

**COUNTY OF SUSSEX
INVITATION FOR BID #2018-02**

The County of Sussex, VA is hereby soliciting written sealed bids from licensed and insured general contractors to perform housing rehabilitation improvements on four single-family houses located in the Pocahontas Neighborhood Improvement Project Grant area in the Town of Wakefield, Virginia. The funds used to rehabilitate these homes are provided via federal Community Improvement Grant / Community Development Block Grant (CDBG) program funds as administered by the Virginia Department of Housing and Community Development (VDHCD). Bid packets may be picked up at the Sussex County Administration Office at 20135 Princeton Road, Sussex, VA 23884 between 8:30 am – 5:00 pm, by calling 434-246-1002, or by visiting the County website at www.sussexcountyva.gov. Questions about the bid package should be directed to Dennis LeBlanc of American Home Specialist at 804-247-4754 or dlup2code@aol.com.

The County of Sussex, VA will be accepting written sealed bids for this project until 12:00 p.m. on Thursday, October 4, 2018 at which time the submitted bids shall be publicly opened, read aloud and recorded. **No faxed or e-mailed bids will be accepted.** Bidding contractor shall submit their fully executed and signed sealed bid form and itemized work write-up, to the attention of:

Mrs. Shilton R. Butts
Assistant to the County Administrator
20135 Princeton Road (Physical Address)
P.O. Box 1397 (Mailing Address)
Sussex, Virginia 23884

**County of Sussex
Invitation for Bid #2018-02**

The County of Sussex, Virginia is hereby soliciting written sealed bids from licensed and insured general contractors to perform housing rehabilitation improvements on four single-family houses located in the Pocahontas Neighborhood Improvement Project Grant area of Sussex County, VA. The funds used to rehabilitate these homes are provided via Federal Community Improvement Grant / Community Development Block Grant (CDBG) program funds as administered by the Virginia Department of Housing and Community Development ("VDHCD").

The project includes:

Owner: Marie Brock
Address: 121 Knight Street, Wakefield, VA 23888

Owner: William Jones
Address: 612 Higgins Street, Wakefield, VA 23888

Owner: Elaine Wiggins
Address: 615 Higgins Street, Wakefield, VA 23888

Owner: Alma Turner
Address: 601 Twilight Street, Wakefield, VA 23888

If any contractor wishes to visit the homes prior to submitting bid(s), please contact property owners. Property owners' numbers are listed in the Addendum.

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Mrs. Shilton R. Butts
Assistant to the County Administrator
20135 Princeton Road (Physical Address)
P.O. Box 1397 (Mailing Address)
Sussex, Virginia 23884

Contractor must submit a copy of the following items with the bid package: Contractor Qualification Form, contractor's license, certificate of insurance, and Lead-Safe Work Practices (LSWP) and EPA Renovation, Repair and Painting certifications with bid package. Questions concerning the bid specifications may be directed to Dennis LeBlanc – Housing Rehabilitation Specialist for American Housing Specialist at 804-247-4754 or email: dlup2code@aol.com

NOTE: Any bids received after 12:00 p.m. on Thursday, October 4, 2018 will be rejected. All bidders are welcome to attend bid openings. A bidder may withdraw his bid from consideration if the price of the bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgement mistake, and was actually due to an unintentional arithmetic error or an unintentional omission can

clearly be shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. Withdrawal of bids shall be according to procedure (i) of Section 11-54 of the Virginia Public Procurement Act.

The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. No bid may be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or another bidder in which the ownership of the withdrawing bidder is more than five percent. If a bid is withdrawn under the authority of this section, the lowest remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

Contract is to be awarded on a lump sum basis. Contract documents, including Instructions for Bidders, drawings and specifications will be distributed at the pre-bid conference or may be examined at the following location: Sussex County Administration Office, 20135 Princeton Road, Sussex, VA 23884.

The bidder will guarantee his bid for sixty (60) days after bid opening.

The qualifications of bidders will be required as detailed in the Instructions to Bidders.

This is a federally assisted project. Bidders and contractors performing work under this advertisement are bound by the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the President's Executive Order No. 11246, Federal Labor Standards, Section 109, Public Law 100-202. The bidder's attention is called to the Equal Opportunity Clause and the goals and timetables for minority and female participation in each trade and to the fact that not less than minimum wages are set forth in the contract documents must be paid.

NOTE: The County of Sussex, VA reserves the right to reject any and all bids.

Contractor Name: _____

Contractor Signature: _____

Date: _____

**County of Sussex
Invitation for Bid #2018-02**

INSTRUCTIONS FOR BIDDERS

1. Addenda and Interpretations

No oral interpretations will be made to any bidder as to Specifications or any other part of the Contract Documents. Every request for such an interpretation shall be made in writing and addressed to Dennis LeBlanc at dlup2code@aol.com. Each request must be received at least seven (7) days prior to the fixed date for opening bids. Every interpretation made to a Bidder will be in bid form of an addendum to the Contract Documents, and when issued, will be on file in the office of Sussex County Administration at least five (5) days before bids are opened. All addenda will be mailed/ faxed to each person receiving project Documents, but it shall be the Bidder's responsibility to make inquiry as to the addenda issued. All such Addenda shall become part of the contract and all Bidders shall be bound by such Addenda, whether or not received by Bidders.

2. Inspection of Site and Conditions of Work

Contractors who wish to bid must attend the Pre-Bid Conference and visit the job site to evaluate the work to be completed. Bidders should thoroughly examine the Drawings and Specifications and all other Contract Documents. Claims, as a result of failure to do so, will not be considered.

3. Time for Completion

All work must be completed within 60 days of signing of the contract documents. Consideration may be given for conditions, which are outside of the control of the Contractor. The terms for completion of all work shall be set forth in the contract. If the Contractor shall fail to complete the Work within the Time for Completion set forth in the Contract, he/she may be subject to damages.

4. Qualifications of Bidders

If not already on file, each Bidder must submit a Contractor Qualification Statement. Qualification forms are available at the Sussex County Administration and should be requested when picking up the bid package. The County of Sussex, VA shall have the right to take such steps as necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the County of Sussex, VA all such information and data indicated on the form. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy County of Sussex that the bidder is qualified to carry out properly the terms of the contract.

5. Preparation and Submission of Bids

- a. Bids shall be submitted on the BID FORM, and itemized on WORK WRITE-UPS, which are provided with this package and shall be signed in ink. Erasures or other changes in a Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions, omissions, unexplained erasures, alterations, or items not called for in the Invitation to Bid, or irregularities

of any kind, may be rejected by the County of Sussex, VA as being incomplete. The entire bid package must be turned in.

- b. Each bid must give the full business address of the Bidder and be signed by him/her with the usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation and by the signature and designation of the president, secretary, or other authorized person to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixed to his/her signature the word "President", "Secretary", "Agent", or other designation without disclosing his/her principal, may be held to the Bid of the individual signing. When requested by County of Sussex, satisfying evidence of the authority of the officer signing on behalf of the corporation shall be furnished.
- c. If a contract is \$7,501 or more but less than \$120,000, the bidder is required to be licensed as a "Class B Contractor" by the Department of Professional and Occupational Regulation.
- d. The County of Sussex, VA reserves the right to disqualify any contractor and refuse to accept the Bid of any Bidder who has been convicted, or entered a plea of guilty on nolo contendere in any federal or state court to any charge involving any unlawful, corrupt or collusive practice involving a public contract either federal, state, or local which has been determined in any judicial proceeding to have violated any antitrust bid-rigging or collusive proactive statute in connection with any public contract, or against whom such formal criminal prosecution or other judicial proceeding has been initiated.

