



City of Springdale  
Community Development Block Grant Program  
201 Spring Street  
Springdale, AR. 72764  
Phone: (479) 750-8175



## Community Development Block Grant

### Housing Services Program

#### Invitation to Bid

#### Housing Rehabilitation of a Single-family Dwelling

**DATE ISSUED:** Wednesday, April 17, 2019

**RECEIPT OF BIDS:** Wednesday, May 1, 2019, 9:00AM

City of Springdale  
Community Development Block Grant Program  
201 Spring St. Rm. 214  
Springdale, Arkansas 72764

Housing Rehabilitation Specialist: **Don Hancock**  
Office: **(479) 750-8175** Cell: **(479) 263-7024**

**BRIEF SCOPE OF WORK:** Single contract for the rehabilitation of a single family dwelling, work includes but not limited to: remove and replace exterior doors and window units, remove patio cover, and other minor plumbing, electrical, carpentry, painting and other work required.

**PROJECT NUMBER:** HR-18-25

**PROJECT LOCATION:** 3104 Scott Lane, Springdale, Arkansas 72762

**CITY OF SPRINGDALE:** The City of Springdale encourages participation of small, minority and women owned business enterprises in the procurement of goods, services, and construction, either as a general contractor or subcontractor. The City is an affirmative action and equal opportunity employer. Section 55.55 prohibits discrimination against qualified individuals because of their handicapped status.

**GENERAL:** A copy of the General Housing Rehabilitation Specifications is available at the Planning & Community Development Office.

### INSTRUCTIONS TO BIDDERS

1. Bidders are required to visit the site and familiarize themselves of all conditions under which the rehabilitation work is to be performed.
2. All bids shall be submitted in a sealed envelope and submitted on the Description of Work Form provided by the City.
3. The project # shall be stated on the face of the sealed bid envelope.

4. Bidders shall include all applicable local, state, and federal sales tax in the bid. The responsibility of payment shall remain with the successful bidder.
5. Prices shall include all labor, materials, profit, insurance, and etcetera, to cover the furnishing of the items of the bid.
6. Bids received after the date and time set for receiving bids will not be considered.
7. The homeowner(s) reserves the right to accept or reject any and all bids, waive formalities in the bidding and make a bid award deemed to be in the best interest of the homeowner(s). The homeowner(s) shall be able to purchase more or less than the quantity indicated subject to availability of funds.
8. The bid price shall remain good and firm for a period of thirty (30) calendar days from the bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the homeowner(s).
9. All products delivered shall comply with applicable standards of quality.
10. Any exceptions to the requirements of the City of Springdale must be noted on the Bid Form or on an attached form.
11. In the event of two or more identical low bids, the contract may be awarded to the low bidder that turned in their bid first or arbitrarily or for any reason to any such bidders, at the discretion of the homeowner(s).
12. The Contractor is to supply the City with evidence of having proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and costs shall be paid by the Contractor. In no way will the homeowner(s) be responsible in case of accident.
13. Specifications furnished with this invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.
14. The City reserves the right to request any additional information it deems necessary from any or all bidders after the submission deadline.
15. Quality, time and probability of performance may be factors in making an award.
16. Any ambiguity in any bid as a result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the homeowner(s).

17. Bidders must provide the City with their bids signed by an employee of the company having legal authority to submit bids on behalf of the bidder.
18. The request for bid is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the homeowner(s) or City to pay for any costs incurred by a bidder in preparation of a bid.
19. Bids must be hand delivered or received by mail in the Planning & Community Development Office, 201 Spring Street, Room 214, Springdale, AR. 72764, on or before the time of closing listed on the Bid Form.
20. The successful bidder will be required to enter into a contract with the homeowner(s) and shall provide a certificate of insurance to the City within ten (10) days of notice of bid award.
21. In the event a contract is entered into pursuant to the Invitation to Bid, the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
22. The contractor must be prepared to commence work within ten (10) days after a notice to proceed is issued by the Housing Rehabilitation Specialist, and must complete the work within thirty (30) calendar days. Exceptions as noted in the Housing Rehabilitation Contract.
23. A maximum of two payments may be made on each Housing Rehabilitation Project that takes two weeks or longer to complete. Upon satisfactory completion of 50% of the work and submission of proper documentation and the final payment shall be made after satisfactory completion, inspection by a member of the City's Building Inspection Department if applicable and acceptance of the project by the homeowner(s).
24. A certificate of final inspection by the City of Springdale's Building Inspection Department must be performed before the release of the final check.
25. Any construction material containing lead-based paint shall be removed by workers certified in Lead-based Paint Interim Controls and with adherence to the current Department of Housing & Urban Development and Environmental Protection Agency's Regulation's on lead-based paint hazards.



