

Work Write-Up

Brenda Brown

* EXHIBIT 1 *

Dated: 11/30/2009

Printed: Tuesday, March 23, 2010 03:33 PM

Arranged By: Section (All Sections)

Priorities: All Priorities

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

CUSTOMER INFORMATION

Brenda Brown

Project Address

8491 Southern Park Drive

Tallahassee, FL 32310

Customer Address

8491 Southern Park Drive

Tallahassee, FL 32305

Home Phone:

Work Phone: 850-443-2664

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Avenue

Tallahassee, Florida

850-606-1900

* 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

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Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0001 P1 RELOCATION NOT REQUIRED Owner and furnishing will remain in the structure during the rehabilitation process. Contractor shall comply with Section 01.0325 of these Housing Rehabilitation Specifications. >>> GENERAL REQUIREMENTS <<<	1	EA	
01.0003 P1 ALLOCATION OF TIME FOR REHABILITATION Contractor will be given a Notice To Proceed allocating a period not to exceed SIXTY (60) calendar days. The sixty day time period will start on the date construction begins. In cases beyond the control of the contractor an extension of time may be granted for just cause (weather, delivery of materials and supplies, causing a delay of more than two (2) weeks, etc.). >>> GENERAL REQUIREMENTS <<<	1	EA	
01.0004 P1 SECURITY SYSTEMS Prior to construction, it will be the responsibility of the owner to have the security system disconnected from all doors and windows. Likewise, owner will have the system reinstalled after the rehabilitation has been completed and approved by homeowner, contractor and the program administrator. >>> GENERAL REQUIREMENTS <<<	1		
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 require by the State, County and City. >>> GENERAL REQUIREMENTS <<<	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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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: General Liability -- \$1,000,000 combined single limit per occurrence for bodily injury. Automobile Liability -- \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car) Worker's Compensation and Employers Liability -- Insurance covering all employees meeting the Statutory Limits in compliance with the applicable state and federal laws			

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and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured will suffice. See bid documents for further insurance requirements. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS 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 applicable building codes. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. THE ABOVE REFERENCED HOURS APPLY ONLY WHEN THE HOMEOWNER IS			

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NOT REQUIRED TO RELOCATE. >>> GENERAL REQUIREMENTS <<<	1	EA	
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! >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	

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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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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-13 insulation installed in the cavity before the new wall surface material is installed. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. >>> GENERAL REQUIREMENTS <<<	1	EA	
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. ALL ITEMS THAT ARE REMOVED FROM THE STRUCTURE (I.E., Windows, doors, heating systems, etc.) THAT ARE A PORTION OF THE REHABILITATION, IS THE RESPONSIBILITY (PROPERTY) OF THE CONTRACTOR AND WILL BE DISPOSED OF BY THE CONTRACTOR. >>> GENERAL REQUIREMENTS <<<	1	EA	
<hr/>			
HOMEOWNER WORK			
05.0025 P1 CUSTOMER AGREES TO APPLY FOR PARTICIPATION IN WEATHERIZATION PROGRAM The Customer has agreed to apply for participation in the local weatherization program. >>> GENERAL REQUIREMENTS <<<	1		
05.0050 P1 CUSTOMER TO BOX-UP BREAKABLES The Customer is responsible for boxing-up and protecting any breakable items. >>> GENERAL REQUIREMENTS <<<	1		

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EXTERIOR WALLS			
30.0251 P1 REMOVE EXISTING SIDING Remove bottom 3 courses of water damaged or rotting composition lap siding and rotten trim boards. Prepare wall for installation of new Hardie siding of same size and similar texture. Insure vapor barrier is intact, replaced, or repaired. >>> EXTERIOR WALLS <<<	1	EA	
30.0351 P1 INSTALL NEW HARDIE BOARD SIDING Where rotten, water damaged, or otherwise compromised hardboard siding removed, install new Hardie Board lapsiding that is similar in style, texture, and dimension to existing composition siding. Stagger joints of new siding according to manufacturer's instructions. Joints to be kept to a minimum, and shall occur on wall studs. Provide shims and nailers necessary to securely fasten siding to house as plumb and level as possible. Install new Hardie, Marley, or similarly WDO-resistant corner and trim boards. Install siding and trim boards according to manufacturer's instructions. Wood and wood composition products not acceptable. >>> EXTERIOR WALLS <<<	1	EA	
30.1025 P2 PREPARE AND PAINT WOOD SIDING AND RELATED WOOD COMPONENTS Wet scrape loose paint from wood siding and related wood components, including but not limited to, trim, casing, window sashes, doors, roof overhangs, cornice, etc. Pressure washing is not permitted. Renail loose material and caulk all cracks prior to applying primer. Apply appropriate primer on bare wood and as required elsewhere prior to applying two coats of acrylic latex paint to all non-pressure treated wood surfaces and doors. Primer and paint to be applied according to manufacturer's instructions. Call Program Administrator for compliance inspection between primer and paint coats. Primer and paint to high quality and have a 10 year manufacturer's warranty. Homeowner may select up to three colors. Leave unused paint with Owner. >>> EXTERIOR WALLS <<<	1,364	SF	
ROOF & ATTIC			
35.0325 P1 REMOVE ALL ROOF COVERING MATERIAL DOWN TO SHEATHING Remove all roof covering material down to roof sheathing. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal. >>> ROOF & ATTIC <<<	1,200	SF	

