

RFP Number
05-12
A Request for Proposal for the
County of Spartanburg, South Carolina
August 23, 2011

Sealed Proposals must be delivered to the Office of Purchasing, Office address below, or mailed to the mailing address below. Facsimile and other electronic forms of Proposal will not be accepted. All sealed Proposals must be received by 11:00am, EST, August 23, 2011, and then will be publicly opened. Sealed Proposals are subject to the conditions and all provisions set forth herein and attached. All qualified Proposer's are invited to submit Proposals to Spartanburg County for the following:

**SPARTANBURG COUNTY OWNER OCCUPIED
HOUSING REHABILITATION**

Description of project:
256 Sims Chapel Road
559 Arkwright Drive
120 Fuller Road

**Mandatory Pre-Proposal conference will be held August 4, 2011
at 10:00am at the Spartanburg County Community Development
Department
9039 Fairforest Road, Spartanburg SC 29303**

Submit: One (1) unbound original and three (3) unbound copies of the Proposal, no tabs, must be received on or before 11:00am, EST, August 23, 2011.

Address To: Spartanburg County Government
Office of Purchasing
Room 1220
Attention: Mike Emory, Director of Purchasing

Mailing Address: P.O. Box 5666
Spartanburg, South Carolina 29304

Office Address: 366 North Church Street
Room 1220
Spartanburg, South Carolina 29303

Mark Envelope: Outside of sealed Proposal envelope must be marked:
RFP # 05-12 "SPARTANBURG COUNTY OWNER OCCUPIED
HOUSING REHABILITATION" followed by your firm name and
address.

Deadline Enforced

Proposals or withdrawal requests, delivered after the time and date set for receipt of Proposals, are late and will NOT be accepted. Late Proposals will be void and returned unopened to the Proposer, regardless of when they were mailed or delivered. It is the Proposer's responsibility to ensure timely delivery of a Proposal.

INSTRUCTIONS TO PROPOSERS

1. Enter Proposer's name on any specifications or descriptive papers submitted with this Proposal.
2. Show trade name or brand of any article included in the specifications.
3. When required, furnish samples, free of expense, prior to the Proposal opening. Label each sample with Proposer's name and the item number. Should you wish samples returned, at your expense, when not destroyed in tests, make request for return within 60 days following Proposal opening.
4. Proposals must be submitted on this form. Proposals made otherwise will be subject to rejection. Proposal is to include the amount of all taxes, including any South Carolina state sales tax and any use tax which may be owed by Spartanburg County as a result of this Proposal, and costs of transportation to the required destination.

CONDITIONS

1. The County (Agency/Institution) reserves the right to reject any and all Proposals, and to waive all technicalities.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. In case of default by Proposer, the County reserves the right to purchase any or all items in default on the open market, and charge the Proposer with any excessive costs.
4. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given or referred to.
5. Prices proposed must be based upon payment in thirty days.
6. The right is reserved, in case of tie bids, to make award as considered being most advantageous to County.
7. The right is reserved to reject any Proposal in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
8. Unless otherwise indicated by County (Agency/Institution) prices must be firm.

PROPOSAL FOR RFP # 05-12 SPARTANBURG COUNTY OWNER OCCUPIED HOUSING REHABILITATION

Proposer has examined copies of all Proposal Documents, the Advertisement for Proposals, and of the following Addenda (receipt of which is hereby acknowledged):

Addenda Number: _____ **Date:** _____

Addenda Number: _____ **Date:** _____

LUMP SUM PROPOSAL PRICE: \$ _____

VOLUNTARY ADD 1 PRICE: \$ _____

In compliance with invitation, and subject to all conditions, thereof, the undersigned offers and agrees, to furnish and complete the installation of all items for base Proposal and all Proposal voluntary adds, at the prices as set forth above, within _____ days after fax receipt of purchase order. **PROTESTS:** Proposers who are aggrieved in connection with the solicitation or award of contract may protest in accord with Spartanburg County Procurement Regulations. Protests shall be submitted in writing to the Procurement Office within 7 calendar days of the Intent to Award Notice.

By: _____ Title: _____

Signature: _____ Date: _____

Address: _____

Telephone / Email: _____

Introduction

Any offer submitted as a result of this Request for Proposal (RFP) shall be binding on the Proposer for sixty (60) calendar days following the specified opening date. Any Proposal for which the Proposer specifies a shorter acceptance period will be rejected. At the end of the 60-day period, Proposals may be withdrawn at the written request of the Proposer. If not withdrawn within five days subsequent to the sixty-day period, the Proposal shall remain in effect until an award is made or the solicitation is cancelled.

This RFP provides basic information regarding the County's requirements. Services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed, shall be included in this submittal.

The words "Contractor", "Vendor", "Offeror", "Consultant", "Bidder", and "Proposer", are used interchangeably throughout this RFP to define the companies submitting proposals.

If the Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify the County of such error, in writing, and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP or it shall be deemed waived.

The County reserves the right to reject any and all Proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the Proposals submitted; and to award the contract based on the established criteria and according to the Proposal which best serves the interests of the County.

This RFP is being issued by Spartanburg County Government, Department of Purchasing. Direct all questions or requests for clarification of this RFP, in writing, to: Mike Emory, Purchasing Director, at choice of addresses listed on Notice of RFP Page 1. Proposers are specifically directed not to contact any other County personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may be grounds for rejection of Proposals.

Proposers are cautioned that any statements made by County staff persons, which may materially change any portion of the Proposal document, shall not be relied upon unless they are subsequently ratified by a formal written addenda to the Proposal document. Any revisions to this RFP will be issued and distributed as an addenda.

PROTESTS: Proposers who are aggrieved in connection with the solicitation or award of contract may protest in accord with Spartanburg County Procurement Regulations. Protests shall be submitted in writing to the Procurement Office within 7 calendar days of the Intent to Award Notice.

A Proposal received by Spartanburg County is considered a public document under provisions of the South Carolina Freedom of Information Act (FOIA) unless it contains information that may clearly be considered accepted and excluded from disclosure according to State statute. All information that is to be considered confidential and/or proprietary must clearly be identified, and each page containing confidential and/or proprietary information, in whole or in

part, must be stamped as **CONFIDENTIAL**, in bold font of at least 12-point type, in the upper right hand corner of the page.

General Terms and Conditions

Purchasing Regulations: This solicitation is subject to the provisions of the Spartanburg County Government's Purchasing Regulations and any revisions thereto. A copy of Purchasing Regulations may be obtained by contacting the Department of Purchasing (864) 596-2519. Spartanburg County reserves the right to negotiate and contract with any individual firm deemed suitable to provide the services required. At the County's discretion, one or more firms may be engaged for this work.

Applicable Laws and Compliance: This solicitation and any resulting contract shall be governed in all respects by the laws of the State of South Carolina. The Proposer shall comply with applicable federal, State, and local laws and regulations. By submitting this Proposal, the Proposer certifies it is currently and will remain in compliance with:

The Federal Civil Rights Act of 1964, as amended;
The Federal Immigration Reform and Control Act of 1986;
The Americans with Disabilities Act

Public Record: Upon award, or Protest, copies of the Proposals will be made available for public inspection, under the supervision of County Purchasing Department staff, from 8:30 a.m. until 5:00 p.m., Monday through Friday, at 366 N. Church Street, Room 1220, Spartanburg, South Carolina.