6. Withdrawal of Modification of Bids

Bids may be withdrawn or modified by written or telegraphic notice received from Bidders prior to the time fixed for bid receipt.

7. Receipt and Opening of Bids

- a. It is the responsibility of the Bidder to assure that his/her Bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. No Bids received after the time designated for receipt of bids will be considered. Bidders should indicate on the envelope: BID-Pocahontas Neighborhood Improvement.
- b. Bids will be opened at the time and place stated in the Invitation to Bid and their contents made public for the information of Bidders and others interested who may be present wither in person or by representative. The officer or agent of the County of Sussex, VA whose duty it is to open them will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a Bid not properly addressed and identified.

8. Cancellation, Rejection of Bids, Waiver of Information

The County of Sussex, VA reserves the right to waive information on bids and to cancel or reject any and all bids. Nothing in these instructions should be interpreted to mean that the County of Sussex, VA will accept the lowest bid when such bid is submitted by a contractor that, in the sole opinion of the County of Sussex, VA, is judged to be unable to meet either the quality standards or schedules of the County of Sussex, VA.

9. Award of Contract

Unless canceled by the contractor or otherwise rejected by the County of Sussex, VA, the responsive bid from the lowest responsible Bidder shall be accepted as submitted, except that if the lowest responsive Bid exceeds available funds, the County of Sussex, VA or its designated official may negotiate with the apparent low bidder to obtain a contract within available funds.

The County of Sussex, VA is prohibited from making an award to contractors or approving an award to subcontractors for any contract or subcontract in excess of \$10,000, who are disbarred by the United States Department of Labor, the Department of Housing and Urban Development, or by any agency of the Commonwealth of Virginia, or who are not in compliance with the Federal Equal Employment Opportunity requirements.

Received by:

Contractor Name: _____

Contractor Signature: _____

Date: _____

County of Sussex
Addendum 1 for IFB #2018-02

Work Write Up Clarifications

The following items are changes to the work write-ups for their respective homes.

Jones, William – 612 Higgins Street

Item 02 – Roof – Delete reference to 200 SF section in sub-item b. The entire roof is to be replaced on the home.

Item 04 – 10 – HVAC and Chimney – Add as sub-item c, the interior wall/paneling around the kerosene stove and its vent pipe in the living room shall be fireproofed with approved material. The area to be covered around the stove and pipe shall be no less than 4 square feet.

Turner, Alma – 601 Twilight Street

Item 03 – Roof Line – Add to sub-item a. Contractors shall install 4” aluminum coil stock, with caulking, to conceal all rake and fascia boards

Item 05 – Windows – Contractors shall wrap and replace all sills with vinyl material.

Item 09 – Exterior Paint – Contractors do not need to prime and paint any exterior trim, fascia, or rake boards that are replaced with vinyl materials

Contractor may also contact homeowners directly for a follow-up inspection of their property. All owners have been encouraged to accommodate these requests but are not required. The contact information for the owners are:

Wiggins, Elaine – 615 Higgins Street – (757) 758-9097

Jones, William – 612 Higgins Street – (757) 406-0494

Brock, Marie – 121 Knight Street – (757) 899-5306

Turner, Alma – 601 Twilight Street – (757) 899-4108

I have read and understand this addendum, which hereby made apart of my bid document.

Company Name

Printed Name

Signature

Date

SUSSEX COUNTY	
CDBG - HOUSING REHAB PROGRAM	
<u>HOUSING REHABILITATION POCAHONTAS PROJECT</u>	
<u>WORK WRITE-UP / SPECIFICATIONS / PLANS</u>	
OWNER NAME: Brock, Marie	Date: April 26, 2018
ADDRESS: 121 Knight St, Wakefield, VA 23888	Page: 1 of 7
Contractor shall furnish and install the following items per the "Contractors Handbook and Master Specification Manual", Manufacturer's Instructions, applicable 2012 IRC (Virginia) building CODE, zoning regulations and industry standards:	
<u>GENERAL CONDITIONS: (For information only)</u>	
1)	Owners choice of all stock colors and fixtures.
2)	Relocate all appliances to plan locations.
3)	Protect household goods and furnishing at all times.
4)	Home telephone is for only local toll-free business-related purposes.
5)	All site dimensions are based upon visual front from public way.
6)	Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures.
7)	Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Rehab Specialist, County of Sussex ("County") and Virginia department of Housing and Community Development ("VDHCD") prior to installation and credit.
8)	All bid items are subject to final clarification and negotiation by County. Contractor bid prices, deemed reasonable by County, shall be the benchmark for all changes in the extent and type of work to be performed.
9)	Lead-based paint notice: This dwelling was constructed prior to 1978. The contractor shall adhere to HUD/EPA Renovate Right regulations.
10)	Contractor shall contact "Miss Utility" buried utility locating service at least 96 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.
11)	<u>Asbestos: Property has not been inspected for presence of asbestos. If contractor encounters friable asbestos he is to immediately stop work in that area and contact both the Rehab Specialist and County Building Official. After which, in accordance with Virginia regulations pertaining to asbestos, any verified hazardous asbestos will be abated by licensed asbestos removal company.</u>

ABBREVIATIONS: LR=Living Room; BR=Bedroom; MA=Material Allowance; SP=Single Pole; DW=Drywall	
This house is unique originally it was a single wide mobile home. An addition of the same size was built on the rear and a front porch was added.	
01. <u>PERMITS:</u>	
\$ -0-	a. Obtain and post all building, plumbing, electrical and mechanical permits from County of Sussex Building official at least five (5) days prior to contract start date. Permits shall be made visible from the street. Obtain all interim and final CODE inspections prior to concealment of installed work. Submit copies of inspection records to Rehab Specialist as source documentation for requests for payment.
	<u>County shall waive permit fees, not the responsibility to obtain permits.</u>
02. <u>ROOF:</u>	
\$	a. Remove all shingles and feltpaper.
\$	b. Replace 128 SF of damaged sheathing using OSB/plywood of matching thickness.
\$	c. Cover entire roof with 15# felt to include ice dam material along front/rear eaves, valleys, transitions to slope changes and areas less than 3/12 slope (front porch); include 2" drip edges (all edges). Install approx. 2200 SF of 30-year architectural shingles per manufacturer instructions to include 5" reveal. Install 60 LF of vent-a-ridge.
03. <u>ROOF LINE</u>	
\$	a. <u>Soffits:</u> Install 2" diameter vents along soffit—one/frame bay
\$	b. <u>Gutter system:</u> Install 128 LF of 5" white-color seamless aluminum gutters with hidden clips @ 36" on center to include (5) 2X3" downspouts with plastic gutter extensions.

