttle door/panel.

ROOF –Remove and dispose in code legal landfill all roof shingles. Replace any damaged sheathing. New sheathing to match existing sheathing thickness. Remove chimney to below rafter level. Frame, block and sheath void in roof caused by chimney removal. Install new static vents replacing existing in size and style. (Lamanco, 750) or equal. Install #15 felt and ice shield per local code. Install 25 year shingles per manufacturer's recommendations. Three tab or architectural shingles are acceptable. Homeowner to choose color and style from samples provided by contractor.

HVAC –Remove existing furnace, air conditioner and ductwork. Install new heat pump with any necessary framing, platform, insulated duct work, chase work, enclosing any ductwork with framing, sheetrock, and finishing. **REQUIREMENTS:** HVAC equipment shall be fully guaranteed for one full year to operate properly and to provide heat to all parts of the building. Contractor is responsible for the system to have all wiring, power supply, breakers, programmable thermostat on hall wall, venting/flashing, mechanical and electrical connections, GFCI service receptacle and light with switch to illuminate service area, return air with filter, registers and any necessary items to make this a code legal operating system. Unit to be a minimum of 13 SEER. Brands should be Goodman, Janitrol, or equal. HVAC installer shall determine properly sized unit for the house. Unit needs to be Energy Star Certified.

INTERIOR

NOTE: THE UTMOST CARE SHOULD BE TAKEN WITH THE EXISTING FLOORS ON THIS PROJECT. CONTRACTOR AND SUBS. WILL USE DROP CLOTHS AND ANY OTHER PROTECTANTS TO ENSURE FLOORING IS NOT DAMAGED OR STAINED. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE INCURRED TO FLOORING UP TO AND INCLUDING REPLACEMENT OF DAMAGED/STAINED FLOORING.

UTILITY-ROOM

LIGHT- Install (1) Florescent light fixture in ceiling over washer, dryer. Light to be (2) lamp fixture with diffuser cover. Light to be connected to a switch by door. Work to include UL listed fixture, switch, wiring, boxes, connections and clamps.

WASHER BOX-Install a new washer box “Water-Tite” or equal recessed in wall and set to 38 inches above floor. Connect to existing water lines and include all accessible valves. Install new DWV line from washer box and connect to new DWV line in crawl space. Include a new vent pipe if necessary.

GFCI-Replace existing outlet with a GFCI.

WRAP WATER HEATER.-Wrap water heater with a thermal blanket insulation kit.
Frost King, Reflectix or equal.

TERMITE TREATMENT-USING A LICENSED PEST CONTROL OPERATOR, TREAT DWELLING FOR TERMITES.-PRICE When termite treatment is specified, all structures on the property shall be treated. Unless otherwise noted in the specifications, the treatment structures of any and all types of termites and shall carry a guarantee of at least one year. Copies of guarantee to the provided to Owner and HPI .

ROOM DESIGNATION-LIVING ROOM

ELECTRICAL

OUTLETS- Replace (1) missing/broken outlet cover.

SMOKE DETECTORS- (1) Install a UL listed 120 volt in-line smoke detector with a 9V DC battery backup. Repair,prime and paint to match color and texture of any wall board that is damaged during installation of new smoke detector.

ROOM DESIGNATION-KITCHEN

ELECTRICAL

OUTLETS-Replace (2) outlets. Install (2) new UL listed GFCI,s on each side of sink.Repair, prime and paint to match color and texture any wall board that is damaged during installation.

RANGE OUTLET-Relocate range outlet to left side of kitchen window to accommodate new cabinet and hood fan. Install a 220v surface mounted outlet. Reuse existing wiring and breaker if possible. Remove old outlet and fill holes in floor or baseboard with caulk matching color of floor or baseboard.

KITCHEN CABINET- Install (1) 30 inch wide X 15 high X 12 inch deep wall cabinet. Match to existing cabinets in style and color as close as possible. Install to left side of kitchen window to accommodate hood fan for relocated stove. Cabinet shall be prefabricated factory-made units with natural wood finish complete with doors and shelves, and finish hardware as standard with the manufacturer; Kitchen Compact, Marsh or, Triangle-Pacific. Finish and hardware to match existing as close as possible.