Debarment Status: By submitting a Proposal, Proposers assert that they are not currently debarred from proposing on contracts by any agency of the State of South Carolina, nor are they an agency of any person or entity currently debarred from submitting Proposals on contracts by an agency of the State of South Carolina.

Payment Terms and Invoices: Prices proposed must be based upon payment in thirty days. after invoice or owner accepted delivery of goods and services, whichever occurs last. Partial payment requests are to be submitted on the AIA Document G703. Invoices must show the contract or purchase order number assigned by the Spartanburg County Purchasing Department and shall be submitted by the Proposer to Spartanburg County Facilities by email (sreynolds@spartanburgcounty.org).

Proposer Qualification: The Spartanburg County Government may make such reasonable investigations, including inspections of the Proposer's physical plant, as deemed proper and necessary to determine the ability of the Proposer to perform stipulated contract work and the Proposer shall furnish the Spartanburg County Government all such information and data for this purpose as may be requested.

Assignment of Contract: A contract shall not be assignable by the Proposer in whole or in part without the written consent of the Spartanburg County Government.

Changes to the Contract: By written notice to the Proposer, Spartanburg County Government may, from time to time, make changes within the general scope of the contract. The Proposer shall promptly comply with such written notice. Any such notice which causes an increase or decrease in the Proposer's cost of performance shall be redressed through a negotiated, equitable adjustment in the payment rate, and the terms of the contract shall be modified accordingly.

Entire Contract: The entire contract entered into by the Spartanburg County Government and the Proposer shall consist of this Request for Proposal and any addendum issues. Collectively these materials shall comprise the Contract Documents.

Default: In case of failure to deliver services in accordance with the contract terms and conditions, Spartanburg County Government, after written notice, may procure services from other sources and hold the Proposer responsible for any resulting additional expense.

Termination of Contract: The performance of work, under the contract, may be terminated by the County, in whole or in part, whenever the County determines that termination is in the County's best interest. Unless otherwise noted in this solicitation, any agreement entered into as a result of this solicitation may be terminated by the County without penalty upon thirty (30) days notice, in writing, prior to the effective date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

The performance of work under the contract may be terminated by the County in whole or in part whenever the County determines, in its sole discretion, that the selected Proposer is not performing as set out in the Proposal. Any such determination shall be effected by the delivery to the Proposer of a written notice of termination at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination, except as otherwise directed, the selected Proposer shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further order or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendor and subcontracts; and settle all outstanding liabilities and claims.

Indemnification: The selected Proposer covenants to save, defend, keep harmless, and indemnify the County and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and costs, including court costs, attorney's fees, charges, liability, and exposure, however caused, resulting from, arising out of, or in any way connected to the selected Proposer's negligent performance or nonperformance of the terms of the contract.

Insurance: The Proposer shall procure and maintain during the life of the contract, Insurance Coverage for not less than any limits of liability shown below and shall include contractual liability insurance as applicable to the vendor's obligations, with a carrier authorized to conduct business in the State of South Carolina.

All coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to limits of the insurer's liability. Original endorsements, signed by a person authorized to bind coverage on its behalf shall be furnished to the County by the successful Proposer.

- A. Commercial General Liability: The Proposer shall maintain insurance for protection against all claims arising from injury to person or persons and against all claims resulting from damage to any property due to any act or omission of the Proposer, his agents, or employees in the operation of the work or the execution of this contract.

Bodily Injury (Injury or Accidental Death) and Property Damage \$1,000,000
per occurrence

- B. Comprehensive Automobile Liability: The Proposer shall maintain Automobile Liability Insurance for protection against all claims arising from the use of vehicles, rented vehicles, or any other vehicle in the prosecution of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off site of the project. The minimum amounts of Automobile Liability Insurance shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage \$1,000,000
Combined Single Limit

- C. Worker's Compensation: The Proposer shall maintain Worker's Compensation Insurance within statutory limits for all employees who are in any way connected with the performance of work under this agreement. Such insurance shall comply with all applicable State laws.

- D. Professional Liability Insurance: If providing a professional service, the Proposer shall maintain Professional Liability Insurance to cover errors, acts of omission by the Proposer, its agents and representatives in the performance of obligations.

Professional Liability Insurance \$1,000,000 per occurrence

- E. Employers Liability Insurance \$500,000 each accident
\$500,000 disease, each employee
\$500,000 disease policy limit

- F. Umbrella Policy: \$5,000,000

Proposers must provide the County with a Certificate of Insurance showing proof of insurance as is acceptable to the County. Proposer and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees.

Insurance is to be placed with insurers licensed to operate in the State of South Carolina by the South Carolina Department of Insurance unless otherwise accepted by the County. Insurance should be placed with insurers possessing a current A.M. Best's rating of not less than A: VIII.

Workers' Compensation policies are to be endorsed to include a waiver of subrogation in favor of the County, its officers, officials, employees and agents.

For Automobile and General Liability insurance, the successful Proposers shall name the County, its officers, officials, employees and agents as Additional Insured with respect to liability arising from the performance of work contained in this proposal. All insurance policy requirements shall contain a provision that coverage afforded under the policies will not be cancelled unless and until a thirty (30) day prior written notice has been provided the County. Should Proposer cease to have insurance as required during any time, all work of Proposer pursuant to this agreement shall likewise stop until insurance acceptable to the County is secured.

The Proposer must agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, or self-insured retention.

The Proposer shall agree to cause each subcontractor employed by Proposer to purchase and maintain insurance of the type specified herein, unless the Proposer's insurance provides coverage on behalf of the subcontractor. Evidence of subcontractor insurance shall be made available to the County upon request of the County.

Independent Contractor: The selected Proposer shall be legally considered an independent contractor and neither the Proposer nor its employees shall, under any circumstances, be considered employees of the County; and the County shall at no time be legally responsible for any negligence or other wrong doing by the Proposer or its employees. The County shall not withhold from the contract payment to the Proposer any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Proposer. Further, the County shall not provide to the Proposer any insurance coverage or other benefits, including Worker's Compensation.

Audit: The Proposer hereby agrees to retain all books, records, and other documents relative to this engagement for five (5) years after final payment for services. Spartanburg County Government, its authorized agents, and agents of the State and federal government shall have full access to documents and the right to examine any materials during the said period.

Fraud Policy: Proposers submitting Proposals to Spartanburg County Government must review the County's policy related to fraudulent activities and acknowledge their responsibilities for protection against acts of fraud in the conduct of business.

Additional Information: Spartanburg County Government reserves the right to seek clarification of information, request information deemed missing from the Proposal, or request additional information as may be deemed necessary or desirable.

Proposer Obligation: In submitting a Proposal, the Proposer covenants that he/she has satisfied him/herself of the conditions to be met in this solicitation, that he/she is fully aware of obligations contained herein, and that he/she will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

Availability of Funds: By signing this Proposal, the Proposer agrees that the Spartanburg County Government shall be bound only to the extent funds are available and appropriated by the duly elected body of Spartanburg County for the purpose of any resultant contract.

Notice of Requirement of State of South Carolina Sales Tax License or Retail Tax License or Use Tax License: Failure to include all service costs, including any State of South Carolina Sales Tax or Retail Tax or Use Tax which may be owed by Spartanburg County as a result of this Proposal, will result in the disqualification of the Proposer.