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**Community Development Block Grant  
Housing Services Program**

**Moderate Housing Rehabilitation Description of Work**

**Receipt of bids: Wednesday, May 1, 2019, 9:00am**

**City of Springdale, 201 Spring St. Room 214, Springdale, AR. 72764**

Homeowner: **John Davidson** Phone Number: **479-306-9235**

Property Address: **3104 Scott Lane, Springdale, Arkansas 72762**

Project Number: **HR 18-25** Date: **April 8, 2019**

Housing Rehabilitation Specialist: **Don Hancock** E-mail: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov)

Office: **(479) 750-8175** Cell: **(479) 263-7024**

**LEAD-BASED PAINT**

County records indicate the dwelling located at the property address shown above was constructed in 1975. A lead-based paint inspection was conducted on March 25, 2019 by Frank Terry of Lead Technologies. None of the surfaces tested indicated that lead-paint was present.

**HOMEOWNER(S) RESPONSIBILITIES**

Provide access to the home Monday – Friday 8:00am to 5:00pm during the two week bidding phase and the duration of the contract. Remove all personal belongings with the exception of furniture or appliances, from areas where work is scheduled to be performed, at least one day before the contractor begins the work in those areas. Remove or have removed any personal items being stored in the attic. The electrical contractor, heating and air conditioning contractor and the insulator will need access to the attic. Remove or have removed all excess trash, junk, construction and other debris and brush scattered about or piled on the property. The Housing Rehabilitation Specialist may assist with disposing of any brush or debris required by City ordinances to be removed from the property and any old appliances, electronics, furniture or paint the homeowner wants to get rid of.

**NOTES TO CONTRACTORS**

All permit fees for this project have been waived. The General Contractor shall obtain a master permit and post it on site before any work begins. All sub-contractors requiring a permit shall obtain their permit before beginning their work. All or parts of this description of work are subject to deletions depending on the total project cost. Contractors shall give the homeowner at least a one day notice of the areas they plan to work in. This will allow time for the occupants to remove personal items from those areas. Contractors or their workers are required to move furniture or appliances necessary for the work to be performed and put back any furniture or appliances they

moved. All scrap metal shall be placed in the front yard to be recycled by the Housing Rehabilitation Specialist; all money earned will be returned to the Housing Services Program. All recyclable material such as glass, paper, cardboard and other recyclable material shall be recycled by the General Contractor. The General Contractor shall furnish a receptacle for all non-recycle-able waste material. Drawings are diagrammatic only and may not show exact dimensions necessary to complete the work. Contractors are responsible to take exact measurements before ordering materials or fixtures. All material shall be installed according to manufacturer's installation recommendations.

**A: Heating/Ventilation/Air Conditioning: Dwelling was constructed on a slab in 1975, approximately 1,404-square feet heated/cooled. The permit fee for this project has been waived. A permit is required to be obtained before starting work. A Manual-J load calculation is required to be performed and provided to the General Contractor for rebate purposes. The contractor shall perform a whole house load calculation to determine the correct size of the equipment required to be installed. The contractor is required to submit an Air Conditioning. Provide the Heating and Refrigeration Institute Certificate of Product Rating to the General Contractor. The date of installation, manufacture's brand name, size, Annual Fuel Utilization Efficiency, British Thermal Units, Seasonal Energy Efficiency Ratio, model and serial number for the furnace, evaporator and condenser, must be shown on the contractor's submitted invoice. Place all small scrap metal in the front yard for recycling. All scrap metal will be recycled by the Housing Rehabilitation Specialist and the funds returned to the Housing Services Program.**