INSTALL HOOD FAN

RANGE HOODS-Range hoods shall be vented 30 inches long and 17 inches wide with solid state circuitry and activated charcoal filter. Vent range hood through exterior wall. Include all necessary duct and wall vent with damper to make code legal. Installation shall be complete with all accessories including a light and switch, and shall be performed in accordance with manufacturer's recommendations. Hood shall be installed so that bottom of hood rim shall be not more than 30 inches above range top. Range hood shall have a minimum capacity of 40 cfm per linear foot of hood length. Include all necessary wiring and sheetrock repairs /painting if necessary.

KITCHEN SINK AND FAUCET-

Remove and dispose of existing sink and faucet. New sink unit will be a four-hole, self-rimmed, 32" x 21" as single or double bowl stainless steel with satin finish. Unit to be manufactured by Kohler, American Standard, or equal approved. Use lever handled faucets. Installation shall include lever handed deck-faucet with spray and all other fitting and fixtures as manufactured by Kohler, Delta, American Standard, or Price-Pfizer or equal approved by HPI. All sinks shall be installed complete from nearest fitting below floor level with proper size pipe, sweat type, all new chrome trim and fittings, and shall include faucets, traps, supply and return pipes.

ROOM DESIGNATION-BATHROOM

ELECTRICAL

OUTLETS-Replace (1) outlets. Install (1) new UL listed GFCI,s by the sink. Repair, prime and paint to match color and texture any wall board that is damaged during installation.

WALL SWITCH-Replace fan switch.

WALK-IN SHOWER -Remove and replace tub / shower. Remove existing and replace with "Sterling or approved equal" (30" by 60") white color fiberglass shower stall with weighted shower curtain and shower rod. Install chrome anti-scald single lever faucets(Delta, Sterling, American Standard or equal) and adjustable hand-held showerhead mounted on chrome vertical rod. (\$900.00 fixture allowance)All installation shall be done in accordance with manufacturer's specifications. Unless otherwise specified, installation shall include shower attachments. Shower shall have slip-resistant bottoms and a three inch curb. A 60-inch walk in shower made of fiberglass shall be installed in accordance with specifications. When one piece fiberglass walk in shower (or 3 or 4 piece) kit is specified one of the following shall be used: Hytec Corporation, Universal-Rundle, Owens Corning, Kohler, American Standard, or Crane or equal. Installation shall strictly adhere to manufacturer's recommendations. Fittings shall be as necessary for tub to be installed and shall be properly and completely installed. Remove, replace and finish sheetrock where necessary for tub installation. Reinforce the back wall of shower stall and install (1) grab bar.

TOWEL BARS/ PAPER HOLDER-

The following bathroom accessories shall be installed at appropriate places in all new bathrooms and in existing baths as needed: THESE SHOULD BE WOOD OR CHROME.

Soap dish at lavatory

Toilet paper holder at water closet

Towel bar convenient to tub

Towel bar convenient to lavatory

Glass/toothbrush holder at lavatory unless same provided in medicine cabinet.

MEDICINE CABINET- Flush mount or recessed, contractors choice. Unit shall be a minimum Of 24" in. in height by min. of 16 in. wide. Must have two (2) shelves with a mirror on the door. Miami-Carey, Nutone brand or equal.

VANITY LIGHT- Remove existing light. Replace with a 3 lite bar. Include all wiring, boxes, clamps and connections. Repair any wall board damage caused by installation of new light. Prep, prime and paint if necessary. 3 bar light to be on separate switch.

GRAB BARS- Prior to installing sheetrock , install blocking at proper locations to secure grab bars (4). Install the (2) grab bars by the toilet in same locations as existing.

DOOR/LOCKS-Remove and replace one door. Enlarge framing to accept a 32" door hollow core. Install

raised 6 panel left hand in swing door with 2 ¼ colonial casing. Reuse existing lock and strike plate. Repair/replace all sheetrock damaged or removed for new door. Include new hinges and door stop. Door to match existing in style and color,

Vinyl Floor-NOTICE: All vinyl flooring products must be glued down. Loose lay/perimeter glue vinyl installation is no longer acceptable.

Install vinyl flooring in (Bath . Approx. 40 sq. ft.). Include luaun and shoe mold. Homeowner to choose from samples provided by contractor.(note: overlay bathroom floor with luaun prior to vinyl installation.) Include new shoe mold and all necessary transition strips and trim pieces.

Materials

Sheet vinyl flooring as manufactured by one of the following:

Armstrong, Domco Custom or equal

Adhesives shall be as recommended by the manufacturer.

Application of Adhesives

Follow the adhesive manufacturer's directions for mixing and applying adhesives. The surface shall be covered evenly with adhesive.