<p>The Spartanburg County Council reserves the right to accept or reject any or all Proposals, parts thereof, and to waive any technicality when the best interest of the County shall be served.</p>
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Spartanburg County

State of South Carolina Sales Tax License or Retail Tax License or Use Tax
License Acknowledgement Form

RFP No: 05-12
Proposal Name: OWNER OCCUPIED HOUSING REHABILITATION
Proposer Information:
Proposer: _____
Address: _____
City, State, Zip: _____
Contact: _____
Telephone: _____
Email: _____
State of South Carolina Sales Tax License or Retail Tax License or Use Tax
License ID number: _____
Federal Tax ID number: _____

The signature below acknowledges that Proposer is aware of and has been notified that Proposal will not be accepted if Proposer does not turn in this form with State of South Carolina Sales Tax License or Retail Tax License or Use Tax License ID number and Federal Tax ID number.

In addition, proposer is aware that Spartanburg County is not a State of South Carolina Sales Tax or Retail Tax or Use Tax exempt County and the Proposal shall be a lump sum which shall include the amount of all taxes, including any State of South Carolina Sales Tax or Retail Tax or Use Tax which may be owed by Spartanburg County as a result of this Proposal.

Proposer's Signature

Date Signed

Spartanburg County
Proposer's Fraud Acknowledgement Form

RFP No: 05-12
Proposal Name: OWNER OCCUPIED HOUSING REHABILITATION
Proposer Information:
Proposer: _____
Address: _____
City, State, Zip: _____
Contact: _____
Telephone: _____
Email: _____

The signature below acknowledges that I am aware of and have read the Spartanburg County Fraud Policy adopted by Spartanburg County Council on July 18, 2005. As a Proposer engaged in a business relationship with Spartanburg County, I understand that I am responsible for aiding in the protection against fraudulent acts (which are defined in the Fraud Policy) by complying with all aspects of the Fraud Policy.

Proposer's Signature

Date Signed

Copies of Spartanburg County's Fraud Policy can be obtained as follows:

1. Spartanburg County's website at www.spartanburgcounty.org under the link to Auditor/Internal.
2. Request a copy from the Internal Auditor at 596-3538.

WHEREAS, Spartanburg County is often required to contract or retain independent contractors and vendors to perform maintenance, repair, construction and demolition services for or on behalf of the County for the public good, welfare and safety; and

WHEREAS, when independent contractors and vendors undertake to provide such work and services for the County, the risk of liability for accidents and incidents involving county personnel and property as well as private citizens and property may arise as a result of the activities of such independent contractors and vendors and their agents and employees; and

WHEREAS, to protect the County employees and County property as well as private citizens and private property from loss that may occur from the activities of independent contractors and vendors, the County has determined that all such independent contractors and vendors should be properly insured and/or bonded and should warrant their compliance with OSHA and other applicable safety standards.

NOW THEREFORE, to establish eligibility for contracting with the County or to qualify for the performance of certain work or services for or on behalf of the County, the undersigned independent contractor or vendor, agrees, affirms and warrants as follows:

1. That the undersigned independent contractor or vendor warrants and affirms that it shall comply with OSHA and other applicable safety standards for any work or services that may be performed by the employees of the independent contractor or vendor during the course of work or services for the County.
2. That the undersigned independent contractor or vendor warrants that it is properly bonded and/or maintains adequate liability insurance to cover any and all damages, losses, claims or costs, whether involving County personnel or property, private parties, private property or businesses, that arise or may arise, in whole or in part, from any work, services or activities performed by the independent contractor or vendor for the County.
3. That the undersigned independent contractor or vendor warrants and affirms that it maintains adequate workers compensation insurance to cover any and all damages, losses, claims by any employee that may arise or occur during the course of any work, services or activities by the independent contractor or vendor.
4. Notwithstanding any other provision or agreement, the undersigned independent contractor or vendor indemnifies and holds Spartanburg County harmless from any and all claims, damages, losses or costs that arise or may arise, in whole or in part, from any work, services or activities performed by the independent contractor or vendor during the course of any construction, maintenance, repair or service of County facilities, buildings, property and equipment including demolition and removal of unsafe structures.

INDEPENDENT CONTRACTOR/ PROPOSER

By:

Date:

Its:

For Company Name:

Address:

Telephone:

Facsimile:

INSTRUCTIONS: County departments should have this form signed by each independent contractor and Proposer before awarding any contract or before commencement of work. The original should be kept on file or delivered to the Risk Manager.

Scope of Work/Services Provided:

The awarded Proposer shall perform and carry out in a good, clean, and professional manner, those services necessary to complete the SPARTANBURG COUNTY OWNER OCCUPIED HOUSING REHABILITATION. At a minimum, this work shall include:

- See attached Work Write Up documents.

This job is a design/build project. Proposer is responsible to investigate site conditions and notify Spartanburg County through the Exclusion / Addenda / Prior Approval process of any items that need clarification. Proposals will include all items necessary to complete job at no additional cost to Spartanburg County.

It is the Proposer's responsibility to insure that work is in compliance with all Federal, State, County, City, Correctional, ADA, and any other governing jurisdiction building, fire, safety or other codes. Proposer is responsible for all documentation, applications, purchasing any business licenses, and purchasing any permits required by the previous entities. The projects are located at: (1) 256 Sims Chapel Road; (2) 325 Cleveland Chapel Road; (3) 160 Tremont Street; (4) 559 Arkwright Drive; (5) 120 Fuller Road; (6) 130 Whitin Street; (7) 110 Ferguson Street in the County Limits of Spartanburg and Proposer is responsible for meeting all fire and building codes, securing all business licenses and permits, and providing all city required documentation. Spartanburg County Community Development Department by email (sreynolds@spartanburgcounty.org).

All work shall be completed in accordance with Federal, State, and Spartanburg County safety regulations. Spartanburg County Risk Manager can be contacted at tbooker@spartanburgcounty.org.

Proposer is required to protect building and contents during construction and maintain a safe and weather tight interior at all times during the construction process.

After award of purchase order, any changes that result in additional cost to Spartanburg County must be submitted in writing to sreynolds@spartanburgcounty.org for prior written approval. Do not proceed with job until purchase order is in hand, and do not proceed with any changes until written notification to proceed is in hand. After award of purchase order, jobsite access will be coordinated with Spartanburg County Community Development Department, Construction Specialist, Scott Reynolds at sreynolds@spartanburgcounty.org

In the unlikely event asbestos is found, notify Spartanburg County Community Development Department immediately.

Retainage will be held at 10% until all items in liquidated damages have been completed.

The following is a base specification to establish a minimum level of quality. Competition is encouraged and other manufacturers can be bid if submitted for prior approval and approved by Spartanburg County. To submit another brand for prior approval email memory@spartanburgcounty.org a letter detailing any differences between the submitted unit and the specified unit. Also, submit, two owner references that have operated the submitted

unit for at least two years, within 100 miles of Spartanburg, with current contact information; list up to seven independent firms, within 100 miles of Spartanburg County, that can provide service work to the Proposer's system with current contact information; provide list of parts suppliers for fire alarm system within 100 miles of Spartanburg County with current contact information. The prior approval process deadlines are detailed in the section Exclusion / Addendum / Prior Approval Process.

