

Bidders Company Name

# REQUEST FOR PROPOSAL

# 6433

Community Development Block Grant

Rehab Project for

4952 Green Knolls, Ann Arbor, MI

Prepared By:

Washtenaw County Purchasing  
Administration Building  
220 N. Main B-35  
Ann Arbor, MI 48104

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# WASHTENAW COUNTY

Finance Department

**Purchasing Division**

220 N. Main, Ann Arbor, MI 48104  
Phone (734) 222-6760, Fax (734) 222-6764

## REQUEST FOR PROPOSAL # 6433

**December 11, 2008**

Washtenaw County Purchasing Division on behalf of the Washtenaw County Office of Community Development is issuing a Sealed Request for Proposal (RFP) 6433 for a CDBG – Rehab project at 4952 Green Knolls, Ann Arbor, MI 48103. Only qualified vendors through the CDBG Community Development Program will be able to bid on this project. However, if you want to become a qualified vendor for the City/County Community Development

[http://www.ewashtenaw.org/government/departments/community\\_development/contractor\\_resources](http://www.ewashtenaw.org/government/departments/community_development/contractor_resources) and click on housing rehabilitation program contracts and then click the link for the housing rehab application.

A **mandatory walk through** is scheduled for **Monday, December 22, 2008 at 2:00pm** located at 4952 Green Knolls, Ann Arbor, MI 48103.

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48107**

**Due date by Tuesday, December 30, 2008 at 3:00 pm.**

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6433".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org) at (734) 222-6749.
- Please direct specific technical questions regarding this RFP to Lyle Rice [ricel@ewashtenaw.org](mailto:ricel@ewashtenaw.org) at (734) 622-9021.

## I. PROPOSAL

### Definitions:

"**County**" is Washtenaw County in Michigan.

"**Bidder**" an individual or business submitting a bid to Washtenaw County.

"**Contractor**" One who contracts to perform work or furnish materials in accordance with a contract.

### Purpose of Proposal:

Washtenaw County is accepting proposals for 4952 Green Knolls, Ann Arbor, MI 48103. Current qualified vendors are invited to submit bids.

### Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service; Washtenaw County may consider other factors as well. The County does not intend to award contracts fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before contracts would be awarded, and negotiations would be undertaken with those Contractor(s) whose proposals are deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid. More than one Contract for inspection services for this weatherization program maybe established based on the proposals received as a result of this RFP.

C. Proposals must be signed by an official authorized to bind the provider to its provisions for at lease a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any addenda should be submitted in **triplicate**. To be considered, the original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

## F. Award

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. Contractors shall be selected for their quality of service, qualifications and capabilities to provide the specified service as outlined earlier in this RFP under "Purpose of Proposal" (page 3). The County does not intend to award contracts fully on the basis of any response made to this proposal. The County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor(s) whose proposals are deemed to best meet the County's specifications and needs.

## II. STANDARD PROVISIONS FOR CONTRACT

If a contract is awarded, the selected vendor(s) will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply for all Service Contractors to Washtenaw County such as the following:

WHEREAS, the County has entered into a contract with the United States Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Programs; and

WHEREAS, the County Office of Community Development administers the CDBG & HOME programs for the Washtenaw Urban County Executive Committee; and

WHEREAS, the Urban County Executive Committee approved the use of CDBG/HOME funding for the purpose of assisting low- and moderate-income homeowners of the jurisdictions of the Urban County with owner-occupied rehabilitation assistance; and

WHEREAS, the Contractor has submitted a written quote to provide owner-occupied housing rehabilitation services for a property in the Township of Scio, Washtenaw County, Michigan, described as follows:

In consideration of the promises below, the parties mutually agree as follows:

### ARTICLE I - SCOPE OF SERVICES

The Contractor will perform the scope of services described in **Attachment A** of this Contract for the following owner-occupied housing unit:

### ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed ( **DOLLAR AMOUNT** ). This total amount includes the Contractor's base quote for \$ , as well as a contract contingency of \$ for unforeseen project complications.

All requests for payment must include a signed contractor payment request form, a sworn residential statement that details the work performed, copies of any permits pulled, and a waiver of lien for the final payment. Upon submission of an appropriate expenditure reporting package, as prescribed by the Office of Community Development, CONTRACTOR shall be paid for actual allowable costs incurred under this Contract.

### ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the Community Development Director and will cooperate and confer with him/her as necessary to ensure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the Community Development Director.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

### ARTICLE IV - TERM

**This contract begins on (start date) and ends on (ending date).**

### ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

### ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

## ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

## ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

## ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.



## ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

## ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

## ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either **\$10.19** per hour with benefits or **\$11.95** per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before **May 1, 2008** and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

## ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

#### ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

#### ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

#### ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

#### ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

#### ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

#### ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

#### ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

#### ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

**III. PRICE SHEET**

The undersigned agrees to execute a contract for work covered by this proposal, provided that he be notified of its acceptance within thirty (30) days after the opening of the bid proposal.

The following is hereby submitted as per your request. This bid covers all work and/or specified in the bid documents received for this job.

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work in a workmanlike manner and in strict accordance with the proposed Contract Document, including furnishing of any construct, and complete said Work in accordance with the Contract Documents, for the sum of money:

Include all alternates, labor, materials, services, and equipment necessary for the completion of The Work shown on the Drawings and in the Specifications:

Base Bid \_\_\_\_\_ Dollars: \$ \_\_\_\_\_  
10% Contingency \$ \_\_\_\_\_ **(Do not add to base bid amount)**

The undersigned agrees to execute a contract for work covered by this proposal, provided that he be notified of its acceptance within thirty (30) days after the opening of the bid proposals.

**SUMMARY OF BASE BID**

The base bid is broken down as follows:

GENERAL WORK	\$ _____
PLUMBING	\$ _____
HVAC	\$ _____
ELECTRICAL	\$ _____
ENVIRONMENTAL	\$ _____

**General Requirements**

**1 Field Verify Quantities, Dimensions, and Measurements**

All measurements, quantities, and dimensions included in the Construction Work Order are for the contractor's general reference prior to a mandatory site inspection to field verify measurements, quantities and dimensions. **All measurements, quantities, dimensions are approximates.** No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial bid proposal.

<b>Priority Level</b>	0	0.00 GR	\$ _____
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**2 All Permits Required**

The contractor shall supply (2) copies of the Rehabilitation Specification Work Order to the local Building Department, apply for, pay for, obtain and forward copies of the following indicated permits to the Community Development Department: \_\_\_\_\_ Plumbing; \_\_\_\_\_ Electric; \_\_\_\_\_ HVAC; \_\_\_\_\_ Building; \_\_\_\_\_ Zoning; \_\_\_\_\_ Lead Abatement; \_\_\_\_\_ Asbestos Abatement.

**\*\* Contractor is also responsible for preparing and submitting all plans and drawings when required by the local building department.**

<b>Priority Level</b>	0	0.00 AL	\$ _____
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**3 1 Year General Warranty**

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

<b>Priority Level</b>	0	0.00 GR	\$ _____
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**4 Owner Accepts Scope Of Work**

The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this WWU.

X _____	_____	X _____	_____
Applicant	Date	Applicant	Date

<b>Priority Level</b>	0	0.00 DU	\$ _____
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**5 Contractor Accepts Scope Of Work**

The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU.

X _____	_____
Contractor	Date

<b>Priority Level</b>	0	0.00 DU	\$ _____
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**6 Work Times**

Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.

<b>Priority Level</b>	0	0.00 GR	\$ _____
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**7 New Materials Required**

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.

<b>Priority Level</b>	0	0.00 GR	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
<b>8</b>	<b>1 Year General Warranty</b> Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.		
	<b>Priority Level</b> 0	0.00 GR	\$ _____
<b>9</b>	<b>Final Clean</b> Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas.  Vacuum all interior work areas. removing all visible dust, stains, labels and tags. Clean all		
	<b>Priority Level</b> 0	0.00 RM	\$ _____