04. SIDING	
\$	a. <u>Address numerals</u> : Install 4" by ½' black address numerals on the front of the home in <u>the most visible location</u> .
\$	b. <u>Vinyl siding</u> : Secure all loose vinyl siding. Caulk all gaps.
\$	c. Remove vinyl siding on right side, lower section portion of home. Replace damaged sheathing with 1/2" OSB and cover with house wrap. Install new white D5 siding to match as closely as possible. Use leftover siding from right side to replace damage siding on home.
05. WINDOWS:	
\$	a. Remove and replace (4) windows (Right-Front, Right side-Rear, Right-Rear (2)) using white-color 1/1 vinyl replacement windows to include PVC sills/brickmold casing and drip caps, caulking and sealing. Use existing window dimensions. Windows shall have U-factor of .35 or less and include insect screening.
06. EXTERIOR DOORS	
\$	a. <u>Right Front door</u> : Install combination-style white aluminum storm door with closer, wind chain, hardware and sweep on front porch. (\$165 material allowance)
	Shim and adjust main right-hand door unit for proper operation and fit. Install vinyl bulb weather-stripping. Install deadbolt: Replace knob and install new knob/deadbolt set keyed alike
\$	b. <u>Left Front Door</u> : Replace left front entry door with new 9-lite steel entry door, 32"x80", with knob and deadbolt keyed alike. Sill is rotted, replace with PT wood
\$	b. <u>Rear door</u> : Install storm doors to match front door.
	Replace rear entry door with new steel entry door, 32"x80", with knob and deadbolt keyed alike. \$250 material allowance. Sill is rotted, replace with PT wood

07. STOOPS	
\$	a. FRONT PORCH
	1. Replace front step railing with 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart. Install sanded 2X2" grip rail with ends returned and secure to railing using lacquer-coated handrail brackets.
\$	b. REAR PORCH
	Remove existing deck. Build 6X8" p/t stoop to match front porch deck requirements – no roof. Set to 4" below door threshold. Install 4X4" posts (suspended 10" in holes made 12" round by 18" deep and encased with 2500 psi concrete to grade level). Build staircase using 2X12" stringers, double 2x6" as treads and PVC risers.
08. FOUNDATION, CRAWL and TERMITE TREATMENT:	
\$	a. <u>Crawl doors</u> : Install 3/4" p/t CDX door secured on p/t 2X6" frame and two 3" zinc hinges with hasp lock. There are 2 doors, one on the right side of the home for the main house, the other is under the rear porch for the addition
\$	b. <u>Termite treatment</u> : Treat dwelling against termites. Show proof of service from licensed pest control operator with one-year renewable bond.
\$	c. Uniformly spread ~1500 SF of 6 mill vapor barrier over soil in crawl.
\$	d. Water is building up under the home likely due to the slope from the street. Install 100' of french drain along the front of the home and down each side to direct the water away from the front of the home. Trench 12" wide, 16" deep. Install perforated pipe (6" PVC SDR-35 or similar) with Geotextile sleeve. Cover with ~12" washed gravel 1/2-1" diameter and topsoil. Slope = 1 inch/10 feet. Once pipe is past right side of home, solid pipe can be used and should terminate at ground level in the back yard.
\$	e. Remove debris from crawl space
09. EXTERIOR PAINT:	
\$	a. Wet-scrape and prepare exterior door units and jambs. Prime and paint both entrance doors and plywood access door (all 6 sides) using approved exterior latex paint applied 3 mils wet – 1.5 mils dry.
\$	b. Wet-scrape and prepare exterior trim (including soffits) to include replacing up to 40'. Prime and paint trim using approved exterior latex paint applied 3 mils wet—1.5 mils dry

10. HVAC:	
\$	a. 14 SEER HEAT PUMP SYSTEM: Replace existing unit with a 10-year warranty compressor from manufacturer package unit, all electric. Size compressor per air handler requirements. Install programmable thermostat, charged and insulated copper refrigerant line (with refrigerant suitable for entire system) to compressor set on 4" leveled pad. Replace all air filters. Apply mastic to all accessible duct connectors
\$	b. Patch holes in ducting under mobile home portion (front half) of home and clean ducting.
\$	c. Replace Return Air Vent Filter Grille in Den with new; ~ 16x20, install new filter
11. PLUMBING:	
\$	a. <u>Hose bibb:</u> Replace both hose bibbs with frost-free hose bibbs with vacuum breakers.
\$	b. <u>Tub/shower:</u> Replace (IN BOTH BATHROOMS) with ""Delta or approved equal"" single-lever chrome faucets with pop-up spout and overflow.
\$	c. Replace water heater with new electric 40-gallon water heater to include overflow pan and pipe relief. The water heater is located in the Left Bathroom.
\$	d. RIGHT BATHROOM: Relocate the toilet supply line thru the floor.
\$	e. CRAWL SPACE: The plumbing drain lines need to be resloped from the right bathroom to where it exits the home. There is a FernCo midway in this line that needs to be replaced with the proper coupling. Install pipe hangers to code

12. ELECTRICAL: There are 2 power panels in this home, both are in Left Front BR	
\$	a. <u>Smoke detectors:</u> wire (6) inline 120V with 9VDC battery back-up ceiling-mounted smoke detectors in Hall and 5 bedrooms to 15 Amp arc-fault breaker.
\$	b. <u>RIGHT BATHROOM:</u> When walls are removed, clean-up electrical where lights were removed. Run wires to code in walls.
\$	c. Replace ceiling light in right hallway to bedrooms; \$25 fixture allowance
\$	d. KITCHEN: Add switch cover by Dining Room door
\$	e. Replace front and rear porch lights; \$40/fixture allowance
\$	f. Replace kitchen exhaust fan with similar ceiling mounted exhaust fan, material allowance \$130.
\$	g. RIGHT BATHROOM: Replace fan with <2 some 70 CFM ducted bathroom exhaust fan near bathtub with SP switch. MA=\$60.
\$	h. Replace vanity lights (2) with similar; \$50 material allowance
\$	i. The smaller power panel (in front left BR) - label panel and circuits and ensure circuits are operating properly
\$	j. Replace light in Laundry Room with LED fixture, MA=\$40
\$	k. Replace the dryer outlet and properly mount
13. WEATHERIZATION/INSULATION	
\$	a. ADDITION AREA: Blow in attic insulation to R38 (768 SF); install soffit baffles and 1x10 box around access doors; staple R38 to top of access doors
\$	b. Floor insulation: Install 768 SF of KF R-19 fiberglass floor insulation and secure using wire clips @ 15" on center.
\$	c. Foam-seal and caulk all annular spaces around wall penetrations and piping, include entire marriage wall in both the crawl and attic area
14. CEILINGS	
\$	a. Repair crown molding, seal joint between wall and ceilings throughout home.
\$	b. LIVING ROOM: False beams on ceiling are missing covers; cut and install 1/4" luann into/over opening--will be painted.
\$	c. Den (room behind the Family Room): Reattach one piece of crown molding
\$	d. Right-Front BR: Repair ceiling and finish for painting
\$	e. Right-Rear-Center BR: cover ceiling with 3/8-1/2" DW and finish for painting. Install perimeter cove molding; 128 SF

15. WALLS	
\$	a. RIGHT BATHROOM: Replace wall covering with new White Tile Board.
\$	b. Right-Rear-Center BR: Remove paneling and replace with new. Install perimeter crown molding. MA=185
\$	c. Ensure all doors operate and latch correctly after floor jacking
\$	d. LIVING ROOM: install ~6'0 of base trim where missing to match existing ~3 1/4" clam
\$	e. Left Rear BR: Paneling is not attached in some areas, reattach to walls.
\$	f. Crown molding is missing in some areas, complete crown installation with similar molding
\$	g. Remove cabinets in Laundry Room and install 2 shelves ~9" deep (MDF or similar) with heavy duty shelf brackets, the full width of the area above washer/dryer, ~65"
16. FLOORS	
\$	a. SHEET VINYL: Install new sheet vinyl floor covering in bathroom #1 (35 SF) and Dining Room (120 SF): 1/4" lauan underlayment, approved vinyl sheet goods and 1/2" perimeter shoe molding. Install transition strips at entrances. (\$ 16/yard – vinyl material allowance)
\$	b. Left Front BR: Flooring is spongy at the BR door to the hall; remove floor covering and install new subfloor; reattach wall to wall carpeting
\$	c. DINING ROOM: the subfloor is damaged around the back door. Remove an ~4'x4' area centered on the door and replace the subfloor.

