

# Work Write-Up

**Golden, Jerome**

\* EXHIBIT 1 \*

Dated: 3/18/2011

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Printed: Thursday, March 31, 2011 11:35 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

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## **CUSTOMER INFORMATION**

Golden, Jerome

Project Address

822 Clover Way

Tallahassee, Fl 32312

Customer Address

822 Clover Way

Tallahassee, Fl 32312

Home Phone:

Work Phone:

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## **PREPARED BY**

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

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\* NOTE \*

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: \_\_\_\_\_ Contractor: \_\_\_\_\_

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Location / Work Description	Quantity	UOM	Cost
<b>GENERAL REQUIREMENTS</b>			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.	1	EA	
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements and must meet with the approval of local code enforcement officials.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out of the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS	1		

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<p>Contractor to perform work specified in Work Write- Up in a high-quality good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs and 3) meet requirements of code enforcement inspectors.</p>	1		
<p>01.0225 P1 GENERAL WARRANTY            Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p>	1		
<p>01.0250 P1 SCHEDULING WORK            Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p>	1		
<p>01.0275 P1 COMPLIANCE INSPECTIONS            Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p>	1		
<p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS            Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p>	1		
<p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK            Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p>	1		
<p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK            Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	1		

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01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have R-11 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
<b>HOMEOWNER WORK</b>			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

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<b>EXTERIOR WALLS</b>			
30.0775 P1 REPAIR THE ROOF OVERHANG AND RAFTER TAILS Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.	10	LF	
30.0800 P1 INSTALL FASCIA BOARD OVER END OF RAFTER TAILS Install new 2" x 4" pine sub-fascia and 3/4" thick #2 spruce fascia board to cover the ends of the rafter tails. Replace severely defective, rotten and missing rafter tails.	264	LF	
30.1225 P1 PREPARE EXTERIOR WALLS FOR VINYL SIDING Provide stable surfaces to which vinyl siding can be securely fastened. Replace rotten exterior wood and wall framing. Provide necessary nailers, furring strips, shims and sheathing to help straighten and secure exterior wall surfaces so vinyl siding can be installed as plumb and level as possible. Call Program Administrator for compliance inspection after completing task.	1	SF	
30.1275 P1 INSTALL VINYL SIDING AND RELATED COMPONENTS Install vinyl siding, corner boards and other typical vinyl components. Stagger siding joints and conceal joints from street view. Install "Tyvek" or equal air barrier. Use at least .044 millimeter thick siding and components manufactured by Georgia Pacific, Mastic, Wolverine, Certainteed or other approved equal. Siding to have a 50 year manufacturer's warranty and be installed per manufacturer's specifications. Homeowner to select siding and trim color from standard inventory colors. No special order or upgraded colors included.	1,700	SF	
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a white baked on enamel finish, lock and fiberglass screen to fit existing opening. Window to have grid pattern similar to original window. Minimum frame thickness to be 2-3/8". Repair, sand smooth, caulk and apply primer and two coats of semi-gloss acrylic latex paint or stain to window components including jambs, casing, sills, aprons and stools. Replace these components only when missing, rotten or severely damaged.	18		
<b>ROOF &amp; ATTIC</b>			
35.0325 P1 REMOVE ALL ROOF COVERING MATERIAL DOWN TO SHEATHING Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.	1,820	SF	
35.0750 P1 INSTALL NEW ROOF DECKING TO RAFTERS	1,700	SF	