- Demolition:

Provide demolition, removal, hauling, and disposal, at no additional cost to Spartanburg County, of existing of all materials needed for construction. Demolition items are to be removed from building to contractor provided containers or trucks, and are to be hauled and disposed of at a legally recognized public dump at no additional cost to Spartanburg County. The Spartanburg County Landfill cannot accept asbestos. The placement of waste containers/trucks must be coordinated with Spartanburg County Community Development Department staff prior to placement.

- Liquidated Damages:

Awarded Proposer will have liquidated damages of \$1 per \$300 of contract amount per calendar day that job completion exceeds completion date on the Notice of Proposal Page 2. Job Completion is defined but not limited to the following items completed: 1) Final Inspections from Building Codes delivered to Facilities, 2) Final Inspections from Construction Specialist from Spartanburg County, 3) Delivery to Spartanburg County Community Development Department of Manufacturer's Letter and Manufacturer's Warranty, 4) Access keys returned to Spartanburg County Community Development Department.

Proposal submittal documents:

Must be provided, in the order listed, as a Proposal package, or Proposal will be disqualified. Proposal shall not exceed, with voluntary alternates, 50 pages. Provide one original and three copies of ALL submittal documents, all unbound, no tabs.

1. Notice of Proposal Page 2 with Proposal prices and proposed days to complete Proposal.
2. Proposer's SC Sales Tax License, or Retail License, or Use Tax License Acknowledge Form page 10.
3. Proposer's Fraud Acknowledgement form completed, Notice of Proposal Page 11.
4. SC Loss Prevention Eligibility Requirements page 12.
5. Provide list of subcontractors and license number, or statement that there are no subcontractors.
6. Project schedule.
7. HVAC Manual J Residential Load Calculation

Award:

An award shall be made to the Proposer best suited to provide the services detailed in the Scope of Services section of this solicitation. Proposal shall be awarded based on the following criteria and any other information deemed relevant by the Spartanburg County Administrator.

- Proposal Submittal Documents:

All four Proposal submittal documents must be included with the Proposal, or Proposal will be disqualified.

- Bonding of Proposer:

Proposer shall provide, with the Proposal, a bid bond for 5% of the total Proposal amount with Spartanburg County as the beneficiary.

The Proposer shall provide a performance/payment bond in the full amount of the Proposal with Spartanburg County as the beneficiary. This performance/payment bond shall be required after Proposal and issuance of purchase order. Purchase order will be issued contingent on production of performance/payment bond 3 working days after fax receipt of purchase order. A Letter of Credit, made out to Spartanburg County, in the full amount of Proposal, will be an acceptable substitute. At the end of the job, all of the Proposer's subcontractors shall send a letter, on company letterhead, that they have been paid in full and Spartanburg County can release the performance/payment bond.

- Cost:

Proposal is to be a lump sum with all fees included by Proposer. Proposal is to include the amount of all taxes, including any State of South Carolina Sales Tax or Retail Tax or Use Tax which may be owed by Spartanburg County as a result of this Proposal.

- Exclusion / Addenda / Prior Approval process:

Any items that need clarification, manufacturer model prior approval, and items that are not possible to be provided are to be emailed to memory@spartanburgcounty.org prior to 8:00am August 19, 2011. Proposals are not to have any exclusions. Exclusions will come from Spartanburg County in the form of an addenda, to all mandatory pre-Proposal meeting registered bidders, on August 19, 2011. **Any bids received with exclusions will not be accepted.**

- Mandatory Pre-Proposal conference

MANDATORY Pre-Proposal conference is scheduled for 10:00am, August 4, 2011, meet at the Spartanburg County Community Development Department at 9039 Fairforest Road Spartanburg SC 29303. Mandatory Pre-Proposal conference is closed at 10:10am, August 4, 2011. Anyone arriving after this will be disqualified from submitting a proposal.

- Protests:

Proposers who are aggrieved in connection with the solicitation or award of contract may protest in accord with Spartanburg County Procurement Regulations. Protests shall be submitted in writing to the Procurement Office within 7 calendar days of the Intent to Award Notice.

- Registration of Proposer:

Proposer must be registered to submit a Proposal. If not a registered Proposer (verify by calling Spartanburg County Purchasing at 864-596-2519), register online at www.spartanburgcounty.org, click on “Bids and Contracts”, click on “How to Register”, and click on “Vendor Registration Application.” Proposal will not be accepted if Proposer is not a registered Proposer with current Federal tax ID number.

- Scheduling:

All Proposals are to provide days to complete project, on the Notice of Proposal Page Two.

- Warranty:

Contractor will warranty, in accordance with the applicable provisions and terms set forth in the Contract Documents, all materials and workmanship incorporated in the work as performed at Spartanburg County, South Carolina in connection therewith, against any and all defects due to faulty materials or workmanship or negligence for a period of twelve (12) months from the effective date of the contract completion.

This Warranty shall be binding where defects occur due to normal usage conditions and does not cover willful or malicious damages, damages caused by acts of God, or other casualty beyond the control of the Contractor.

This Warranty shall be in addition to other warranties and guarantees set forth in the Contract Documents, and shall not constitute a waiver of additional protection of Spartanburg County afforded, where applicable, by consumer protection and product liability provisions of law, and these stipulations shall not constitute waiver of any additional rights or remedies available to Spartanburg County under the law.

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 120 Fuller Road

Unit: Unit 01

Location: 1 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 884

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 5 Demolition & Disposal					
835	CRAWL SPACE - DEBRIS REMOVAL	884.00	SF	_____	_____
Remove debris and stored material from entire crawl space area. Rake area to dispose of small debris, and level surface.					
Trade: 9 Environmental Rehab					
9697	EXTERIOR-- REPLACE RAILING SYSTEM	32.00	LF	_____	_____
After establishing any required ground containment with polyethylene sheeting, wet mist, remove, package in polyethylene sheeting and dispose of deteriorated lead-painted railing system. Install a 36" high wood railing with 1" x 1" pickets, 3" on center supported by preservative treated 4" x 4". Prep, prime and top coat with premium acrylic latex.					
Trade: 10 Carpentry					
2980	WINDOW--VINYL DBL HNG DBL GLZ	10.00	EA	_____	_____
Field measure, order and install a vinyl, double hung, double glazed, one-over-one window and jamb including screen, replace interior casing and exterior trim, must be caulked and painted. No grids. Must be energy star rated and low E certified.					
3185	DOOR--PREHUNG METAL ENTRANCE	3.00	EA	_____	_____
Dispose of door and frame. Install a prehung metal, insulated, 6-panel entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike. Install peep hole. Prime and top coat. Front entrance doors are to be fan light style. All others are to be 6-panel style.					
3190	DOOR--CRAWL SPACE ACCESS	1.00	EA	_____	_____
Install a 3/4" CDX plywood access door in a 2"x 4" preservative treated frame. Provide galvanized iron hinges and hasp.					
Trade: 15 Roofing					
4580	TEAR OFF AND REROOF SHINGLES	14.00	SQ	_____	_____
Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingle-over ridge vent.					
Trade: 16 Conservation					
4920	INSULATE CEILING--R-30 BATT	884.00	SF	_____	_____
Loose lay 12" thick R-30 unfaced fiberglass batts between the ceiling joists carefully fitting the fiberglass around obstructions such as wires, pipes ductwork and building components to insure a consistent and continuous R30 rating.					
4945	INSULATION--FLOOR R-19	100.00	SF	_____	_____
Install R-19, foil faced, roll, fiberglass insulation to floor. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.					
4955	VAPOR BARRIER--CRAWL SPACE	884.00	SF	_____	_____
Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.					