Item	Specification	Quantity/Unit	Total Cost
<b>Exterior House</b>			
<b>10</b>	<b>Flatwork-- Sidewalk, 7' by 10'</b> Remove and dispose of deteriorated sidewalk, form and pour 4" thick concrete sidewalk with minimum 4" compacted sand or gravel aggregate base, include leveling, broom finish, form removal and repairs to any disturbed landscaping.		
	Priority Level 2	70.00 SF	\$ _____
<b>11</b>	<b>Gutter/downspout--5" Seamless</b> Dispose of original and replace with 5", K Type, seamless, .027 aluminum gutter, downspout, concrete splash blocks and accessories to service entire dwelling. Install downspouts at each corner and major offset with straps 3' on center. Color choice by owner.		
	<b>Note: Install four (4) downspouts.</b>		
	Priority Level 2	200.00 LF	\$ _____
<b>12</b>	<b>Splash Block</b> Place concrete or plastic splash block at end of downspout.		
	Priority Level 2	4.00 EA	\$ _____
<b>13</b>	<b>Door--Sliding Glass Unit and Remove Brick</b> Remove and dispose of existing sliding glass door. Field measure, order and install a new vinyl one over one ENERGY STAR rated (U-Factor of 0.35 or less) sliding glass patio door complete with insulated glass, framing, screen, hardware, interior and exterior trim. Use Pella, Anderson or an approved equal.		
	<b>Remove brick and lintel and cover opening with plywood and coil stock. Install a 2 x 8 treated support under the threshold of the second floor door. Replace the rotting wood under the lower level door with treated lumber.</b>		
	Priority Level 2	2.00 EA	\$ _____
<b>14</b>	<b>Garage Door--Weather Strip</b> Install a soft rubber bottom seal and nylon gasket on an aluminum frame. Top and side seal.		
	Priority Level 2	2.00 EA	\$ _____
<b>15</b>	<b>Door--Pre-hung Metal Entrance - Bid as an Alternate</b> Remove and dispose of existing door and frame. Install a ENERGY STAR rated (U-Factor of 0.35 or less) pre-hung metal, insulated, 6-panel entrance door and jamb including interior and exterior casing, vinyl magnetic weather stripping, interlocking threshold, wide angle peep sight, one entrance and one mortised deadbolt keyed alike. Prime and paint 2 coats of premium exterior latex Homeowners choice of color Supply Rehab Specialist with product information for paint.		
	Priority Level 4	3.00 EA	\$ _____
<b>16</b>	<b>Re-screen and Replace Missing Screens</b> Repair or replace missing and damaged window screens.		
	<b>Note: Repair 2 damaged screens and replace 4 missing screens.</b>		
	Priority Level 2	6.00 EA	\$ _____
<b>17</b>	<b>Storm Door-- Vinyl</b> Install a 1-1/8 thick wooden frame vinyl combination self-storing storm/screen door with owners choice of color and style from in stock materials, include all hardware (closure, lock storm check, etc.). No Special Orders. \$170 material allowance.		
	Priority Level 2	3.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
<b>18</b>	<b>GFCI Device and Waterproof, Exterior Cover</b> Replace receptacle and cover with a flush mounted ground fault circuit interrupt receptacle and cover		
	Priority Level 1	2.00 EA	\$ _____
<b>19</b>	<b>Prep &amp; Paint Exterior Trim at Front Entry and Garage Doors on North Side of House</b> Cover ground with drop cloth. Scrape loose, cracked, peeling, blistered paint from exterior trim. Dispose of chips properly. Feather edges & dull gloss by sanding. Rinse trim with hose and let dry.		
	Priority Level 2	225.00 SF	\$ _____
<b>20</b>	<b>Trim All Overgrowth--allowance</b> Trim all dead, decaying, damaged and overgrown plants, shrubs and trees, to provide safety and an attractive appearance. Remove 50% of tree limb length that overhangs any structure. Remove all debris and rake clean.		
	Priority Level 2	1.00 AL	\$ _____
<b>Permit / Inspection Required</b>			
<b>21</b>	<b>Stair Repair-- Exterior</b> Remove and dispose of all deteriorated and or rotted wood. Replace stair(s) and or tread(s) to code using pressure treated lumber, galvanized or zinc coated fasteners, hangers, etc...		
	Priority Level 2	12.00 EA	\$ _____
<b>Permit / Inspection Required</b>			
<b>22</b>	<b>Guard Rail--wood for Rear Deck and Steps</b> Dispose of any existing railing. Construct a preservative treated pine railing using 2"x 4" top and bottom rails, and 2"x 2" balusters face nailed 6" on center. Create a 3'6" high railing between 4"x 4" end posts.		
	Priority Level 2	50.00 LF	\$ _____
<b>23</b>	<b>Replace Garage Doors with Insulated Steel Doors - Bid as an Alternate</b> Replace the existing wooden garage doors with insulated steel doors with a minimum R value of 9. The installation shall be complete with weather stripping, bottom seal and painting of the wooden jambs.		
	Priority Level 4	2.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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**Detached Garage/Barn**

**24 Trim All Overgrowth--allowance**

Trim all dead, decaying, damaged and overgrown plants, shrubs and trees, to provide safety and an attractive appearance. Remove 50% of tree limb length that overhangs any structure. Remove all debris and rake clean.