17A.	<u>BATHROOM #1: left end of home</u>
\$	a. Tub Surround: Remove existing and install new. Thoroughly clean tub; caulk all joints before installing surround. Use Peerless or ASB Sturdifit with shelving (or similar); MA \$200
	1. Shower valve will be replaced--under PLUMBING
\$	b. (AFTER REMOVING WATER HEATER, IN CLOSET IN THIS BATHROOM) Remove flooring in closet, replace subfloor
\$	c. Install an Air Admittance Valve off the vanity drain piping
\$	d. Replace corner bead on wall covering

17B. BATHROOM #2: Right end of home	
\$	a. Replace tub unit. Install multi-piece fiberglass shower unit complete with all accessories, shims and caulking. (\$ 670 material allowance)
	1. Install moisture resistant wall board above surround walls
\$	b. Remove entire flooring to expose joists. Install 30 SF of 3/4" CDX plywood (glued and screwed to joists)
18. <u>KITCHEN</u>: ONLY WORK IS UNDER ELECTRICAL	
19. <u>INTERIOR PAINT</u>:	
\$	a. Prepare all wall and ceiling surfaces that are not paneled; fill-in divots/holes, wet-sanding surfaces, prime new drywall and paint all walls & ceilings using approved interior latex paint applied 3 mils wet – 1.5 mils dry.
\$	TOTAL COST
<u>End. Work Write-up.</u>	

SUSSEX COUNTY	
CDBG - HOUSING REHAB PROGRAM	
HOUSING REHABILITATION POCAHONTAS PROJECT	
WORK WRITE-UP / SPECIFICATIONS / PLANS	
OWNER NAME : Jones, William	Date: May 10 th , 2018
ADDRESS : 612 Higgins St, Wakefield, VA	Page: 1 of 6
Contractor shall furnish and install the following items per the "Contractors Handbook and Master Specification Manual", Manufacturers Instructions, applicable 2012 IRC (Virginia) building CODE, zoning regulations and industry standards:	
GENERAL CONDITIONS: (For information only)	
1)	Owners choice of all stock colors and fixtures.
2)	Relocate all appliances to plan locations.
3)	Protect household goods and furnishing at all times.
4)	Home telephone is for only local toll-free business-related purposes.
5)	All site dimensions are based upon visual front from public way.
6)	Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures.
7)	Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Rehab Specialist, County of Sussex ("County") and Virginia department of Housing and Community Development ("VDHCD") prior to installation and credit.
8)	All bid items are subject to final clarification and negotiation by County. Contractor bid prices, deemed reasonable by County, shall be the benchmark for all changes in the extent and type of work to be performed.
9)	Lead-based paint notice: This dwelling was constructed prior to 1978. The contractor shall adhere to HUD/EPA Renovate Right regulations.
10)	Contractor shall contact "Miss Utility" buried utility locating service at least 96 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.
11)	<u>Asbestos:</u> Property has not been inspected for presence of asbestos. If contractor encounters friable asbestos he is to immediately stop work in that area and contact both the Rehab Specialist and County Building Official. After which, in accordance with Virginia regulations pertaining to asbestos, any verified hazardous asbestos will be abated by licensed asbestos removal company.

01. PERMITS:	
\$ -0-	a. Obtain and post all building, plumbing, electrical and mechanical permits from County of Sussex Building official at least five (5) days prior to contract start date. Permits shall be made visible from the street. Obtain all interim and final CODE inspections prior to concealment of installed work. Submit copies of inspection records to Rehab Specialist as source documentation for requests for payment.
	<u>County shall waive permit fees, not the responsibility to obtain permits.</u>
02. ROOF:	
\$	a. Remove shingles from home
\$	b. Cover entire roof with 15# felt to include ice dam material along front/rear eaves, valleys, transitions to slope changes and areas less than 3/12 slope (REAR PORCH ROOF); include 2" drip edges (all edges). Install approx. 200 SF of 30-year architectural shingles per manufacturer instructions to include 5" reveal. Install 42 LF of vent-a-ridge. Replace all plumbing vent collars.
03. ROOF LINE	
\$	a. <u>Gutter system</u> : Install ~94 LF of 5" white-color seamless aluminum gutters with hidden clips @ 36" on center to include (5) 2X3" downspouts with plastic gutter extensions.
04. SIDING	
\$	a. <u>Address numerals</u> : Install 4" by 1/2' black address numerals on the front of the home in the most visible location
\$	b. install Fibrous Mineral Board siding pieces where missing (~15 pieces) and over framed in window, install trim around windows where missing
\$	c. Remove bathroom window; frame opening with 2x4's and OSB sheathing; cover with house wrap

05. WINDOWS:	
\$	a. Remove and replace (5) windows using white-color 1/1 vinyl replacement windows to include PVC sills/brickmold casing and drip caps, caulking and sealing. Use existing window dimensions. Windows shall have U-factor of .35 or less and existing window dimensions. Windows shall have U-factor of .35 or less and include insect screening.
	1. WINDOWS TO REPLACE: Front windows (2); Kitchen; Back Hall (2); Right/Rear BR: Side window
06. EXTERIOR DOORS (Storm=\$300)	
\$	a. <u>Front door</u> : Replace front door with 32" steel entry door with knob and dead bolt keyed alike. Install combination-style white aluminum storm door with closer, wind chain, hardware and sweep. (MA for Storm=\$125) Replace hinges with offset hinges to increase opening size
07. STOOPS	
\$	a. FRONT PORCH
	1. Add pressure treated railing to front porch (36 ft); 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart.
\$	2. Remove front porch ceiling to access framing. Repair rotted/damage framing; reinstall plywood and crown molding.
\$	b. REAR STEPS: Install railing on right side (facing steps). Use pressure-treated {p/t} 4X4" posts (suspended 10" in holes made 12" round by 18" deep and encased with 2500 psi concrete to grade level). Build 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart. Install sanded 2X2" grip rail with ends returned and secure to railing using lacquer-coated handrail brackets.
\$	c. Raise existing front porch steps to meet code STEP-HEIGHT requirements <=7 3/4"; support with concrete pads to prevent sinkage