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 120 Fuller Road **Unit: Unit 01**

Location: 1 - Exterior Approx. Wall SF: 0 Ceiling/Floor SF: 884

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 23	Electric				
8120	REWIRE HOUSE--ALLOWANCE	1.00	AL	_____	_____
Replace all wiring, devices, motor and fixtures. Rewire the house to conform to the current edition of the National Electric Code. Include price of all light fixtures, outlets, switches and hardwired smoke detectors.					

Bidder: _____ **Location Total:** _____

Location: 2 - Entire Exterior Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
2305	SUBFLOOR--1/2"	20.00	SF	_____	_____
Remove and dispose of existing rotten subfloor and install 1/2", tongue and groove, CDX plywood decking, nailed 8" on center using screw shank or cement coated nails.					
2406	BASEBOARD--COLONIAL 3 1/4"	300.00	LF	_____	_____
Install finger jointed WM-623fj 9/16" x 3-1/4" colonial base with finish nails of sufficient length to penetrate framing 1". Mitre all lap joints, and break all lap joints over framing.					
3360	DOOR--PREHUNG PASSAGE	10.00	EA	_____	_____
Install a 1-3/8" prehung, flush, luaun door and split jamb including casing both sides, 2 butt hinges and a privacy lockset.					
Trade: 17	Drywall & Plaster				
5305	DRYWALL-FUR/HANG/FINISH/PAINT	2,418.00	SF	_____	_____
Fur surface with 1"x3" wood or metal furring strips. Hang, tape, and 3 coat finish, 1/2" drywall, glued with a 3/8" bead of adhesive and nailed or screwed 8" on center. Wet sand smooth. Prime and top coat with owner's choice of premixed acrylic latex. Install minimum R4 insulation board between furring strips.					
Trade: 19	Paint & Wallpaper				
5495	PREP & PAINT INTERIOR TRIM	7.00	RM	_____	_____
Remove or cover hardware/surfaces not to be painted. Wet scrape loose, cracked, peeling and blistered paint from all trim including doors, sash, and radiators. Feather edges and dull gloss with wet sanding. Clean oil, grease, dirt and dust from trim. Fill holes and caulk cracks. Spot prime. Apply one topcoat of acrylic latex enamel. Finish type and color choice of owner.					
5565	PREP & PAINT VACANT ROOM	7.00	RM	_____	_____
Remove/cover all hardware, fixtures not to be painted. Wet scrape loose, cracked, peeling, blistered surfaces. Feather edges & dull gloss surfaces with sandpaper. Clean all surfaces with TSP. Spot prime and top coat trim, ceiling, walls, doors & windows with owner's choice of premixed acrylic latex. Include any closets.					
Trade: 20	Floor Coverings				

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 120 Fuller Road **Unit: Unit 01**

Location: 2 - Entire Exterior Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 20	Floor Coverings				
5930	UNDERLAY & VINYL SHEET GOODS Remove and dispose of existing flooring materials.	884.00	SF	_____	_____

Install 1/4" underlayment grade plywood, using 7d screw shank or cement coated nails, 6" on center allowing a 1/4" gap at wall. Install .070" thick, backed vinyl sheet goods w/ minimum seams, per manufact. recommendations. Caulk edges of vinyl w/clear silicone caulk to create positive seal. Install metal edge strips in openings & shoe molding or 4" vinyl base around perimeter.

Trade: 21	HVAC				
6028	FURNACE--REMOVE Remove existing gas wall heater. Remove and dispose of all gas lines.	1.00	EA	_____	_____

Trade: 900	Finishes (CSI)				
5270	DRYWALL--1/2" Remove and dispose of all existing drywall.	884.00	SF	_____	_____

Hang, tape and 3 coat finish 1/2" drywall on ceilings. Apply a 3/8 bead of adhesive to each framing member and screw or nail 8" on center. Run boards with long dimension horizontal. Wet sand ready for paint.

Bidder: _____ **Location Total:** _____

Location: 3 - Bathroom Approx. Wall SF: 192 Ceiling/Floor SF: 36

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
3825	MEDICINE CABINET--SURF MOUNT Install a 16"x22" metal, surface mounted medicine cabinet with hinged plate glass mirror and two shelves.	1.00	EA	_____	_____
3835	ACCESSORY SET--6 PIECE CHROME Install a chrome plated steel bathroom accessory set consisting of two 24" towel bars, soap dish, tumbler holder, soap and grab, and toilet paper holder. \$55 allowance per set.	1.00	EA	_____	_____

Trade: 22	Plumbing				
6900	VANITY--24" COMPLETE Install a 24" vanity complete with plywood cabinet, cultured marble top, dual control, chrome bodied, single lever faucet, supply risers, shut-off valves and all required waste connectors to complete the installation.	1.00	EA	_____	_____

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 120 Fuller Road **Unit: Unit 01**

Location: 3 - Bathroom Approx. Wall SF: 192 Ceiling/Floor SF: 36

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

6958	BATHTUB/SHOWER--5' FIBERGLASS--COMPLETE--GCI	1.00	EA	_____	_____
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Install a 5', 4 piece, Sterling 71020110 Series 7102 V-60-HG 60" Tub/Shower - Complete Unit - Left Hand or 71020120 Right Hand - <http://www.sterlingplumbing.com/consumer/> - fiberglass tub and shower unit complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Faucet "Monitor" Model 1343 tub/shower faucet - <http://www.deltafaucet.com/> - & a water shower head with a maximum 2.0 GPM flow rate.

If the above referenced unit is not available, a similar unit may be substituted with the approval of the Construction Specialist.

7010	COMMODE--REPLACE--1.6 GPF--GCI	1.00	EA	_____	_____
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Install a 2 piece, close coupled, white, vitreous china, commode with a maximum water usage per flush of 1.6 Gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal. Use 14" rough-in when replacing wall hung commode, and 12" rough-in to replace close coupled commode.

Bidder: _____

Location Total: _____

Location: 4 - Kitchen Approx. Wall SF: 0 Ceiling/Floor SF: 110

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

3715	CABINET--WOOD BASE	9.00	LF	_____	_____
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Replace base cabinets. Install base cabinet with doors of solid birch or ash stiles and veneered plywood panels. Frame with solid birch or ash stiles, 1/4" veneered plywood sides and metal or plastic corner bracing. Drawers shall be made of wood or composition material. Owner's choice of two in-stock designs.

3725	CABINET--WOOD WALL	12.00	LF	_____	_____
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Replace wall cabinets. Field measure and screw to studs, level and plumb, kitchen wall cabinet. Door to have solid wood stiles and plywood panels. Frame to have solid wood stiles, 1/4" plywood sides, metal or plastic corner bracing.

3750	COUNTER TOP--PLASTIC LAMINATE	9.00	LF	_____	_____
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Dispose of counter top. Field measure and screw to base cabinet a post formed, plastic laminate counter top. Provide cutout for sink. Owner's choice of in-stock color and texture.

Trade: 22 Plumbing

6835	SINK--DOUBLE BOWL COMPLETE--GCI	1.00	EA	_____	_____
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Install a 22 gauge 33" x 22" x 7" double bowl, stainless steel, self rimming kitchen sink including a steel, metal body faucet, rated at 2.0 GPM or less, with a 15 year drip-free warranty, grease trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. NOTE: All copper is to be soldered (no compression fittings) & all PVC fittings glued.