1. Remove the natural gas air handler from the closet in the hallway.
2. Install a new energy-star rated vertical Bryant furnace or equal-and-like: new; natural gas 2.5-ton or the size required from the load calculation.
3. Install a new Bryant 2.5-ton evaporator coil with drain pan or the size required from the load calculation.
4. Install a new 2-inch polyvinyl chloride exhaust vent pipe through ceiling, attic and roof. Install a new pipe flashing.
5. Remove and install a new fresh air return grille with filter and the date it was installed.
6. Remove and install new wiring and a new programmable energy star rated thermostat in the hall.
7. Install new insulated copper refrigeration lines from the air handler to the condenser. Tape all joints/seams with a tape recommended by the manufacturer.
8. Remove and replace approximately 7 round white ceiling registers of the size required to fit inside the boot.
9. Drain the fluid from the compressor and move the old condenser to the front yard.
10. Install an energy star rated Bryant condenser or equal-and-like: new; 2.5-ton or the size required from the Manual-J Load Calculation with a 16-seasonal-energy-efficiency-ratio.
11. Start-up the system and make sure the unit is operational

12. Show the homeowners how to program the thermostat and provide the homeowners with all instruction manuals.
13. Register the new equipment in the homeowner's name and address.

**Heating/air conditioning, total labor and materials cost: \$ \_\_\_\_\_**

***B: Electrical: Dwelling was constructed on a slab in 1975. The permit fee for this project is waived. A permit is still required to be obtained before starting work. Place all scrap wires and metal in the container provided by the Housing Rehabilitation Specialist for recycling. All scrap metal will be recycled and the funds returned to the Housing Services Program. All cardboard, paper boxes and other recyclable material shall be separated from regular trash and recycled by the general contractor.***

1. Kitchen countertops: Remove two separate face plates and two duplex receptacles. Install two new white ground fault circuit interrupters with white face plates.
2. Kitchen countertops: Install an electrical box with a new white ground fault circuit interrupter with a white face plate above the countertops on the south wall. Install all wiring required for the fixture to be fully operational.
3. Bathroom hall: Remove the electrical fan unit from the ceiling. Install a new white electrical fan/light unit in its place. Remove the twin face plate and both light switches beside the door. Remove the double gang electrical box. Install a triple gang electrical box and three white light switches with a white face plate. From the door switch one to operate the vanity lights; switch two the ceiling light and switch three the vent.
4. Hall, bedroom 1, bedroom 2 and bedroom 3: Install an electrical box in the ceiling of the hall and each bedroom (4 total). Install four white hard-wired/battery back-up smoke/carbon monoxide detectors. All detectors shall be interconnected. Install all wiring required for the fixtures to be fully operational.
5. Living Room: Remove and replace ceiling fan manufactures by Hunter or equal-and-like, with a 4 globe light fixture.
6. Living room ceiling: Remove the inoperable ceiling fan. Install a new ceiling fan manufactured by Harbor Breeze or equal-and-like: 52-inch brushed nickel finish ceiling fan with a four light kit and globes. Install four medium base daylight 9-watt or less light emitting diode bulbs.
7. Hall, air handler closet: Disconnect the wiring from the air handler and install the wiring in the wall. With a duplex receptacle and face plate.

**Electrical, total labor and materials cost: \$ \_\_\_\_\_**

***C: Electrical maintenance (owner's cost share):***

1. Kitchen countertops, right side of sink: Remove the twin face plate and one nonexistent light switch. Install one new white single pole light switches with a white face plate with a blank cover in one of the switches.

2. Kitchen: Remove the inoperable range hood. Install a new 30-inch white range hood with vent and light.

**Electrical maintenance, total labor and materials cost: \$ \_\_\_\_\_**

***D: Plumbing:*** *Dwelling was constructed on a slab in 1975. The permit fee for this project is waived. A permit is still required to be obtained before starting work. Place all scrap metal in the front yard for recycling. All scrap metal will be recycled and the funds returned to the Housing Services Program. All cardboard, paper boxes and other recyclable material shall be separated from regular trash and recycled by the general contractor.*

1. Bathroom hall: Remove the two-handle faucet. Install a new faucet manufactured by Moen or equal and like: New Adler Spot resistant Brushed Nickel 1- Handle 4- inch Center-set Water-Sense Bathroom faucet with a Pop-Up Drain Assembly
2. Kitchen: Remove the two handle faucet. Install a faucet manufactured by Moen or equal-and-like: New Weatherly brushed nickel finish single-handle high-arc kitchen faucet with spray attachment.