<b>Priority Level</b>	2	1.00 AL	\$ _____
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**25 Siding--t1-11 Replace**

Install rough sawn fir, 3/8" thick, factory stained, T1-11 siding sheets, including 1"x 3" trim at corners. Use lap flashing on horizontal seams. Flash or install silicone caulking along entire top edge, and under windows and other openings.

<b>Priority Level</b>	2	256.00 SF	\$ _____
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**26 Prep & Paint Exterior Wood**

Cover ground with drop cloth. Scrape all loose, cracked, peeling and blistered paint. Remove all deteriorated glazing compound. Feather edges and dull gloss with sandpaper. Dispose of chips properly. Rinse all surfaces with a hose. Caulk and fill holes. Reglaze sash where compound is missing. Spot prime and top coat two colors with owner's choice of premixed acrylic latex.

<b>Priority Level</b>	2	2,500.00 SF	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
<b>Kitchen</b>			
<b>27</b>	<b>Counter Top--plastic Laminate</b> Dispose of existing counter top. Field measure and secure to base cabinet a post formed, plastic laminate counter top. Provide cutout for sink. Owner's choice of in-stock color and texture. No special orders. Repair, prep and prime all disturbed areas.		
	Priority Level 2	13.67 LF	\$ _____
<b>28</b>	<b>GFCI Device--Only</b> Replace receptacle with a flush mounted ground fault circuit interrupt receptacle.		
	Priority Level 1	3.00 EA	\$ _____
<b>29</b>	<b>30" Range Hood--Exterior Vented</b> Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 some. Attach hood to cabinet with screws, using #14 copper Romex. Owner's choice of color.		
	<b>Note: Connect to existing Ductwork.</b>		
	Priority Level 2	1.00 EA	\$ _____
<b>30</b>	<b>Cabinet Repair</b> Repair sink base cabinet by replacing the bottom of the cabinet using pre finished 1/2" plywood.		
	Priority Level 2	6.00 SF	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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**Bedroom Hall**

**Permit / Inspection Required**

**31 Smoke Detector--hard Wired to code**

Install a UL approved, ceiling mounted smoke detector(s) with battery back-up, interconnected and permanently wired into receptacle box(s). Installed in code compliant location(s). Fish wire and repair all tear-out.

<b>Priority Level</b>	1	1.00 EA	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
<b>Bedrooms</b>			
<b>32</b>	<b>Smoke Detector--hard Wired to code</b> Install a UL approved, ceiling mounted smoke detector(s) with battery back-up, interconnected and permanently wired into receptacle box(s). Installed in code compliant location(s). Fish wire and repair all tear-out.		
	<b>Priority Level</b>	1	3.00 EA
			\$ _____

Item	Specification	Quantity/Unit	Total Cost
<b>Main Bathroom</b>			
<b>33</b>	<b>GFCI Device--Only</b> Replace receptacle with a flush mounted ground fault circuit interrupt receptacle.		
	<b>Priority Level</b>	1	1.00 EA
			\$ _____

Item	Specification	Quantity/Unit	Total Cost
<b>Master Bathroom</b>			
<b>34</b>	<b>GFCI Device--Only</b> Replace receptacle with a flush mounted ground fault circuit interrupt receptacle.		
	<b>Priority Level</b>	1	
		1.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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**Family Room**

**Permit / Inspection Required**

**35 Smoke Detector--hard Wired to code**

Install a UL approved, ceiling mounted smoke detector(s) with battery back-up, interconnected and permanently wired into receptacle box(s). Installed in code compliant location(s). Fish wire and repair all tear-out.