08. FOUNDATION, CRAWL and TERMITE TREATMENT:	
\$	a. Crawl door: Install 3/4" p/t CDX door secured on p/t 2X6" frame and two 3" zinc hinges with hasp lock. There are 2 doors, one on the right side of the home for the main house, the other is under the rear porch for the addition
\$	b. Termite treatment: Treat dwelling against termites. Show proof of service from licensed pest control operator with one-year renewable bond.
\$	c. install (7) automatic foundation style vents in existing vent holes
\$	d. Uniformly spread ~1100 SF of 6 mill vapor barrier over soil in crawl.
\$	e. On the left rear of the home (rear porch) the foundation wall is damaged. "Quick Wall" (Surface Bonding Cement) the foundation wall of the porch; ~10 SF
09. EXTERIOR PAINT:	
\$	a. Wet-scrape and prepare exterior door units and jambs. Prime and paint both entrance doors and plywood access door (all 6 sides) using approved exterior latex paint applied 3 mils wet – 1.5 mils dry.
	b. Wet-scrape and prepare exterior trim (including porch soffits) to include replacing up to 10'. Prime and paint trim using approved exterior latex paint applied 3 mils wet—1.5 mils dry
\$	c. paint new FMB white
10. HVAC and Chimney	
\$	a. Inspect chimney; install liner as required.
\$	b. Install baseboard heater in bathroom

11. PLUMBING:	
\$	a. <u>Hose bibb</u> : Replace both hose bibbs with frost-free hose bibbs with vacuum breakers.
\$	b. <u>Supply/Drain lines</u> : Replace all galvanized piping with PEX/PVC. Ensure all lines are properly hung
\$	c. Kitchen sink: Replace sink with 33/22 by 8" deep double bowl stainless steel sink complete with "Delta or approved equal" single-lever chrome faucets with spray.
\$	d. <u>Tub/shower</u> : Replace with ""Delta or approved equal" single-lever chrome faucets with pop-up spout and overflow. Use handheld shower head
\$	e. Replace gas water heater with new electric, Table Top style in same location; cap propane; cap flu pipe opening. Material Allowance \$ 600)
12. ELECTRICAL:	
\$	a. <u>Smoke detectors</u> : wire (3) inline 120V with 9VDC battery back-up ceiling-mounted smoke detectors in 3 bedrooms and a Combo CO/Smoke detector in the rear hall to 15 Amp arc-fault breaker.
\$	b. <u>GFI receptacles</u> : Install 20 amp GFCI breaker for 2 Kitchen counter receptacles. install bath 20 amp GFI receptacle.
\$	c. install 1 additional outlet in the living room, add 3 outlets in Right Front and Right Middle bedrooms, and add 1 outlet in the Right Rear bedroom; all on new circuits. Remove improper outlet in the living room
\$	d. Install 1 new outlets in the Kitchen above the new water heater
\$	e. Install separate dedicated circuits (2) for the refrigerator and washer
\$	f. Replace ceiling fan in right rear bedroom. Replace box with fan rated. \$100 fixture allowance
\$	g. Replace ceiling light in living room, Kitchen, Right front and right middle bedrooms; replace boxes with Fan Rated; \$25 fixture allowance per room
\$	h. Replace front and rear porch lights; \$60/fixture allowance; rewire flood light on rear of home.
\$	i. Kitchen range hood: Install ducted 2-speed with light range hood over stove. Material allowance \$50; work includes ducting and roof mounted vent.
\$	j. Upgrade power panel to 200 Amp service

13. WEATHERIZATION/INSULATION	
\$	a. Increase attic insulation to R38 (has blown-in ~R19); install soffit baffles and 1x10 box around access doors; staple R38 to top of access doors
\$	b. Floor insulation: Install 1100 SF of KF R-19 fiberglass floor insulation and secure using wire clips @ 15" on center.
\$	c. Foam-seal and caulk all annular spaces around wall penetrations and piping.
\$	d. Insulate window opening in BATH with R15
14. CEILINGS	
\$	a. Repair crown molding, seal joint between wall and ceilings throughout home.
\$	b. Replace ceiling covering in kitchen (144 SF) with new ½" drywall, finish for painting. Install perimeter cove molding.
\$	c. Complete drywall installation/repair in Right Middle bedroom, finish for painting
15. WALLS	
\$	a. Living Room: Remove paneling, clean, patch, and finish for painting, reinstall crown molding; KITCHEN: complete wall covering by chimney
\$	b. Ensure all doors operate and latch correctly
\$	c. Back Hallway: install 2 pieces of paneling by power panel
\$	d. BATH: Install MR DW over window opening; finish area above new tub for painting
16. FLOORS	
\$	a. Install 144 SF of new carpet in Right Middle Bedroom with 6 lb pad; material allowance \$16/yd for carpet
\$	b. Install new sheet vinyl floor covering in bathroom (35 SF): ¼" lauan underlayment, approved vinyl sheet goods and ½" perimeter shoe molding. Install transition strips at entrances. (\$ 16/yard – vinyl material allowance)
\$	c. Install transitions in each room's doorway where needed for floor covering change

17. BATHROOM:	
\$	a. Replace vanity. Use white-color vanity with imitation marble top and "Delta or approved equal" chrome single-lever faucets. (\$ 200 vanity/top/faucet – material allowance.
\$	b. Add corner bead to wall covering
\$	c. Replace tub unit. Install multi-piece fiberglass shower unit complete with all accessories, shims and caulking. (\$ 370 material allowance)
	1. Install moisture resistant wall board above surround walls
18. KITCHEN:	
\$	a. Replace cabinets with new wood base and wall cabinets:
	1. base cabinets (~8'), wall cabinets (10'6') and countertop (~12'). Allowance for cabinets and countertops is \$1,400; allowance includes corner cabinets for base and wall
	2. Use post-formed laminated countertop – seal underside of protruding counter lip and install matching end caps. Use 30x15 over range and 36x15 over sink.
	3. Install 30X24" steel enamel grease shield to wall behind range – match color of range and hood (white).
19. INTERIOR PAINT:	
\$	a. Prepare NON-PANELED wall surfaces by fill-in divots/holes, wet-sanding surfaces, prime new drywall and paint all NON-PANELED walls & ceilings using approved interior latex paint applied 3 mils wet – 1.5 mils dry. Most of the walls are paneled, do not paint
\$	JOB TOTAL
\$	ADA \$\$
\$	TOTAL AGAINST 25K
End. Work Write-up.	

SUSSEX COUNTY	
CDBG - HOUSING REHAB PROGRAM	
<u>HOUSING REHABILITATION POCAHONTAS PROJECT</u>	
<u>WORK WRITE-UP / SPECIFICATIONS / PLANS</u>	
OWNER NAME : WIGGINS, ELAINE	Date: May 10 th , 2018
ADDRESS : 615 Higgins St, Wakefield, VA	Page: 1 of 7
Contractor shall furnish and install the following items per the "Contractors Handbook and Master Specification Manual", Manufacturer's Instructions, applicable 2012 IRC (Virginia) building CODE, zoning regulations and industry standards:	
<u>GENERAL CONDITIONS: (For information only)</u>	
1)	Owners choice of all stock colors and fixtures.
2)	Relocate all appliances to plan locations.
3)	Protect household goods and furnishing at all times.
4)	Home telephone is for only local toll-free business-related purposes.
5)	All site dimensions are based upon visual front from public way.
6)	Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures.
7)	Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Rehab Specialist, County of Sussex ("County") and Virginia department of Housing and Community Development ("VDHCD") prior to installation and credit.
8)	All bid items are subject to final clarification and negotiation by County. Contractor bid prices, deemed reasonable by County, shall be the benchmark for all changes in the extent and type of work to be performed.
9)	Lead-based paint notice: This dwelling was constructed prior to 1978. The contractor shall adhere to HUD/EPA Renovate Right regulations.
10)	Contractor shall contact "Miss Utility" buried utility locating service at least 96 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.
11)	<u>Asbestos: Property has not been inspected for presence of asbestos. If contractor encounters friable asbestos he is to immediately stop work in that area and contact both the Rehab Specialist and County Building Official. After which, in accordance with Virginia regulations pertaining to asbestos, any verified hazardous asbestos will be abated by licensed asbestos removal company.</u>