**Plumbing, total labor and materials cost: \$ \_\_\_\_\_**

***E: Single exterior hinged door(s):*** *All new locksets and deadbolts shall be keyed alike. Contractor shall verify the sizes of all new doors before ordering.*

Front, viewed from the porch

1. Remove all casings, the metal clad door and frame.
2. Install plumb and square a door manufactured by Therma-Tru Benchmark or equal and like: New 36-inch x 80-inch right-hand six-panel prehung inswing fiberglass insulating core, double-bored with magnetic weather stripping aluminum threshold, three 4½-inch butt hinges and brick mould exterior casings.
3. Install a door stop on the center hinge manufactured by Gatehouse or equal-and-like: .7-inch x 2.6-inch nickel finish universal hinge pin stop.
4. Install an entry door viewer/knocker manufactured by Gatehouse or equal-and-like: 160 Degree nickel finish entry door viewer.
5. Install a lockset manufactured by Kwikset or equal-and-like: Tylo nickel finish tulip keyed alike lock and deadbolt.
6. Install approximately 17-linear feet of interior pine finger joint moulding to match the existing.
7. Fill all fastener holes in the door frame and casings.
8. Caulk between the interior casings and door frame with caulk manufactured by DAP or equal-and-like: white paintable, latex and mildew resistant window and door caulk.

9. Caulk between the brick and exterior casings with caulk manufactured by DAP or equal-and-like: color to match the brick color as close as possible, be paintable, latex and mildew resistant window and door caulk.

**Single exterior hinged doors, total labor and material cost: \$ \_\_\_\_\_**

**F: *Replace Sliding Glass Door with Patio Door: All new locksets and deadbolts shall be keyed alike.***

Viewed from the patio

1. Remove the approximately 60-inch by 80-inch sliding glass doors and frames.
2. Install plumb and square a door manufactured by Therma-Tru Benchmark or equal-and-like: right fixed, left side – right-hand swing: New 60-inch x 80-inch prehung inswing fiberglass energy star rated patio door double-bored magnetic weather stripping aluminum threshold insulated glass and brick mould exterior casings.
3. Install approximately 20-lineal feet of 2.25-inch interior casings or to match the existing.
4. Install a door stop on the center hinge manufactured by Gatehouse or equal-and-like: .7-inch x 2.6-inch Universal Hinge Pin Stop.
5. Install a lockset manufactured by Kwikset or equal-and-like: Tylo Nickel Finish Tulip Keyed Alike Lock and Deadbolt.
6. Fill all fastener holes in the door frame and casings.
7. Caulk between the brick with caulk manufactured by DAP or equal-and-like: Color to match the brick color as close as possible, be paintable, latex and mildew resistant window and door caulk.

**Sliding Glass Door to Patio door, total labor and material cost: \$ \_\_\_\_\_**

**G: *Paint (owner's cost share):* Paint shall be white semi-gloss latex trim paint.**

1. Front single exterior hinged door: Apply two coats or to cover on both sides of the new door, frame and casings.
2. Back patio doors: Apply two coats or to cover on both sides of the new doors, frame and casings.

**Paint, total all labor and material cost: \$ \_\_\_\_\_**

**H: *Window Units:* All new units shall fit within ¼-inch of the rough jamb openings. All units shall have an energy star rating. All units shall be manufactured by Ellison or equal-and-like; new, white, solid vinyl construction, all welded frame and sash, with 7/16-inch insulated low-e clear glass system with argon gas and screens. Place all metal window units and scrap metal in the front yard for recycling. All scrap metal will be recycled by the Project Manager and the funds returned to the Housing Services Program. All cardboard, paper boxes and other recyclable material shall be separated from regular trash and recycled by the general contractor.**