<b>Priority Level</b>	1	1.00 EA	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
<b>Basement Bath</b>			
<b>36</b>	<b>GFCI Device--Only</b> Replace receptacle with a flush mounted ground fault circuit interrupt receptacle.		
	<b>Priority Level</b>	1	1.00 EA
			\$ _____

**Mechanical Room**

**Permit / Inspection Required**

**37 Water Heater-- 40 Gallon Gas**

Install a 40 gallon, glass lined, high recovery, insulated, ENERGY SAVING gas water heater with a min. 7 year warranty. Include over flow pan, pressure and temperature relief valve, discharge tube to within 4" of floor or to outside of structure, vent, thimble, water and gas piping from shut-off valve to fixture where needed. Dispose of old water heater in code legal dump. Supply all warranties and documents to owner.

<b>Priority Level</b>	3	1.00 EA	\$ _____
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**Permit / Inspection Required**

**38 Boiler--gas Replace**

Replace existing boiler with a new gas boiler. Size & install a gas fired, cast iron, jacketed boiler, connected to the distribution piping & baseboard convectors that service the entire house. Installation includes all power & control wiring, a set back thermostat, expansion tank, one circulation pump, water & gas supply & flue piping. Installation required to maintain 70F. indoor temperature when outdoor temperature is -10 F. Min. AFUE rating 86.

<b>Priority Level</b>	3	1.00 EA	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
------	---------------	---------------	------------

**Garage (Lower Level)**

**39 GFCI Device--Only**

Replace receptacle with a flush mounted ground fault circuit interrupt receptacle.

<b>Priority Level</b>	1	1.00 EA	\$ _____
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**Permit / Inspection Required**

**40 20 Amp Circuit--receptacle**

Install 20 amp, ivory, duplex receptacle with metal cover plate on a separate circuit with an individual over protection device. Fish wire and repair all tear out.

<b>Priority Level</b>	2	1.00 EA	\$ _____
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**Permit / Inspection Required**

**41 Laminate Fire Resistant Drywall House Wall and Ceiling**

Hang 5/8" type X drywall over wall or ceiling with screws 8" on center, and 3/8" adhesive beads 16" on center. Remove top molding from 3-piece base. Butt drywall to door and window casing and apply J channel molding. Tape, 3 coat finish and sand ready for paint. Install 3/8" ogee or shoe molding.

<b>Priority Level</b>	1	1,000.00 SF	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
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-----  
**Attic**  
-----

**42 Insulation--increase To R-38**

Blow in borax treated cellulose or loose lay unfaced fiberglass batts over existing insulation to increase total attic rating to at least R-38.

**Priority Level** 4 \$ \_\_\_\_\_

1,460.00 SF \$ \_\_\_\_\_

<b>Total Bid</b>
------------------

**The Office of Community Development  
City of Ann Arbor**  
110 N. Fourth Ave., Suite 300 P.O. Box 8645 Ann Arbor, MI 48107

**Project:**

Anne Gebhardt  
4952 Green Knolls  
Ann Arbor, MI 48103  
734-769-9059

Inspector: Lyle Rice  
734 622-9021

**All units of measurement are estimates.  
All Contractors shall be responsible for on-site quantities and  
measurements for complete accuracy.  
General Contractors may issue copies to subs as needed.**

16. **Re-screen and Replace Missing Screens**  
Repair or replace missing and damaged window screens.

**Note: Repair 2 damaged screens and replace 4 missing screens.**

Exterior House **Quantity:** 6.00 EA \$ -----

23. **Replace Garage Doors with Insulated Steel Doors - Bid as an Alternate**  
Replace the existing wooden garage doors with insulated steel doors with a minimum R value of 9. The installation shall be complete with weather stripping, bottom seal and painting of the wooden jambs.

Exterior House **Quantity:** 2.00 EA \$ -----

**Subtotal \$** -----

**Total** 2

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** \_\_\_\_\_ **Phone** -----