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<p>Install new building code approved plywood or OSB roof sheathing with exterior glue to rafters. New decking to be at least 1/2" thick (nominal). Stagger joints and nail to rafters according to local code requirements. Use "H" clips or solid blocking at joints between rafters. Call Program Administrator for Compliance Inspection after installing decking.</p>			
<p>35.0925 P1 INSTALL NEW SHINGLES ON ROOF DECKING            Install 15 lb asphalt saturated felt and new 220 lb or heavier class "A" three tab fiberglass self sealing strip shingles on top of roof decking according to manufacturer's instructions. Install starter course at edges of roof. Shingles to have a minimum 20 year limited manufacturer's warranty. Install FHA approved drip edge with a white baked on enamel finish at all fascia boards and barge rafters. Install metal flashing tucked behind siding at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimneys. Shingle color to be selected by Owner from standard inventory colors, no special order or upgrade colors included.</p>	1,800	SF	
<p>35.1075 P1 INSTALL RIDGE VENT            Install continuous shingle-over type ridge vent along ridge lines of roof according to manufacturer's instructions. Stop vents 18" from end of ridge line or from intersections of ridge lines. Make sure decking at ridge line is cut back at least 1" from edge of ridge pole so that a ventilation opening exists below vent.</p>	70	LF	
<hr/>			
<b>FRONT PORCH/ENTRANCE</b>			
<p>30.1375 P1 INSTALL VINYL PORCH CEILING            Install .044 millimeter thick or thicker perforated porch ceiling. Use vinyl material manufactured by Georgia Pacific, Mastic, Certainteed, Wolverine or other approved equal. Install per manufacturer's specifications. Provide any necessary blocking and nailers. Homeowner to select color.</p>	288	SF	
<p>45.0275 P1 INSTALL A 6-PANEL METAL DOOR WITH LOCKS, THRESHOLD &amp; WEATHERSTRIPPING IN EXISTING OPENING            Install a new 1-3/4" 6-panel insulated metal door with three 4-1/2" hinges, striker plate, threshold and weatherstripping in existing opening. Repair and fill holes in door jamb and casing. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$22 for entry lock and \$17 for deadbolt lock. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.</p>	1		
<hr/>			
<b>BATHROOM</b>			
<hr/>			

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60.0850 P1 INSTALL CERAMIC TILE ON WALL Prepare wall surface and install new thin set ceramic tile on wall around tub per manufacturer's instructions. Apply mildew resistant acrylic latex caulk at intersections with horizontal surfaces, corners and other wall surfaces. Owner to select tile color.	55	SF	
75.0325 P1 INSTALL A NEW BATHTUB Remove existing bathtub, and install per manufacturer's instructions a new white Sterling fiberglass bathtub (Model #OC-15-60) or approved equal. Install any necessary water lines, drain lines, vents, framing, blocking, shims and nailers to ensure proper and code approved installation of tub unit. Repair or replace room surfaces damaged during installation. Apply a bead of mildew resistant caulk between bottom of tub and floor covering. Allow \$165 for tub unit.	1		
<hr/>			
<b>HVAC &amp; GAS SYSTEM</b>			
85.0500 P1 REPLACE HEAT PUMP Remove existing HVAC system and associated ductwork. Install a new replacement UL listed electric heat pump having a minimum SEER rating of 13 and sized to properly heat and cool the house. Package unit may be considered in design. Heat pump to have a 5 year manufacturer's warranty. Install new thermost. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements. Contractor to include construction of interior HVAC closet if split system.	1,700	SF	
<hr/>			
<b>KITCHEN</b>			
95.0125 P1 INSTALL A VENTED RANGE HOOD Install a new 2 speed 30" vented range hood with light. Hood to be ducted to atmosphere through roof. Install a vent collar where vent passes through cabinet and flashing where vent passes through roof. Owner may select range hood using a \$120 allowance.	1		
<hr/>			
<b>DINING ROOM</b>			
65.0725 P1 CUT OPENING IN CEILING AND INSTALL A NEW PULL-DOWN STAIR Remove existing pull down stair. Install new pull-down attic stair to match existing. Field verify unit to be 25 1/2" X 54". Cut bottom to fit floor according to manufacturer's instructions. Install headers necessary to frame-in opening per building code requirements. Install casing around opening. Weatherstrip perimeter of panel. Paint ceiling panel and casing with 2 coats of paint.	1		