Trade: 23 Electric

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
Walk-Through Date: _____
Bid Date: _____
Initial: _____

Case Number: _____
Construction Specialist: _____
Phone: _____

Address: 120 Fuller Road

Unit: Unit 01

Location: 4 - Kitchen

Approx. Wall SF: 0

Ceiling/Floor SF: 110

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

7840	RANGE HOOD--RECIRCULATING	1.00	EA	_____	_____
Install a 30", recirculating, enameled metal range hood with light, charcoal filter, and washable grease filter. Owner's choice of color.					

Trade: 25 Appliances

8440	ELECTRIC STOVE--30"	1.00	EA	_____	_____
Dispose of old stove. Install a white, 30" wide electric stove including oven and electrical connections.					

8475	REFRIGERATOR--18 CF FROST FREE	1.00	EA	_____	_____
Dispose of old refrigerator. Install a 2 door, top freezer, white, frost free refrigerator with at least 17.5 cubic feet.					

Bidder: _____

Location Total: _____

Unit Total for 120 Fuller Road, Unit Unit 01: _____

Address Grand Total for 120 Fuller Road: _____

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 256 Sims Chapel Road

Unit: Unit 01

Location: 1 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10 Carpentry					
2640	SIDING---VINYL Hang PVC vinyl siding including all trim. Replace all deteriorated exterior building components. Wrap home with tyvek vapor/infiltration barrier and apply owner's choice of siding color, exposure and texture with 50 year warranty.	9.00	SQ	_____	_____
2645	TRIM--WRAP WITH VINYL Replace missing or rotten trim with dimensional pine stock. Wrap all exposed trim with vinyl, including required starter pieces.	120.00	LF	_____	_____
2980	WINDOW--VINYL DBL HNG DBL GLZ Field measure, order and install a vinyl, double hung, double glazed, one-over-one window and jamb including screen, replace interior casing and exterior trim, must be caulked and painted. No grids. Must be energy star rated and low E certified. Include white plastic window blinds with each window installation.	12.00	EA	_____	_____
3185	DOOR--PREHUNG METAL ENTRANCE Dispose of door and frame. Install a prehung metal, insulated, 6-panel entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike. Install peep hole. Prime and top coat. Front entrance doors are to be fan light style. All others are to be 6-panel style.	4.00	EA	_____	_____
3190	DOOR--CRAWL SPACE ACCESS Install a 3/4" CDX plywood access door in a 2"x 4" preservative treated frame. Provide galvanized iron hinges and hasp.	1.00	EA	_____	_____
Trade: 15 Roofing					
4580	TEAR OFF AND REROOF SHINGLES Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingle-over ridge vent.	9.00	SQ	_____	_____
4755	FASCIA 1"X 6" Install a 1"x 6", #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints, and prime.	120.00	LF	_____	_____
4760	SOFFIT Install 3/8" BCX plywood soffit.	120.00	LF	_____	_____
Trade: 16 Conservation					
4905	INSULATE WALL--R-13 BATT Staple 3-1/2" thick, R-13, faced fiberglass roll insulation to studs per manufacturer's specifications.	1,400.00	SF	_____	_____
4920	INSULATE CEILING--R-30 BATT Loose lay 12" thick R-30 unfaced fiberglass batts between the ceiling joists carefully fitting the fiberglass around obstructions such as wires, pipes ductwork and building components to insure a consistent and continuous R30 rating.	500.00	SF	_____	_____
4945	INSULATION--FLOOR R-19 Install R-19, foil faced, roll, fiberglass insulation to floor. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.	500.00	SF	_____	_____

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 256 Sims Chapel Road **Unit:** Unit 01

Location: 1 - Exterior Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 16	Conservation				
4955	VAPOR BARRIER--CRAWL SPACE	500.00	SF	_____	_____
Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.					

Trade: 19	Paint & Wallpaper				
5685	PREP & PAINT PORCH	3.00	EA	_____	_____
Scrape all loose, peeling, cracked, blistered paint from porch, including floor, railing ceiling, posts and trim. Feather edges and dull gloss by sanding. Rinse entire area with water. Let dry. Caulk all cracks. Spot prime and top coat with owner's choice of premixed acrylic latex.					

Trade: 21	HVAC				
6002	HVAC--GENERAL REQUIREMENTS	1.00	GR	_____	_____
Equipment shall operate safely without leakage, noise, or vibration. All penetration of building components shall be neat, sleeved and fire stopped and shall not compromise structural integrity. Contractor shall submit a diagram showing equipment selection and proposed layout of distribution system within 10 days of bid award.					

Trade: 23	Electric				
8120	REWIRE HOUSE--ALLOWANCE	1.00	AL	_____	_____
Replace all wiring, devices, motor and fixtures. Rewire the house to conform to the current edition of the National Electric Code. Include price of all light fixtures, outlets, switches and hardwired smoke detectors.					

Bidder: _____ **Location Total:** _____

Location: 2 - Interior Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
3360	DOOR--PREHUNG PASSAGE	5.00	EA	_____	_____
Install a 1-3/8" prehung, flush, luaun door and split jamb including casing both sides, 2 butt hinges and a privacy lockset.					

Trade: 19	Paint & Wallpaper				
5565	PREP & PAINT VACANT ROOM	7.00	RM	_____	_____
Remove/cover all hardware, fixtures not to be painted. Wet scrape loose, cracked, peeling, blistered surfaces. Feather edges & dull gloss surfaces with sandpaper. Clean all surfaces with TSP. Spot prime and top coat trim, ceiling, walls, doors & windows with owner's choice of premixed acrylic latex. Include any closets.					

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 256 Sims Chapel Road **Unit:** Unit 01

Location: 2 - Interior Approx. Wall SF: 0 Ceiling/Floor SF: 0

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

5930	UNDERLAY & VINYL SHEET GOODS	500.00	SF	_____	_____
Install 1/4" underlayment grade plywood, using 7d screw shank or cement coated nails, 6" on center allowing a 1/4" gap at wall. Install .070" thick, backed vinyl sheet goods w/ minimum seams, per manufact. recommendations. Caulk edges of vinyl w/clear silicone caulk to create positive seal. Install metal edge strips in openings & shoe molding or 4" vinyl base around perimeter.					

Trade: 900 **Finishes (CSI)**

5270	DRYWALL--1/2"	3,100.00	SF	_____	_____
Remove and dispose of existing wall cover materials. Hang, tape and 3 coat finish 1/2" drywall. Apply a 3/8 bead of adhesive to each framing member and screw or nail 8" on center. Run boards with long dimension horizontal. Wet sand ready for paint.					

Bidder: _____ **Location Total:** _____

Location: 3 - Kitchen Approx. Wall SF: 0 Ceiling/Floor SF: 0

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

2441	KITCHEN WALL FRAMING	1.00		_____	_____
Frame kitchen wall that currently has a pass-through to accept wall cabinets.					

3715	CABINET--WOOD BASE	10.00	LF	_____	_____
Replace base cabinets. Install base cabinet with doors of solid birch or ash stiles and veneered plywood panels. Frame with solid birch or ash stiles, 1/4" veneered plywood sides and metal or plastic corner bracing. Drawers shall be made of wood or composition material. Owner's choice of two in-stock designs.					