The area covered by on application of adhesive shall not exceed the maximum working area recommended by the manufacturer.

Installation of Resilient Flooring

Resilient floorings shall be placed so that fields of patterns center on area. Flooring shall be laid true, and even, with tight aligned joints, and shall be cut to and around all permanent cabinets and fixtures. Flooring shall conform to level of existing surface.

Flooring shall be rolled in accordance with the manufacturer's directions to assure intimate contact and proper adhesion.

excess adhesives shall be removed.

Entire installation shall be in accordance with the highest acceptable standard practices recognized by the trade.

Cleaning: When the vinyl has sufficiently seated itself to permit cleaning, the floors shall be thoroughly cleaned with a neutral cleaner as recommended by the manufacturer.

SHOE MOLD-Remove and replace shoe mold in entire room. Match with existing in style and finish.

SHEETROCK-WALL-Remove any sheetrock to install shower, light, plumbing and wiring. Replace with ½ inch moisture resistant wall board. Apply (3) coats of joint compound. Sand to a smooth finish.

PAINT -ONE COAT PRIMER AND 1 COAT FINISH. **SEMI-GLOSS**

All surfaces to receive the painter's finish shall be free of dirt, dust, loose material, oil, grease, and other foreign materials; and shall be completely dry and free from all visible defects. All nail holes shall be filled, puttied, and sanded smooth. All knot holes and swap streaks in wood surfaces shall be sealed with shellac. Sanding, where necessary to smooth all wood trim and millwork, shall be done only after undercoats are completely dry. All

materials shall be delivered to the site in their original, unbroken containers; shall be thoroughly mixed prior to application and shall be used in strict conformance with the manufacturer's directions. All mixing and tinting done at the site shall be done in quantities sufficient to cover the entire area to be painted with that particular color and/or tint. No materials shall be diluted, thinned or otherwise adulterated in any manner except in accordance with manufacturer's recommendations. Unless otherwise specified, only an oil-based paint and the appropriate primer/sealer shall be used. Color shall be selected by Owner. Material shall be as manufactured by Pittsburgh Paints, Sherwin-Williams, DuPont, Glidden or Benjamin Moore. Paint, stain, or varnish applied shall be that recommended by manufacturer for application to that surface.

VANITY AND FAUCET—Remove and dispose of vanity and faucet in bathroom. Replace shut-off valves. Installation of new vanity and faucet to include all items necessary to complete installation of sink and faucet.

VANITY- Install (1) 18 inch wide vanity with faucet. Vanity countertops shall be made of molded marble or Formica with a lever handled faucet. All sinks shall be installed complete from nearest fitting below floor level with proper size pipe, sweat type, all new chrome trim and fittings, and shall include faucets, traps, supply and return pipes, tops, direct valves. Water closet shall also include in and out parts.

TOILET- Remove and dispose of existing toilet. Installation of new toilet shall include all connections, bolts and seals. Install toilet 17 inch high "comfort toilet" with seat and lid. One of the following units or equal approved by HPI shall be installed.

Comparable unit by Kohler, American Standards or Crane. Install a new shut-off valve. Toilet bowl to be round in shape not oblong.

ROOM DESIGNATION-BEDROOM FRONT RIGHT

SMOKE DETECTORS- (1) Install a UL listed 120 volt in-line smoke detector with a 9V DC battery backup. Repair, prime and paint to match color and texture any wall board that is damaged during installation of new smoke detector.

ROOM DESIGNATION-BEDROOM MIDDLE RIGHT

SMOKE DETECTORS- (1) Install a UL listed 120 volt in-line smoke detector with a 9V DC battery backup. Repair, prime and paint to match color and texture any wall board that is damaged during installation of new smoke detector.

ROOM DESIGNATION-BEDROOM BACK RIGHT

SMOKE DETECTORS- (1) Install a UL listed 120 volt in-line smoke detector with a 9V DC battery backup. Repair, prime and paint to match color and texture any wall board that is damaged during installation of new smoke detector.

ROOM DESIGNATION-HALLWAY

LIGHTING-Install new ceiling light. New light to match existing in style, color and must be UL listed. Light to be Broan, GE or equal. Repair, prime and paint to match color and texture any wall board that is damaged during installation.

SMOKE DETECTORS- (1) Install a UL listed 120 volt in-line smoke detector with a 9V DC battery backup. Repair, prime and paint to match color and texture any wall board that is damaged during installation of new smoke detector.