1. Living room, south wall bay windows 1, 2 and 3: Plan on framing in and finishing part of the existing window openings between each other to accommodate the new units. Measure the width and height of the three aluminum units and calculate the width of the new units. Remove the two 32-inch x 60-inch and the 46-inch x 60-inch aluminum units. Install the new vinyl units.
2. Living room, south wall windows 4 & 5: Measure the exterior brick/wood opening width and height. Order a single-slider vinyl unit. Remove the approximately 36-inch x 44-inch twin aluminum unit. Install the new vinyl unit.
3. Bedroom 1, south wall window 6: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove the approximately 36-inch by 44-inch aluminum unit. Install the new vinyl unit.
4. Bedroom 2, south wall window 7: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove the approximately 36-inch by 44-inch aluminum unit. Install the new vinyl unit.
5. Bedroom 2, east wall window 8: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove approximately 36-inch by 36-inch aluminum unit. Install new vinyl unit.
6. Bedroom 3, east wall window 9: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove the approximately 36-inch by 36-inch aluminum unit. Install the new vinyl unit.
7. Bedroom 3, north wall window 10: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove the approximately 36-inch by 36-inch aluminum unit. Install the new vinyl unit.
8. Bathroom north wall window 11: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove the approximately 24-inch by 36-inch aluminum unit. Install the new vinyl unit.
9. Kitchen, north wall window 12: Measure the exterior brick/wood opening width and height. Order a single hung vinyl unit. Remove the approximately 36-inch by 36-inch aluminum unit. Install the new vinyl unit.
10. Caulk between all interior jambs and window frames with caulk manufactured by DAP or equal-and-like: White paintable latex mildew resistant window and door caulk.
11. Caulk between all brick and window frames with caulk manufactured by DAP or equal-and-like: Color to match the brick color as close as possible, be paint able, latex and mildew resistant window and door caulk.

**Window units, total labor and material cost: \$ \_\_\_\_\_**

***I: Patio cover: Place all metal in the front yard for recycling. All scrap metal will be recycled by the Housing Rehabilitation Specialist and the funds returned to the Housing Services Program.***

1. Remove the aluminum roof panels and place them in the front yard (12' x 8').
2. Remove the metal support post and place in them in the front yard.
3. Remove all bolts or cut all bolts flush with the top of the slab.

4. Remove all non-recyclable material from the property.

**Patio cover, total labor and material cost: \$** \_\_\_\_\_

**J: Rain Gutters:** *All rain gutters shall be 5-inch, seamless and fabricated from aluminum with a baked-on white finish. Elbows, extensions and downspouts shall be 3-inch by 4-inch. End caps, elbows, extensions, corners, splash guards and downspouts shall be fabricated from a white aluminum. Rain gutters shall be attached to the fascia boards with hangers and corrosive resistant screws. Straps shall be a minimum of 1-inch wide white aluminum, two per downspout and attached to the wall with screws and anchors if necessary. Install wedges as needed to plumb the rain gutters. Seal all end caps and corners with an approved waterproof gutter sealer. All rain gutters and any components with a choice of color shall be white. Install all wedges required to plumb the new rain gutters.*

1. Front, southwest: Install two sections of rain gutter approximately 4-feet and 14.25-feet long. Install one inside corner with valley splash guard. Install two end caps and hidden hangers approximately every 3-feet. Install a downspout on the west end of the rain gutter. Install three elbows and one extension.
2. Front, southeast: Install two sections of rain gutter approximately 4-feet and 23.7-feet long. Install one inside corner with valley splash guard. Install two end caps and hidden hangers approximately every 3-feet. Install a downspout on the east end of the rain gutter. Install three elbows and one extension.
3. Back: Install one section of rain gutter approximately 55.7-feet long with two end caps and hidden hangers approximately every 3-feet. Install a downspout on each end of the rain gutter. Install six elbows and two extensions.

**Rain gutters, total labor and materials cost: \$** \_\_\_\_\_

**K: Cleanup and Disposal:**

1. All metal, wiring, cardboard, paper boxes, packing paper, bottles, cans and other recyclable material is required to be placed in the front yard for recycling.
2. All trash, old, new, used and excess non-recyclable construction debris and waste related to this Description of Work belongs to the contractor and shall be removed from the property and deposited in a legal land-fill by the general contractor.
3. All old, used and new scrap metal related to this Description of Work and any Change Order(s) will be removed from the property by the Housing Rehabilitation Specialist.
4. Run a magnetic rake over the area around the home to pick up all old and new fastening devices.