01. PERMITS:	
\$ -0-	a. Obtain and post all building, plumbing, electrical and mechanical permits from County of Sussex Building official at least five (5) days prior to contract start date. Permits shall be made visible from the street. Obtain all interim and final CODE inspections prior to concealment of installed work. Submit copies of inspection records to Rehab Specialist as source documentation for requests for payment.
	<u>County shall waive permit fees, not the responsibility to obtain permits.</u>
	hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.
02. ROOF:	
\$	a. Repair roof leak on rear of main house around vent pipe
\$	b. There is a broken rafter on the rear of main house. Standing in the access door looking to rear of the home it is the 2nd rafter to the right of the access door. Jack rafter, as required, and sister a 6'0 2x6 spruce or pine framing lumber centered on failure point with 3" (minimum) deck screws 6" OC
\$	c. IN THE AREA WHERE THE PORCH ROOF WAS REMOVED: lay ice dam barrier and install 3 tab shingles to match the existing as closely as possible.
03. ROOF LINE	
\$	a. <u>Soffits</u> : Install 2" diameter vents along soffit—one/frame bay
\$	b. <u>Gutter system</u> : Install 70 LF of 5" white-color seamless aluminum gutters with hidden clips @ 36" on center to include (6) 2X3" downspouts with plastic gutter extensions. Add leaf guards to the 2 gutters on the right-rear of the home.
04. SIDING	
\$	a. <u>Address numerals</u> : Install 4" by ½' black address numerals affixed to 1x6" PVC and attach to front wall in the most visible place from the street
\$	b. <u>Vinyl siding</u> : Secure all loose vinyl siding. Caulk all gaps.
\$	c. Remove and frame in bathroom window with 2x4 framing lumber and OSB/Plywood sheathing. Install new white D5 siding on rear of home in area of window ~100 SF
05. WINDOWS:	
\$	a. Remove and replace all (9) windows using white-color 1/1 vinyl replacement windows to include PVC sills/brickmold casing and drip caps, caulking and sealing. Use existing window dimensions. Windows shall have U-factor of .35 or less and include insect screening.

06. EXTERIOR DOORS	
\$	a. <u>Front door</u> : Install combination-style white aluminum storm door with closer, wind chain, hardware and sweep. (\$ 165 material allowance) Shim and adjust door unit for proper operation and fit. Install vinyl bulb weather-stripping. Install deadbolt: Replace knob and install new knob/deadbolt set keyed alike
\$	b. <u>Rear doors (2)</u> : Install storm doors to match front door. (\$ 165 material allowance) Install vinyl bulb weather-stripping and single-keyed deadbolt. Shim and adjust doors unit for proper operation and fit.
07. STOOPS	
\$	a. FRONT PORCH
	1. Add steps with railing on right side of front porch. Railing and steps to same specifications as below in b. 2.
	2. Replace porch post (4) with PT 4x4 post and Vinyl post sleeve
\$	b. REAR PORCH
	1. Remove porch and roof and dispose of
	2. Build 6X16" p/t porch – no roof. Set to 4" below door threshold. Install 4X4" posts (suspended 10" in holes made 12" round by 18" deep and encased with 2500 psi concrete to grade level). Build staircase using 2X12" stringers, double 2x6" as treads and PVC risers. 1. Build 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart. Install sanded 2X2" grip rail with ends returned and secure to railing using lacquer-coated handrail brackets.
08. FOUNDATION, CRAWL and TERMITE TREATMENT:	
\$	a. <u>Crawl doors</u> : Install 3/4" p/t CDX door secured on p/t 2X6" frame and two 3" zinc hinges with hasp lock. There are 2 doors, one on the right side of the home for the main house, the other is under the rear porch for the addition
\$	b. <u>Termite treatment</u> : Treat dwelling against termites. Show proof of service from licensed pest control operator with one-year renewable bond.
\$	c. Create opening for and install (9) foundation vents with automatic-style vents.
\$	d. Uniformly spread 900 SF of 6 mill vapor barrier over soil in crawl.
\$	e. FLOOR LEVELING : An attempt was made previously to level this floor, it appears pads were not poured and the blocks sunk.
	1. Jack floor with temporary supports and remove existing piers
	2. Pour 4 new concrete pads, 12x12x8 12" below grade of the crawl floor in the same approximate location of the removed piers.
	3. Install new 8x8x16 cinder block piers and shim as necessary
\$	f. foam seal all annular gaps and spaces through subfloor

09. EXTERIOR PAINT:	
\$	a. Wet-scrape and prepare exterior door units and jambs. Prime and paint both entrance doors and plywood access door (all 6 sides) using approved exterior latex paint applied 3 mils wet – 1.5 mils dry
	b. Wet-scrape and prepare exterior trim (including porch soffits) to include replacing up to 10'. Prime and paint trim using approved exterior latex paint applied 3 mils wet—1.5 mils dry
10. HVAC:	
\$	a. Install 60,000 btu LP-fired furnace in attic to include R-8 insulated supply and return trunk and ducts - sized to heat all rooms to 80-degrees F. when outside air is 10 degrees F. Work includes gas line connections with metal flue through roof (with all flashing and accessories)
11. PLUMBING:	
\$	a. The toilet drains slowly, snake lines
\$	b. <u>Hose bibb</u> : Replace both hose bibbs with frost-free hose bibbs with vacuum breakers.
\$	c. <u>Supply/Drain lines</u> : Replace all galvanized piping with PEX/PVC. Ensure all lines are properly hung/
\$	d. <u>Kitchen sink</u> : Reinstall sink and faucet after countertop replacement
\$	e. <u>Tub/shower</u> : Replace with “Delta or approved equal” single-lever chrome faucets with pop-up spout and overflow.
\$	f. Replace water heater with new—under kitchen countertop
\$	g. Relocate vanity plumbing supply and drain lines to right of outlet to align with new vanity location.