FINISHES- DRYWALL

1.1 MATERIALS

Gypsum wallboard shall comply with ASTM C-36 and shall be USG one-half inch standard tapered edge type except use one-half inch fire code at all locations requiring fire-rated construction (where shown and all party walls between apartments) and one-half inch W/R (water resistant) in bathrooms and all other locations subject to high moisture level.

- a) Joint treatment shall be joint compound system.
- b) Laminating adhesive shall be USG Perf-a-Tape Joint.
- c) Provide USG Perf-a-Trim metal trim at all edges where gypsum board abuts other materials.
- d) Provide USG Perf-a-Bead or equal metal corner beads at all external corners.

1.2 INSTALLATION

- a) Gypsum wallboard shall be applied with long dimension paralleled to framing members and all abutting ends and edges shall occur over stud flanges. Wallboard of maximum length shall be used to minimize end joint. All end joints shall be neatly fitted and staggered. Joints on opposite sides of partition shall be so arranged as to occur on different studs. Wallboards shall be cut neatly to fit around outlets, switches, and other construction.

- b) While fasteners are being driven, wallboard shall be held in firm, contact with the underlying support. Attachment shall proceed from center of wall board toward ends and edges.
- c) All internal and external angles formed by the intersection of wallboard surfaces shall be treated with a metal trim or jointing system.
- d) All grooves formed by abutting rounded edges of wallboard shall be filled flush with gold bond, USG or equal joint compound. Any excess shall be wiped clean, leaving a clear depression to receive tape. The pre-fill shall have hardened prior to the next application.

JOINT TREATMENT

a) Mixing: Joint compound shall be mixed in strict accordance with the manufacturer's recommendations.

b) Taping and embedding: Taping compound shall be applied in a thin uniform layer to all joints and angles to be reinforced. Reinforced tape shall be applied immediately, centered over the joint and seated into the compound. Sufficient compound must remain under the tape to provide proper bond. A skim coat shall immediately follow tape embedment. Tape shall be properly folded and embedded in all corners to provide a true angle. The tape and embedded joint shall be thoroughly dry prior to application of fill coat.

Filling: Topping compound should be applied over the embedding coat, filling the board tapes flush with the surface. Fill coat shall cover tape and feather out slightly beyond the edge of tape. No fill coat is required on interior angles. Fill coat shall be thoroughly dry prior to application of finish coat.

Finishing: Topping compound shall be spread evenly over and extended slightly beyond the fill coat and feathered to a smooth uniform finish. Over tapered edges the finished joint shall not protrude beyond the plane of the surface. All tapered angles shall receive a finish coat to cover tape and taping compound, providing a true angle. Where necessary, sanding shall occur between coats and following final application of compound to provide a smooth surface ready for decoration.

- a) **Fastener Depressions:** One coat of taping compound shall be followed by a minimum of two coats of topping compound, leaving all depressions level with the plane of the surface.
- b) **Finishing Beads and Trims:** One coat of taping compound shall be applied and feathered out from the ground to the plane of the surface. Two coats of topping compound shall follow, the second sanded as required to provide a flat smooth surface ready for decoration. Each coat of compound must be allowed to dry thoroughly prior to application of next coat.

CLEANING

Upon completion of the work, all unused materials, equipment, etc., shall be removed from the site. All floors, walls, and other adjacent surfaces that are marred or otherwise damaged by work under this section shall be cleaned and repaired. All work and the adjacent areas shall be left in a clean and perfect condition. All completed work shall be

adequately protected from damage by subsequent building operations and effects of weather. Protection shall be by methods recommended by the manufacturer of installed materials.

JOB COST _____

COMPANY NAME _____

CONTRACTOR'S SIGNATATURE _____

CONTRACTOR'S SIGNATURE(PRINTED) _____

CONTRACTOR TO ITEMIZE ALL BIDS ON WRITE UP PROVIDED BY HPI.
TOTAL YOUR ITEMIZED BIDS.

Doors (exterior)	_____
Storm Doors	_____
Gutters	_____
Foundation Vents	_____
Steps, Decks Railings	_____
Sewer (public)	_____
Insulation	_____
Roof/Shingles	_____
HVAC	_____
Electrical	_____
Plumbing	_____
Termite Treatment	_____
Interior Doors/ Locks	_____
Sheetrock	_____
Painting	_____
Kitchen Cabinets & Counters	_____
Chimney	_____
Shower	_____
Towel Bars/ Grab Bars	_____
Trim	_____
Vanity	_____
Flooring	_____
Grand Total	_____

(_____)