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<b>UTILITY ROOM</b>			
75.0875 P1 INSTALL A NEW 40 GALLON ELECTRIC WATER HEATER Remove existing water heater and associated piping from outside of house. Install per plumbing code requirements a new 40 gallon high recovery glass lined R-7 insulated double element electric water heater with a minimum Energy Factor of .90 and a 5 year tank warranty. Water heater to be located in utility room. Water heater to be manufactured by Sears, Hotpoint, Rudd or approved equal. Install a 3/4" TPR valve, 3/4" discharge tube and drip pan. Extend discharge tube at least 6" below floor joists or outside house per code. Install escutcheon plate or neatly caulk building surface tube penetrates. Also install new cut-off valves on water heater. Provide necessary electrical wiring, circuit and circuit breaker to make water heater operational.	1		
<b>WEATHERIZATION</b>			
90.0100 P1 INSULATE CLOSED WALL CAVITIES Blow cellulose insulation into closed exterior wall stud cavities at density of 3 to 4 pounds per cubic foot to achieve R13. Drill 2 1/2" holes as necessary to blow insulation into each wall cavity. Repair each hole to match surrounding wall.	1,168	SF	
90.0125 P1 INSTALL R-19 INSULATION IN ATTIC OVER EXISTING Install R-19 cellulose or fiberglass insulation in attic on top of existing R-19 insulation allowing for compaction to total insulating value of R-38. Make sure insulation does not cover electrical fixtures and is pulled away from fire places and other potential fire hazards. If applicable, install baffles at soffit vents to ensure proper air flow into attic. If present, weatherstrip and staple batt insulation to top of pull down stair. Leave evidence in attic of amount of insulation installed.	1,488	SF	