-----  
**Carpentry**  
 -----

**Permit / Inspection Required**

21.	2554	<b>Stair Repair-- Exterior</b> Remove and dispose of all deteriorated and or rotted wood. Replace stair(s) and or tread(s) to code using pressure treated lumber, galvanized or zinc coated fasteners, hangers, etc...	Exterior House	Location: x	<b>Quantity:</b> 12.00 EA	\$
-----						
25.	2595	<b>Siding--t1-11 Replace</b> Install rough sawn fir, 3/8" thick, factory stained, T1-11 siding sheets, including 1"x 3" trim at corners. Use lap flashing on horizontal seams. Flash or install silicone caulking along entire top edge, and under windows and other openings.	Detached Garage/Barn		<b>Quantity:</b> 256.00 SF	\$
-----						
15.	3184	<b>Door--Pre-hung Metal Entrance - Bid as an Alternate</b> Remove and dispose of existing door and frame. Install a ENERGY STAR rated (U-Factor of 0.35 or less) pre-hung metal, insulated, 6-panel entrance door and jamb including interior and exterior casing, vinyl magnetic weather stripping, interlocking threshold, wide angle peep sight, one entrance and one mortised deadbolt keyed alike. Prime and paint 2 coats of premium exterior latex Homeowners choice of color Supply Rehab Specialist with product information for paint.	Exterior House		<b>Quantity:</b> 3.00 EA	\$
-----						
13.	3187	<b>Door--Sliding Glass Unit and Remove Brick</b> Remove and dispose of existing sliding glass door. Field measure, order and install a new vinyl one over one ENERGY STAR rated (U-Factor of 0.35 or less)sliding glass patio door complete with insulated glass, framing, screen, hardware, interior and exterior trim. Use Pella, Anderson or an approved equal.  <b>Remove brick and lintel and cover opening with plywood and coil stock. Install a 2 x 8 treated support under the threshold of the second floor door. Replace the rotting wood under the lower level door with treated lumber.</b>	Exterior House		<b>Quantity:</b> 2.00 EA	\$
-----						
17.	3250	<b>Storm Door-- Vinyl</b> Install a1-1/8 thick wooden frame vinyl combination self-storing storm/screen door with owners choice of color and style from in stock materials, include all hardware (closure, lock storm check, etc.). No Special Orders. \$170 material allowance.	Exterior House		<b>Quantity:</b> 3.00 EA	\$

**Permit / Inspection Required**

22.	3525	<b>Guard Rail--wood for Rear Deck and Steps</b> Dispose of any existing railing. Construct a preservative treated pine railing using 2"x 4" top and bottom rails, and 2"x 2" balusters face nailed 6" on center. Create a 3'6" high railing between 4"x 4" end posts.	Exterior House	Location: x	<b>Quantity:</b> 50.00 LF	\$
-----						
27.	3750	<b>Counter Top--plastic Laminate</b> Dispose of existing counter top. Field measure and secure to base cabinet a post formed, plastic laminate counter top. Provide cutout for sink. Owner's choice of in-stock color and texture. No special orders. Repair, prep and prime all disturbed areas.	Kitchen		<b>Quantity:</b> 13.67 LF	\$
-----						
						<b>Carpentry Subtotal \$</b>
-----						





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**Conservation**  
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14. 4815 **Garage Door--Weather Strip**  
Install a soft rubber bottom seal and nylon gasket on an aluminum frame. Top and side seal.  
Exterior House **Quantity:** 2.00 EA \$ -----
42. 4923 **Insulation--increase To R-38**  
Blow in borax treated cellulose or loose lay unfaced fiberglass batts over existing insulation to increase total attic rating to at least R-38.  
Attic **Quantity:** 1,460.00 SF \$ -----
- Conservation Subtotal \$** -----

-----

**Total** 2

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** \_\_\_\_\_ **Phone** -----





29. 7835

**30" Range Hood--Exterior Vented**

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70  
somes. Attach hood to cabinet with screws, using #14 copper Romex. Owner's choice of color.

**Note: Connect to existing Ductwork.**

Kitchen

**Quantity:** 1.00 EA

\$

**Electric Subtotal \$**

**Total** 12

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Contractor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