12. ELECTRICAL:	
\$	a. <u>Smoke detectors</u> : wire (4) inline 120V with 9VDC battery back-up ceiling-mounted smoke detectors in Hall and 3 bedrooms to 15 Amp arc-fault breaker.
\$	b. <u>GFI receptacles</u> : Install 20 amp GFCI breaker for Kitchen counter receptacles and install bath GFI receptacle.
\$	c. install 3 additional outlets in the living room, kitchen, and all 3 bedrooms on new circuits.
\$	d. Install separate dedicated circuits for the refrigerator and water heater
\$	e. Replace ceiling fan in left front bedroom, Living Room, and left rear bedroom. Replace boxes with fan rated. \$100 fixture allowance
\$	f. Replace ceiling light in left middle bedroom; \$25 fixture allowance
\$	g. Add switch cover in left/rear bedroom
\$	h. Replace front and rear porch lights; rewire to code and replace rear porch flood light; \$60/fixture allowance
\$	i. Kitchen range hood: Install ducted 2-speed with light range hood over range.
\$	j. Wire and install <2 sone 70 CFM ducted bathroom exhaust fan/light near bathtub with SP switch.
13. WEATHERIZATION/INSULATION	
\$	a. Increase attic insulation to R38 (has blown-in ~R19); install soffit baffles and 1x10 box around access doors; staple R38 to top of access doors
14. CEILINGS:	
\$	a. <u>AFTER FLOOR JACKING IS COMPLETE</u> : Repair crown molding, seal joint between wall and ceiling
\$	b. Enlarge attic access door to 30" x 30" clear opening.
\$	c. Replace ceiling covering in left front bedroom with new ½" drywall, finish for painting. Install perimeter cove molding.
15. WALLS (AFTER FLOOR JACKING IS COMPLETE)	
\$	a. Right/Rear bedroom: Install R15 into open wall cavity. Install ~32 SF ½" drywall in right/rear corner of BR and finish for painting blending into adjoining surfaces
\$	b. The wall by the power panel in the kitchen needs significant repair
\$	c. Ensure all doors operate and latch correctly after floor jacking

16. FLOORS (AFTER FLOOR JACKING IS COMPLETE)	
\$	a. Transition strips: replace transition strips at entrance doors, kitchen, and bathroom.
\$	b. Remove and dispose of existing carpet in middle left BR; Install new carpet with 6 lb pad; material allowance \$16/yd for carpet
\$	c. Install new sheet vinyl floor covering in bathroom: ¼" lauan underlayment, approved vinyl sheet goods and ½" perimeter shoe molding. Install transition strips at 3 entrances. (\$ 16/yard – vinyl material allowance)
17. BATHROOM:	
\$	a. Replace toilet. Use white-color chair-height toilet with seat, flange, seal and feeder line.
\$	b. Relocate vanity to side of toilet.
\$	c. Replace tub unit. Install multi-piece fiberglass shower unit complete with all accessories, shims and caulking. (\$ 370 material allowance)
	1. Install moisture resistant wall board above surround walls
\$	d. Install vertical 32-36" grab bar at tub entrance
\$	e. Change door swing to outswing into hallway
\$	f. Install medicine cabinet/mirror over vanity
\$	g. Install seam strips over seams in wall covering
\$	h. Remove entire flooring to expose joists. Install 30 SF of ¾" CDX plywood (glued and screwed to joists)
18. KITCHEN:	
\$	a. Replace with new:
	1. base cabinets (~8'), wall cabinets (~7') and countertop (~10'); MA for Cabinets and Countertop is \$1,000
	2. take into consideration the water heater is under the countertop—doors for access to the water heater have to be part of the plan for the base cabinets. The opening should be 24", a DW End Panel is recommended
	3. Use post-formed laminated countertop – seal underside of protruding counter lip and install matching end caps. Use 3018 over range.
	4. Install 30X24" steel enamel grease shield to wall behind range – match color of range and hood.
	5. sink and faucet will be reinstalled.

19. INTERIOR PAINT: AFTER FLOOR JACKING IS COMPLETE:	
\$	a. Prepare all wall, ceiling, and trim surfaces by fill-in divots/holes, wet-sanding surfaces , prime new drywall and paint all walls, trim & ceilings using approved interior latex paint applied 3 mils wet – 1.5 mils dry.
	b. USE LEAD SAFE WORK PRACTICES!!!
\$	JOB TOTAL
\$	ADA \$\$
\$	TOTAL AGAINST 25K
End. Work Write-up.	

SUSSEX COUNTY	
CDBG - HOUSING REHAB PROGRAM	
<u>HOUSING REHABILITATION POCAHONTAS PROJECT</u>	
<u>WORK WRITE-UP / SPECIFICATIONS / PLANS</u>	
OWNER NAME: Turner, Alma	Date: May 9 th , 2018
ADDRESS: 601 Twilight St, Wakefield, VA 23888	
Contractor shall furnish and install the following items per the "Contractors Handbook and Master Specification Manual", Manufacturer's Instructions, applicable 2012 IRC (Virginia) building CODE, zoning regulations and industry standards:	
<u>GENERAL CONDITIONS:</u> (For information only)	
1)	Owners choice of all stock colors and fixtures.
2)	Relocate all appliances to plan locations.
3)	Protect household goods and furnishing at all times.
4)	Home telephone is for only local toll-free business-related purposes.
5)	All site dimensions are based upon visual front from public way.
6)	Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures.
7)	Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Rehab Specialist, County of Sussex ("County") and Virginia department of Housing and Community Development ("VDHCD") prior to installation and credit.
8)	All bid items are subject to final clarification and negotiation by County. Contractor bid prices, deemed reasonable by County, shall be the benchmark for all changes in the extent and type of work to be performed.
9)	Lead-based paint notice: This dwelling was constructed prior to 1978. The contractor shall adhere to HUD/EPA Renovate Right regulations.
10)	Contractor shall contact "Miss Utility" buried utility locating service at least 96 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance ticket.
11)	<u>Asbestos:</u> Property has not been inspected for presence of asbestos. If contractor encounters friable asbestos he is to immediately stop work in that area and contact both the Rehab Specialist and County Building Official. After which, in accordance with Virginia regulations pertaining to asbestos, any verified hazardous asbestos will be abated by licensed asbestos removal company.

ABBREVIATIONS: LR=Living Room; BR=Bedroom; MA=Material Allowance; DW=Drywall; SP=Single Pole	
01. <u>PERMITS:</u>	
\$ -0-	a. Obtain and post all building, plumbing, electrical and mechanical permits from County of Sussex Building official at least five (5) days prior to contract start date. Permits shall be made visible from the street. Obtain all interim and final CODE inspections prior to concealment of installed work. Submit copies of inspection records to Rehab Specialist as source documentation for requests for payment.
	<u>County shall waive permit fees, not the responsibility to obtain permits.</u>
02. <u>ROOF:</u>	
\$	a. Remove all shingles and feltpaper.
\$	b. Replace 96 SF of damaged sheathing using OSB/plywood of matching thickness.
\$	c. Cover entire roof with 15# felt to include ice dam material along front/rear eaves, valleys, transitions to slope changes and areas less than 3/12 slope; include 2" drip edges (all edges). Install approx. 1300 SF of 30-year architectural shingles per manufacturer instructions to include 5" reveal. Install 42 LF of vent-a-ridge.
03. <u>ROOF LINE</u>	
\$	a. Replace 30 LF of 1x4 rake board
\$	b. Gutter system: Install 48 LF of 5" white-color seamless aluminum gutters with hidden clips @ 36" on center to include (2) 2X3" downspouts with plastic gutter extensions.
04. <u>SIDING</u>	
\$	a. <u>Address numerals:</u> Install 4" by 1/2" black address numerals on the front of the home in <u>the most visible location.</u>
\$	b. <u>Vinyl siding:</u> Secure all loose vinyl siding. Caulk all gaps.
\$	c. Replace siding at top of gables, ~1 SQ of Dutchlap, with siding to match as closely as possible in color.
\$	d. Power wash home