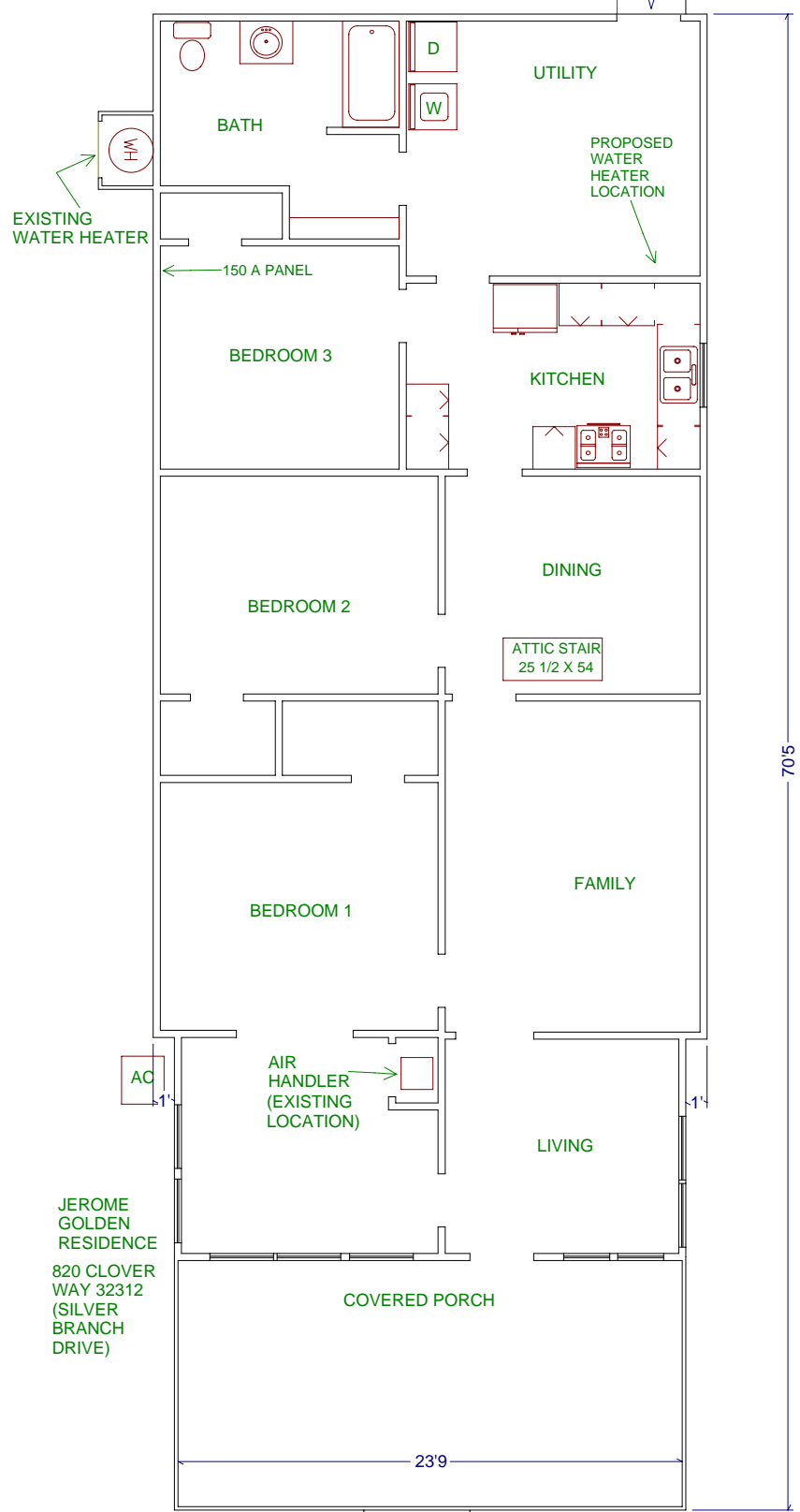
## Cost Summary

Total Cost

Customer: \_\_\_\_\_ Contractor: \_\_\_\_\_

HOUSING & HUMAN SERVICES, LEON COUNTY





JEROME GOLDEN RESIDENCE  
820 CLOVER WAY 32312  
(SILVER BRANCH DRIVE)

# MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

**Respondent:** \_\_\_\_\_

All respondents, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

“Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)” are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County”

**SECTION  
1 -  
ASPIRATI  
ONAL  
TARGET  
FOR  
M/WBE  
PARTICIPATION**

**DIRECTIONS: Each respondent must designate in Section 1 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed if the respondent does not meet the aspirational targets. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.**

The aspirational target for this project is:

Aspirational Target for Construction

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE)	17% of the total anticipated contract value
Certified Women Business Enterprises (WBE)	9% of the total anticipated contract value

**SECTION 2 - GOOD FAITH EFFORT**

The following list of the good faith efforts criteria complies with Leon County’s Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent’s Good Faith Effort documentation.

1. Please identify **all** of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as “Good Faith” and provide documentation of **all** Good Faith Efforts completed by your firm will deem your proposal as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
  - a. Advertised for participation by M/WBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all

M/WBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied

- b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
- c. Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
- g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
- h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

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2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a through investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.

**PARTICIPATION PLAN FORM continued on following pages.**

**SECTION 3 - RESPONDENT'S PROPOSED MBE PARTICIPATION**

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Respondent shall complete the following Table identifying each certified MBE firm they intend to use on this project. Attach additional sheets as necessary.

**MBE and WBE Intended Utilization**

<b>Firm's Name</b> (Requires Leon County or City of Tallahassee MWBE certification) <sup>1</sup>	<b>Firm's Location Address</b> (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	<b>Firm's Telephone Number</b>	<b>Ethnic Group<sup>2</sup></b> (B, A, H, N, F)	<b>Total Dollar Amount of MWBE Participation</b>	<b>Type of Service to Provide</b>
<b>Minority and Women Business Enterprise(s)</b>					
a.					
b.					
c.					
d.					
e.					

<sup>1</sup>**Certification** – Attach and submit a copy of each MBE and WBE certification with the proposal.

<sup>2</sup>**Ethnic Group** – Use of the following abbreviations: (a) MBE's include: African American (B), Asian American (A), Hispanic American (H) and Native American (N) owned firms; (b) WBEs include Non-Minority Female (F) owned firms.

**SECTION 4 - NON-MWBE SUBCONTRACTORS**

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Respondent shall complete the following Table identifying non-MBE's or WBE's subcontractors it anticipates utilizing on the project.

<b>Non-MBE and WBE Intended Utilization</b>				
<b>Firm's Name</b>	<b>Firm's Address</b>	<b>Firm's Phone #</b>	<b>Total Dollar Amount</b>	<b>Type of Service to Provide</b>
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				