**Cleanup and Disposal, total labor cost: \$** \_\_\_\_\_

**L: General Conditions:**

1. All material shall be installed according to each manufacturer's installation recommendations and Building Code requirements.

2. Any substitution of the specified material may be used if the substitution is equal-to or greater-than the specified material. Substitutions must be approved by the Housing Rehabilitation Specialist prior to delivery.
3. Coordination of tradesman and all arrangements pertaining to permits and inspections required by the City of Springdale are the responsibility of the general contractor.
4. Any construction material identified as containing Lead-Based-Paint shall be removed by workers certified in Lead-Based Paint Interim Controls and with adherence to the current United States Department of Housing & Urban Development Regulations on Lead-Based Paint hazards.
5. All work shall be performed in a workmanlike manner; according to common construction practices and with adherence to the current Council of American Building Officials One and Two Family Dwelling Code adopted by the City of Springdale.
6. Any work or materials which are not directly noted in the Description of Work but, necessary for the proper carrying-out of the obvious intentions thereof, are to be understood as implied work and will be provided for by the contractor(s) as fully as if specifically described and drawn.
7. All electrical work shall be performed by an Arkansas State Licensed Electrical Contractor and with adherence to the current National Electrical Codes adopted by the City of Springdale.
8. All plumbing work shall be performed by an Arkansas State Licensed Plumbing Contractor and with adherence to the current Arkansas State Plumbing Code adopted by the City of Springdale.
9. All Heating, Ventilation, & Air Conditioning work shall be performed by an Arkansas State Licensed Heating-Ventilation-Air Conditioning Contractor and with adherence to the current Heating-Ventilation-Air Conditioning Codes and all current codes adopted by the City of Springdale.
10. All gas work shall be performed by an Arkansas State Licensed Plumbing or Gas Contractor and with adherence to the current Arkansas State Gas Code and all current codes adopted by the City of Springdale.

**End of Specifications**

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**Homeowner(s) Certifications**

I/WE understand that no other work will be performed without the express written approval from the Project Manager. I/WE understand that I/WE are financially responsible if, I/WE ask the contractors or their workers to perform any type of work not in this approved Description of Work. I/WE understand that I/WE are also financially responsible for all or part of any painting, maintenance and additional work I/WE want performed or any other work required to be performed on MY/OUR home to pass inspection. I/WE understand all construction related materials specified to be removed belongs to the contractor(s). I/WE have read or was given an opportunity to read this document. I/WE approve this Description of Work for MY/OUR Housing Rehabilitation Project. I/WE have received a copy of this Description of Work and a copy of the Housing Rehabilitation Specialist's Cost Estimate for MY/OUR project. I/WE are aware that all or part of this description of work is subject to change based on the total project

cost. I/WE understand that after my project is released for bids; approval of a change order will be restricted to only work necessary for structural integrity or building code considerations related to this approved "Description of Work".

John Davidson  Date 4-9-19  
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**Contractor's Certifications**

Upon signing this Bid, the bidder certifies that they have inspected the property, understand the extent and character of the work to be completed, read and agree to the requirements set forth in this Description of Work bid proposal, including specifications, terms and general conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated. I understand that no other work will be performed without the express written approval of the Housing Rehabilitation Specialist. Any additional work that may be required for structural integrity or building code considerations related to this approved "Description of Work" will be submitted in writing and approved before commencing the work. I understand that I will not be paid for any unapproved additions to this project. **I propose to furnish all labor, material and equipment necessary to accomplish this Description of Work at the address shown above for the sum of**

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

Written amount: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Street address or P O Box # \_\_\_\_\_

City / State/ Zip Code \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Your Insurance Company's Name: \_\_\_\_\_