05. <u>WINDOWS:</u>	
\$	a. Remove and replace all (9) windows using white-color 1/1 vinyl replacement windows to include PVC sills/brickmold casing and drip caps, caulking and sealing. Use existing window dimensions. Windows shall have U-factor of .35 or less and include insect screening.
06. <u>EXTERIOR DOORS</u>	
\$	a. <u>Front door:</u> Install combination-style white aluminum storm door with closer, wind chain, hardware and sweep. (\$165 material allowance)
	Shim and adjust door unit for proper operation and fit. Install vinyl bulb weather-stripping. Install deadbolt: Replace knob and install new knob/deadbolt set keyed alike.
\$	b. <u>Rear door:</u> Install combination-style white aluminum storm door with closer, wind chain, hardware and sweep. (\$165 material allowance)
	Shim and adjust door unit for proper operation and fit. Install vinyl bulb weather-stripping. Install deadbolt: Replace knob and install new knob/deadbolt set keyed alike.
07. <u>STOOPS</u>	
	INSPECTION REQUIRED for items a and b
\$	a. FRONT PORCH
	1. Build 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart. Install sanded 2X2" grip rail with ends returned and secure to railing using lacquer-coated handrail brackets.
\$	b. REAR PORCH
	1. Build 36" high railings using p/t 2X4" top rail, vertical rail under top rail and bottom rail at 3-1/2" above stoop. Screw vertical 2X2" pickets – spaced 3-1/2" apart. Install sanded 2X2" grip rail with ends returned and secure to railing using lacquer-coated handrail brackets.

08. FOUNDATION, CRAWL and TERMITE TREATMENT:	
\$	a. <u>Crawl doors</u> : Install 3/4" p/t CDX door secured on p/t 2X6" frame and two 3" zinc hinges with hasp lock. There are 2 doors, one on the right side of the home for the main house, the other is under the rear porch for the addition
\$	b. <u>Termite treatment</u> : Treat dwelling against termites. Show proof of service from licensed pest control operator with one-year renewable bond.
\$	c. Treat home for roaches and other pest; roaches are present
\$	d. Uniformly spread 500 SF of 6 mill vapor barrier over soil in crawl.
\$	e. remove debris from crawl space
\$	f. Foam-seal and caulk all annular spaces around wall penetrations and piping.
\$	g. Remove existing foundation vents and install (8) automatic foundation style vents. (MA=\$17/vent)
\$	h. A joint for the main drain located on the rear of the home by the steps has failed. Excavate around the joint and install a proper fernco fitting. Test for leakage. Backfill the hole
09. EXTERIOR PAINT:	
\$	a. Prepare exterior door units and jambs. Prime and paint both entrance doors and plywood access door (all 6 sides) using approved exterior latex paint applied 3 mils wet – 1.5 mils dry.
	b. Prepare exterior trim. Prime and paint trim using approved exterior latex paint applied 3 mils wet—1.5 mils dry
10. HVAC:	
\$	a. Repair existing oil-fired heating system; HO reports heat works intermittently and the problems started after they ran out of oil; Investigate operation and effect repairs as needed.

11. PLUMBING: INSPECTION REQUIRED for items a and c	
\$	a. <u>Hose bibb</u> : Replace both hose bibbs with frost-free hose bibbs with vacuum breakers.
\$	b. <u>Kitchen sink</u> : Replace sink with 33/22 by 8" deep double bowl stainless steel sink complete with "Delta or approved equal" single-lever chrome faucets with spray.
\$	c. <u>Tub/shower</u> : Replace with "Delta or approved equal" single-lever chrome faucets with pop-up spout and overflow.
\$	d. Replace water heater with new electric 40-gallon water heater to include overflow pan and pipe relief. The water heater is located the Utility Room. Floor in this room is being replaced
12. ELECTRICAL:	
INSPECTION REQUIRED for items a, b, and e	
\$	a. <u>Smoke detectors</u> : wire (5) inline 120V with 9VDC battery back-up ceiling-mounted smoke detectors in both Halls and 3 bedrooms to 15 Amp arc-fault breaker.
\$	b. <u>GFI receptacles</u> : Install bath GFI receptacle.
\$	c. Several of the outlets in the bedrooms do not work, repair; Left Rear BR shows reverse polarity
\$	d. Replace ceiling lights in: Kitchen (larger, brighter light, both hallways, stairwell, and family room; \$150 fixture allowance
\$	e. Relocate power panel to opposite side of wall from current location.
\$	f. Replace front and rear porch lights; \$60/fixture allowance
\$	g. Replace range exhaust fan with new in same location; MA=\$75
\$	h. BATH: Replace exhaust fan with new <2 sone 70 CFM ducted bathroom exhaust fan; MA=\$75
\$	i. BATH: Install new light over vanity with current wiring; MA=\$50
13. WEATHERIZATION/INSULATION	
INSPECTION REQUIRED for item a.	
\$	a. Increase attic insulation to R38 (500SF) (has blown-in ~R19); install soffit baffles and 1x10 box around access doors; staple R38 to top of access doors
14. CEILINGS	
\$	a. Install missing piece of crown molding in Left/Rear BR, seal joint between wall and ceilings throughout home.
\$	b. Patch hole in ceiling in downstairs hallway, finish for painting
\$	c. Master BR has signs of roof leakage; seal with stain blocking primer

15. WALLS	
\$	a. KITCHEN: Remove wall paper, thoroughly clean walls to prep for painting
\$	b. Downstairs hallway: Replace utility room door slab (32") with flush, hollow core door and new "Hallway/Closet" knob;
\$	c. Patch hole in wall in downstairs hallway, finish for painting
16. FLOORS	
\$	a. CARPET: Remove and dispose of existing in Living Room, Downstairs Hall, Stairs and Stair Landing; Install 950 SF of new carpet with 6 lb pad; material allowance \$16/yd for carpet
\$	b. SHEET VINYL: Install new sheet vinyl floor covering in bathroom (35 SF) and kitchen (120 SF): ¼" lauan underlayment, approved vinyl sheet goods and ½" perimeter shoe molding. Install transition strips at entrances. (\$ 16/yard – vinyl material allowance)
\$	c. BATH: Replace damaged section of floor by tub with CDX plywood or equivalent
17. BATHROOM:	
\$	a. Replace tub unit. Install multi-piece fiberglass shower unit complete with all accessories, shims and caulking. (\$550 material allowance)
	<ol style="list-style-type: none"> 1. Install block outs for grab bar 2. Install moisture resistant wall board above surround walls
\$	b. Install vertical 24-36" grab bar at tub entrance and horizontal grab bar on back wall of shower surround
\$	c. Install medicine cabinet/mirror over vanity; \$50 material allowance
\$	d. Install seam strips over seams in wall covering
\$	f. Replace vanity. Use white-color vanity with imitation marble top and "Delta or approved equal" chrome single-lever faucets. MA=\$200
18. KITCHEN:	
\$	a. Sand and clean cabinets to prep for new coat of stain
\$	b. Use post-formed laminated countertop – seal underside of protruding counter lip and install matching end caps. MA=\$225
\$	c. Install 30X24" steel enamel grease shield to wall behind range – match color of range and hood.

19. INTERIOR PAINT:	
\$	a. Prepare all wall surfaces by fill-in divots/holes, wet-sanding surfaces, prime new drywall and paint all walls & ceilings using approved interior latex paint applied 3 mils wet – 1.5 mils dry.
\$	TOTAL COST
\$	ADA WORK
\$	TOTAL ADJUSTED COST
<u>End. Work Write-up.</u>	