3725	CABINET--WOOD WALL	14.00	LF	_____	_____
Replace wall cabinets. Field measure and screw to studs, level and plumb, kitchen wall cabinet. Door to have solid wood stiles and plywood panels. Frame to have solid wood stiles, 1/4" plywood sides, metal or plastic corner bracing.					

Trade: 22 **Plumbing**

6835	SINK--DOUBLE BOWL COMPLETE--GCI	1.00	EA	_____	_____
Install a 22 gauge 33" x 22" x 7" double bowl, stainless steel, self rimming kitchen sink including a steel, metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, grease trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. NOTE: All copper is to be soldered (no compression fittings) & all PVC fittings glued.					

Bidder: _____ **Location Total:** _____

Location: 4 - General Requirements Approx. Wall SF: 0 Ceiling/Floor SF: 0

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 256 Sims Chapel Road **Unit: Unit 01**

Location: 4 - General Requirements Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	General Requirements				
120	FINAL CLEAN	1.00	RM	_____	_____
At the completion of work remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows and glazing. Repair, patch and touch up marred surfaces to specified finish, to match adjacent surfaces. Prior to occupancy conduct an inspection of the interior and exterior surfaces and all work areas to verify that the entire work area is cleaned.					
14	CONTRACTOR ACCEPTS SCOPE OF WORK	1.00	DU	_____	_____
The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of _____ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU. x _____ Date _____ Contractor					
15	CONSTRUCTION DEFINITIONS	1.00	GR	_____	_____
"Install" means to purchase, set up, test and warrant a new component. "Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component. "Cutting" means physical Modification of construction work both new and existing, or physical removal of materials. "Patching" means restoration or replacement and installation of construction materials, both new and existing, including finishing and painting required to match adjacent areas with no change in level, color, or texture. No structural member shall be cut without the permission of the owner or Construction Specialist. Contractors shall not endanger any work by cutting or digging and shall not cut or alter the work of any other subcontractor except with the consent of the owner or Construction Specialist.					
18	TEMPORARY WATER	1.00	DU	_____	_____
Contractors shall: Make use of existing water service during the work. Prevent the wast of water. Protect water lines against damage and freezing. Cost of failure to comply with these conditions shall be charged to the contractor.					
19	TEMPORARY FIRST AID	1.00	EA	_____	_____
Provide at the work site and make available to all workers First Aid supplies.					
2	NEW MATERIALS REQUIRED	1.00	GR	_____	_____
All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.					
35	VERIFY QUANTITIES/MEASUREMENTS	1.00	GR	_____	_____
All measurements (i.e SF of Drywall, or those provided w/ drawings) are approximate and for the contractor's convenience prior to a mandatory site inspection to verify dimensions. All quantities (i.e. number of window units) are as stated. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal.					
55	WORK TIMES	1.00	GR	_____	_____
Contractors and their Subcontractors shall schedule working hours between 8:00am and 5:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the Construction Specialist.					

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 256 Sims Chapel Road **Unit:** Unit 01

Location: 4 - General Requirements Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	General Requirements				
90	1 YEAR GENERAL WARRANTY	1.00	DU	_____	_____
Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final acceptance. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.					
Custom	DEMOLITION AND REMOVAL OF EXISTING MATERIALS	1.00		_____	_____
All existing material removed from site (i.e. windows, doors, bathtubs, etc.) are considered property of the contractor. Removal and disposal items must be removed from the site by the contractor. Items may not be left on site or ownership transferred to a third party for removal.					

Bidder: _____

Location Total: _____

Location: 5 - Bathroom Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
3820	TOWEL SET-- 3-PIECE CHROME	1.00	EA	_____	_____
Install a chrome plated steel bath set comprised of a tub soap dish, 24" towel bar and toilet paper holder.					
3830	MEDICINE CABINET--RECESSED	1.00	EA	_____	_____
Install a 16"x22" recessed metal cabinet with hinged plate glass mirror and two shelves.					
Trade: 22	Plumbing				
6900	VANITY--24" COMPLETE	1.00	EA	_____	_____
Install a 24" vanity complete with plywood cabinet, cultured marble top, dual control, brass bodied, single lever faucet, supply risers, shut-off valves and all required waste connectors to complete the installation.					
6958	BATHTUB/SHOWER--5' FIBERGLASS--COMPLETE--GCI	1.00	EA	_____	_____
Install a 5', 4 piece, Sterling 71020110 Series 7102 V-60-HG 60" Tub/Shower - Complete Unit - Left Hand or 71020120 Right Hand - http://www.sterlingplumbing.com/consumer/ - fiberglass tub and shower unit complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Faucet "Monitor" Model 1343 tub/shower faucet - http://www.deltafaucet.com/ - & a water shower head with a maximum 2.0 GPM flow rate.					
7010	COMMODE--REPLACE--1.6 GPF--GCI	1.00	EA	_____	_____
Install a 2 piece, close coupled, white, vitreous china, commode with a maximum water usage per flush of 1.6 Gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal. Use 14" rough-in when replacing wall hung commode, and 12" rough-in to replace close coupled commode.					

Bidder: _____

Location Total: _____

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____

Case Number: _____

Walk-Through Date: _____

Construction Specialist: _____

Bid Date: _____

Phone: _____

Initial: _____

Unit Total for 256 Sims Chapel Road, Unit Unit 01: _____

Address Grand Total for 256 Sims Chapel Road: _____

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 559 Arkwright Drive

Unit: Unit 01

Location: 1 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 5 Demolition & Disposal

746	DEMO CHIMNEY	2.00	EA	_____	_____
Remove surplus masonry chimney by hand. After securing site and removing all potentially damaged vehicles, chisel bricks at mortar line to disassemble the chimney. Include replacing roof sheathing from chimney removal in demolition price. Price includes ancillary items such as wall sheathing replacement, material disposal, etc.					

Trade: 10 Carpentry

2215	BEAM--DOUBLE 2"X12"	115.00	LF	_____	_____
Install a double 2"x12" beam, level, crown up. Install (3) 2"x12" drop sills at 35' lengths between existing supports. Construct masonry piers (16"x16") with 24"x24"x4" poured concrete footings. Footings to be excavated to a minimum 6" depth below existing ground. Level and support existing floor system. Shim drop sills to level on block piers.					

Install 10' double 2"x12" drop sill at exterior wall below Master bedroom window. Construct masonry piers (16"x16") with 24"x24"x4" poured concrete footings. Footings to be excavated to a minimum 6" depth below existing ground. Shim drop sills to level on block piers.

2640	SIDING---VINYL	7.00	SQ	_____	_____
Hang PVC vinyl siding including all trim. Replace all deteriorated exterior building components. Wrap home with tyvek vapor/infiltration barrier and apply owner's choice of siding color, exposure and texture with 50 year warranty.					

Match color to existing siding. This quantity is to replace siding in the areas where the existing masonry chimneys will be removed.

2705	STUCCO--PATCH	15.00	SF	_____	_____
Remove damaged stucco to the foundation at both masonry chimney removal locations. Feather patch into the surrounding surface. Match existing color as closely as possible.					

2771	**WINDOW REPAIRS**	1.00		_____	_____
Remove and replace glass in broken kitchen window.					

Trade: 15 Roofing

4580	TEAR OFF AND REROOF SHINGLES	24.00	SQ	_____	_____
Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 10 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Install 15 lb felt per manufacturers recommendations. Install preformed aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingle-over ridge vent.					