Insurance Company's Phone number: \_\_\_\_\_

**Provide the company name of any specialty subcontractors that will work on this project.**

Heating/Air Conditioning \_\_\_\_\_

Electrical \_\_\_\_\_

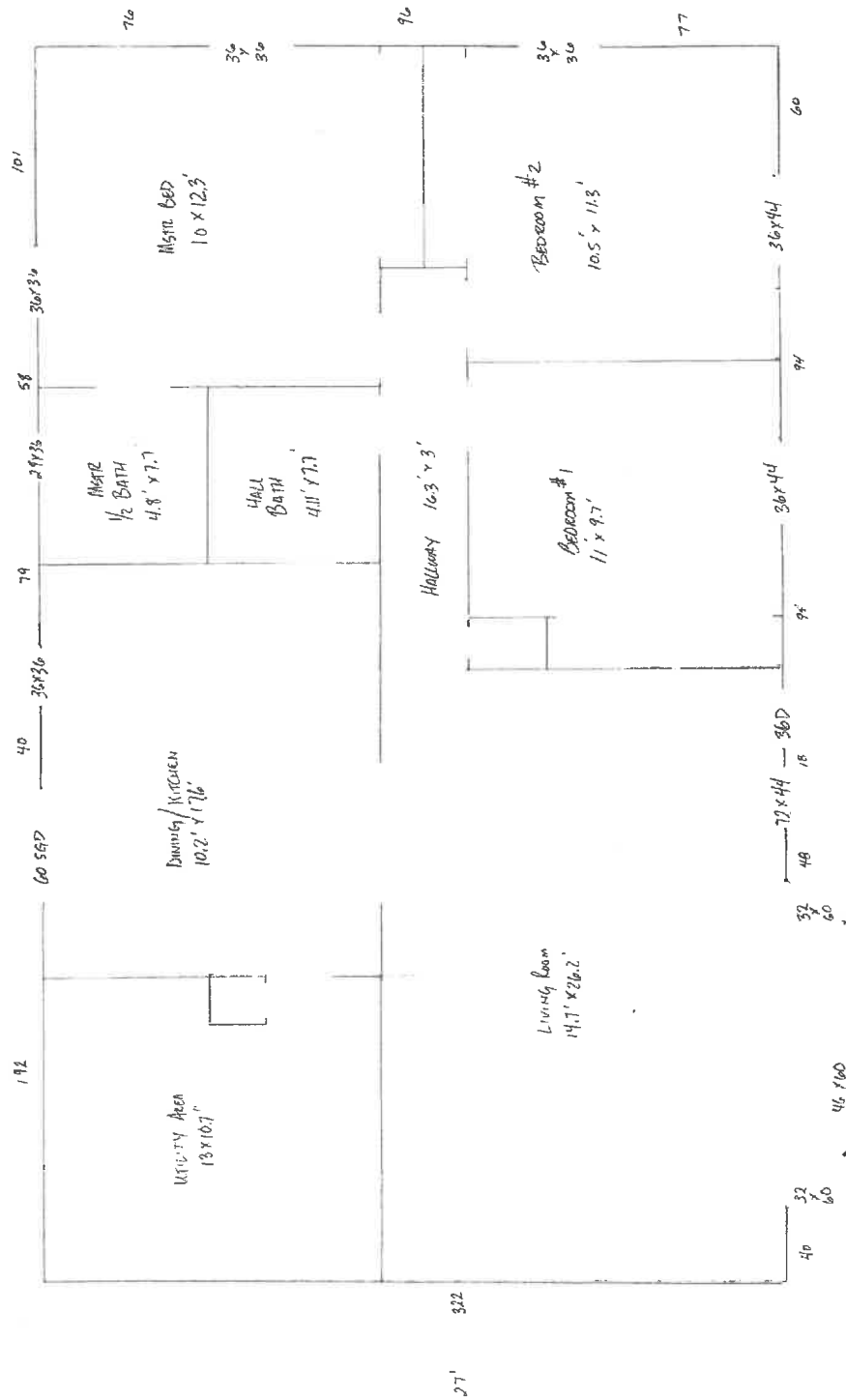
Plumbing \_\_\_\_\_

Insulation \_\_\_\_\_

Rain Gutters \_\_\_\_\_

This Description of Work in its completed form must be returned to the Project Manager's office in a sealed envelope marked with the project number and contractor's name on or before the bid closing date and time.

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3104 SCOTT LANE  
 NOT TO SCALE