-----  
**General Requirements**  
 -----

4. 10 **Owner Accepts Scope Of Work**  
 The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this WWU.  
 X \_\_\_\_\_ X \_\_\_\_\_  
 Applicant Date Applicant Date  
 General Requirements **Quantity:** 0.00 DU \$ -----
9. 120 **Final Clean**  
 Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.  
 General Requirements **Quantity:** 0.00 RM \$ -----
5. 14 **Contractor Accepts Scope Of Work**  
 The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU.  
 X \_\_\_\_\_  
 Contractor Date  
 General Requirements **Quantity:** 0.00 DU \$ -----
1. 35 **Field Verify Quantities, Dimensions, and Measurements**  
 All measurements, quantities, and dimensions included in the Construction Work Order are for the contractor's general reference prior to a mandatory site inspection to field verify measurements, quantities and dimensions. **All measurements, quantities, dimensions are approximates.** No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial bid proposal.  
 General Requirements **Quantity:** 0.00 GR \$ -----
2. 40 **All Permits Required**  
 The contractor shall supply (2) copies of the Rehabilitation Specification Work Order to the local Building Department, apply for, pay for, obtain and forward copies of the following indicated permits to the Community Development Department: \_\_\_\_\_ Plumbing; \_\_\_\_\_ Electric; \_\_\_\_\_ HVAC; \_\_\_\_\_ Building; \_\_\_\_\_ Zoning; \_\_\_\_\_ Lead Abatement; \_\_\_\_\_ Asbestos Abatement.  
  
**\*\* Contractor is also responsible for preparing and submitting all plans and drawings when required by the local building department.**  
 General Requirements **Quantity:** 0.00 AL \$ -----
6. 55 **Work Times**  
 Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.  
 General Requirements **Quantity:** 0.00 GR \$ -----
7. 77 **New Materials Required**  
 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.  
 General Requirements **Quantity:** 0.00 GR \$ -----

3. 90

**1 Year General Warranty**

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

General Requirements **Quantity:** 0.00 GR \$ -----

8. 90

**1 Year General Warranty**

Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

General Requirements **Quantity:** 0.00 GR \$ -----

**General Requirements Subtotal \$** -----

**Total** 9

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** \_\_\_\_\_ **Phone** -----

-----  
**HVAC**  
-----

**Permit / Inspection Required**

38. 6243 **Boiler--gas Replace**  
Replace existing boiler with a new gas boiler. Size & install a gas fired, cast iron, jacketed boiler, connected to the distribution piping & baseboard convectors that service the entire house. Installation includes all power & control wiring, a set back thermostat, expansion tank, one circulation pump, water & gas supply & flue piping. Installation required to maintain 70F. indoor temperature when outdoor temperature is -10 F. Min. AFUE rating 86.

Mechanical Room                      Location: x                      **Quantity:** 1.00 EA                      \$

**HVAC Subtotal \$** -----

**Total**                                1          

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** -----                      **Phone** -----





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**Roofing**  
-----

11. 4645 **Gutter/downspout--5" Seamless**  
Dispose of original and replace with 5", K Type,seamless,.027 aluminum gutter, downspout, concrete splash blocks and accessories to service entire dwelling. Install downspouts at each corner and major offset with straps 3' on center. Color choice by owner.

**Note: Install four (4) downspouts.**

Exterior House **Quantity:** 200.00 LF \$

12. 4665 **Splash Block**  
Place concrete or plastic splash block at end of downspout.

Exterior House **Quantity:** 4.00 EA \$

**Roofing Subtotal \$**  
-----

**Total** 2

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** \_\_\_\_\_ **Phone** -----

-----  
**Site Work**  
-----

20. 460 **Trim All Overgrowth--allowance**  
Trim all dead, decaying, damaged and overgrown plants, shrubs and trees, to provide safety and an attractive appearance. Remove 50% of tree limb length that overhangs any structure. Remove all debris and rake clean.

Exterior House **Quantity:** 1.00 AL \$

24. 460 **Trim All Overgrowth--allowance**  
Trim all dead, decaying, damaged and overgrown plants, shrubs and trees, to provide safety and an attractive appearance. Remove 50% of tree limb length that overhangs any structure. Remove all debris and rake clean.

Detached Garage/Barn **Quantity:** 1.00 AL \$

**Site Work Subtotal \$**  
-----

**Total** 2

**Total Trade Bid \$** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** \_\_\_\_\_ **Phone** -----

-----

**Total** 42

Printed: 12/3/08

**Total Project Bid** \_\_\_\_\_

**Company Name** -----

**Contractor Signature** -----

**Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print name	_____ Company Address
_____ City	_____ State and Zipcode
_____ Telephone #	_____ Fax #
_____ Email address	_____ URL address
_____ Federal Tax ID #	<u><i>CHECK ONE</i></u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

The above individual is authorized to sign on behalf of the company for the purposes of this proposal.  
Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 30 days.