4755	FASCIA 1"X 6"	20.00	LF	_____	_____
Install fascia with bevel cut joints using galvanized finish nails to match existing at masonry chimney demolition locations. Remove existing aluminum fascia wrap and replace to existing overlap locations.					

4760	SOFFIT	20.00	LF	_____	_____
Install vinyl soffit to match existing in the locations of masonry chimney demolition.					

Trade: 16 Conservation

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 559 Arkwright Drive **Unit:** Unit 01

Location: 1 - Exterior Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 16 Conservation					
4920	INSULATE CEILING--R-30 BATT	1,290.00	SF	_____	_____
Loose lay 12" thick R-30 unfaced fiberglass batts between the ceiling joists carefully fitting the fiberglass around obstructions such as wires, pipes ductwork and building components to insure a consistent and continuous R30 rating.					
4945	INSULATION--FLOOR R-19	1,290.00	SF	_____	_____
Install R-19, foil faced, roll, fiberglass insulation to floor. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.					

Trade: 23 Electric					
8175	FLOOD LIGHT--DOUBLE BULB REPLACE EXISTING	1.00	EA	_____	_____
REPLACE EXISTING LIGHT AT FRONT OF HOUSE. Install a building mounted, double lamp, incandescent flood light. Owner's choice of an interior or photoelectric switch. Any exposed exterior wiring shall be run in conduit.					

Bidder: _____ **Location Total:** _____

Location: 2 - Master Bedroom Approx. Wall SF: 384 Ceiling/Floor SF: 144

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10 Carpentry					
2350	FLOOR--REFINISH WOOD	133.00	SF	_____	_____
Drum sand and edge floor. Counter sink all nails and fill holes. Vacuum and tack rag room. Apply a sanding sealer and two coats of oil based polyurethane varnish. Vacuum room.					

Trade: 17 Drywall & Plaster					
5355	PATCH PLASTER	15.00	SF	_____	_____
Cut back damaged plaster. Cut out cracks 1/4" wide in a vee joint. Renail all loose lath. Install 1/8" flat rib metal lath where wood is not reusable. Apply basecoat, allowing at least 1/16" for finish coat. After 24 hour cure, apply finish coat.					

Repair area near the window in the Master bedroom. Retape joints as necessary.

Trade: 19 Paint & Wallpaper					
5575	PREP & PAINT OCCUPIED ROOM	1.00	RM	_____	_____
Remove/cover all hardware, fixtures, furniture & personal items, not to be painted. Scrape loose, cracked, peeling, blistered surfaces. Feather edges & dull gloss surfaces with sand paper. Fill all holes/ cracks. Spot prime and top coat trim, ceiling, walls, doors & windows with owner's choice of finish and premixed acrylic latex. Include any closets. Replace furniture. Vacuum room.					

Bidder: _____ **Location Total:** _____

SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 559 Arkwright Drive **Unit: Unit 01**

Location: 3 - Bathroom Approx. Wall SF: 208 Ceiling/Floor SF: 40

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
4305	WINDOW REMOVAL AND REFRAME	1.00	EA	_____	_____
Remove bathroom window and reframe for pre fabricated tub/shower unit. Price includes all material, labor, and disposal cost associated with the removal and re framing of the existing window for the above referenced purpose.					

Trade: 19	Paint & Wallpaper				
5560	PREP & PAINT BATHROOM	1.00	RM	_____	_____
Remove/cover all hardware and fixtures not to be painted. Wet scrape all loose cracked, peeling blistered surfaces. Clean surfaces with TSP. Fill all holes and cracks. Spot prime with acrylic latex. Apply top coat of owner's choice of premixed acrylic latex semi-gloss.					

Trade: 20	Floor Coverings				
5930	UNDERLAY & VINYL SHEET GOODS	33.00	SF	_____	_____
Install 1/4" underlayment grade plywood, using 7d screw shank or cement coated nails, 6" on center allowing a 1/4" gap at wall. Install .070" thick, backed vinyl sheet goods w/ minimum seams, per manufact. recommendations. Caulk edges of vinyl w/clear silicone caulk to create positive seal. Install metal edge strips in openings & shoe molding or 4" vinyl base around perimeter.					

Trade: 22	Plumbing				
6958	BATHTUB/SHOWER--5' FIBERGLASS--COMPLETE--GCI	1.00	EA	_____	_____
Install a 5', 4 piece, Sterling 71020110 Series 7102 V-60-HG 60" Tub/Shower - Complete Unit - Left Hand or 71020120 Right Hand - http://www.sterlingplumbing.com/consumer/ - fiberglass tub and shower unit complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Faucet "Monitor" Model 1343 tub/shower faucet - http://www.deltafaucet.com/ - & a water shower head with a maximum 2.0 GPM flow rate.					
If the above referenced unit is not available, a comparable unit may be substituted at the Construction Specialist's discretion. Price includes all necessary work/materials to match the new work to the existing sheetrock, flooring, etc.					

Trade: 23	Electric				
7820	BATH VENT FAN	1.00	EA	_____	_____
Install a ceiling, exterior ducted, vent fan with damper, and faceplate capable of 60CFM at 60 somes. Include; power and switch wiring using #14 copper Romex. Repair any tear out.					

Bidder: _____ **Location Total:** _____

Location: 4 - Living Room Approx. Wall SF: 512 Ceiling/Floor SF: 240

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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SPECS BY LOCATION/TRADE

7/21/2011

Work Write-up/Re-Bid: _____
 Walk-Through Date: _____
 Bid Date: _____
 Initial: _____

Case Number: _____
 Construction Specialist: _____
 Phone: _____

Address: 559 Arkwright Drive

Unit: Unit 01

Location: 4 - Living Room

Approx. Wall SF: 512

Ceiling/Floor SF: 240

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

2350	FLOOR--REFINISH WOOD	230.00	SF		
Drum sand and edge floor. Counter sink all nails and fill holes. Vacuum and tack rag room. Apply a sanding sealer and two coats of oil based polyurethane varnish. Vacuum room.					

Trade: 17 Drywall & Plaster

5201	**DRYWALL** REPAIR / SEAL / PAINT	1.00			
Repair drywall on the living room ceiling from previous water damage. Apply stain sealer such as Kiltz. Prep and paint entire living room ceiling. Color to match existing ceilings in the rest of the house.					

Bidder: _____

Location Total: _____

Location: 5 - Utility Room

Approx. Wall SF: 384

Ceiling/Floor SF: 128

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

5201	**DRYWALL** REPAIR / SEAL / PAINT	1.00			
Repair drywall on the utility room ceiling from previous water damage. Apply stain sealer such as Kiltz. Prep and paint entire utility room ceiling. Color to match existing ceilings in the rest of the house.					

Bidder: _____

Location Total: _____

Location: 6 - Bedroom

Approx. Wall SF: 368

Ceiling/Floor SF: 132

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

2350	FLOOR--REFINISH WOOD	131.00	SF		
Drum sand and edge floor. Counter sink all nails and fill holes. Vacuum and tack rag room. Apply a sanding sealer and two coats of oil based polyurethane varnish. Vacuum room.					

Bidder: _____

Location Total: _____

Unit Total for 559 Arkwright Drive, Unit Unit 01: _____

Address Grand Total for 559 Arkwright Drive: _____