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35.0375 P1 REPLACE UP TO 10% OF ROOF DECKING Replace up to 10% of roof decking. Material shall match remaining material as closely as possible. Roofs requiring more than 10% decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and before replacing additional decking and nailers. >>> ROOF & ATTIC <<<	100	SF	
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 and local codes. Shingles to have a minimum 20 year limited manufacturer's warranty. Install FHA white drip edge at perimeter of roof. Install metal flashing tucked behind siding at intersections of roof and walls. Shingle color to be selected by Owner from standard inventory (no upgraded or special order colors). >>> ROOF & ATTIC <<<	1,200	SF	
35.1075 P1 INSTALL RIDGE VENT Install continuous shingle-over ridge vent along ridge lines of roof according to manufacturer's instructions. Make sure decking at ridge line is cut back to allow proper ventilation according to manufacturer's instructions. >>> ROOF & ATTIC <<<	48	LF	
<hr/>			
PORCHES & ENTRANCES			
40.0800 P1 INSTALL NEW 4" X 6" PRESSURE TREATED WOOD POST Install new pressure treated 4" x 6" wood porch posts properly anchored to structure. Post to rest elevated above floor on an approved high-uplift base by Simpson or equal. Apply primer and 2 coats of paint to posts, color to match trim. >>> FRONT PORCH/ENTRANCE <<<	2	EA	
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WINDOWS			
50.0050 P1 REPLACE BROKEN, CRACKED, OR MISSING WINDOW PANE Replace broken, cracked, or missing window pane. Use appropriate material to secure glass in metal windows. >>> EXTERIOR WALLS <<<	1		
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FLOORS & STAIRS			
55.0226 P2 REMOVE EXISTING FLOOR COVERING			

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Remove existing floor covering. Floors are to be prepared for the installation of new 12-mil or thicker 100% sheet vinyl. >>> BATHROOM <<< >>> KITCHEN <<<	40 228	SF SF	
55.0300 P2 INSTALL NEW SHEET VINYL FLOOR COVERING Install new 12-mil or thicker sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold at baseboard, caulked and painted to match base. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$18.75 per square yard allowance. >>> BATHROOM <<< >>> KITCHEN <<<	60 228	SF SF	
WALLS			
60.0000 P1 REPLACE ROTTEN 4X8 SIDING Remove and replace 3 pieces of simulated RB&B composition siding that is rotting and water damaged near bottom. Replace with Hardie brand or similar fiber-cement siding. New siding to be similar pattern and texture. Install with galvanized nails according to manufacturer's instructions. >>> EXTERIOR WALLS <<< NOTES <i>1 panel on North end, 1 panel near A/C compressor, 1 panel near back door.</i>	3	EA	
60.0625 P1 REPAIR AND PATCH HOLES IN SHEETROCK WALL SURFACES Repair cracks, patch holes and repair severely defective portions of gypsum board wall behind toilet. Repaired surfaces to be finished smooth and flush with adjacent wall surfaces. Texture to match surrounding wall surface. Paint to match surrounding wall. >>> BATHROOM <<<	15	SF	
PLUMBING SYSTEM			
75.0050 P1 INSTALL A NEW KITCHEN SINK FAUCET Install a new single control washerless kitchen sink faucet with spray. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Use Delta Model #400 or approved equal. Owner to select faucet using a \$70 allowance. >>> KITCHEN <<<	1		

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75.0150 P1 INSTALL A METAL BATHROOM SINK BOWL Install a new round or oval metal sink bowl that has a baked on enamel finish in the vanity cabinet. Connect water lines, drain lines and vents that are necessary for sink bowl to work properly and meet plumbing code requirements. Apply a bead of mildew resistant caulk between edge of bowl and counter top. Repair any damaged work areas with appropriate materials. Owner to select sink bowl using a \$50 allowance. >>> BATHROOM <<<	1		
75.0275 P1 INSTALL A NEW BATHROOM SINK FAUCET Install a new washerless bathroom sink faucet with pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Use Delta Model #522 or #520 or approved equal. Owner to select faucet using a \$60 allowance. >>> BATHROOM <<<	1	EA	
75.0625 P1 INSTALL A NEW TOILET Install a new 2 piece closed coupled, vitreous china, water saving commode with with elongated bowl, maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Commode to include all new components including supply line, shut off valve, wax seal, and seat. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an \$100 fixture allowance. >>> BATHROOM <<<	1		
75.1075 P1 REPAIR THE DRAIN, WASTE AND VENT SYSTEM Repair washing machine drain, waste and vent system so that it is working properly and safely. Add trap in wall in accordance with code requirements. >>> LAUNDRY <<<	1	FX	
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ELECTRICAL SYSTEM			
80.1075 P1 REPAIR ELECTRICAL WIRING SYSTEM Repair or replace defective and missing electric system components including, but not limited to, circuit breakers, receptacles, GFI devices, switches and light fixtures. All materials and methods of installation to be code compliant. >>> KITCHEN <<<	1	EA	
80.1075 P1 REPAIR ELECTRICAL WIRING SYSTEM Repair or replace defective and missing electric system components including, but not limited to, circuit breakers, receptacles, GFI devices, switches and light fixtures. Remove and re-route exposed wire to front flood lights. All materials and methods of installation to be code compliant. >>> EXTERIOR WALLS <<<	1	EA	

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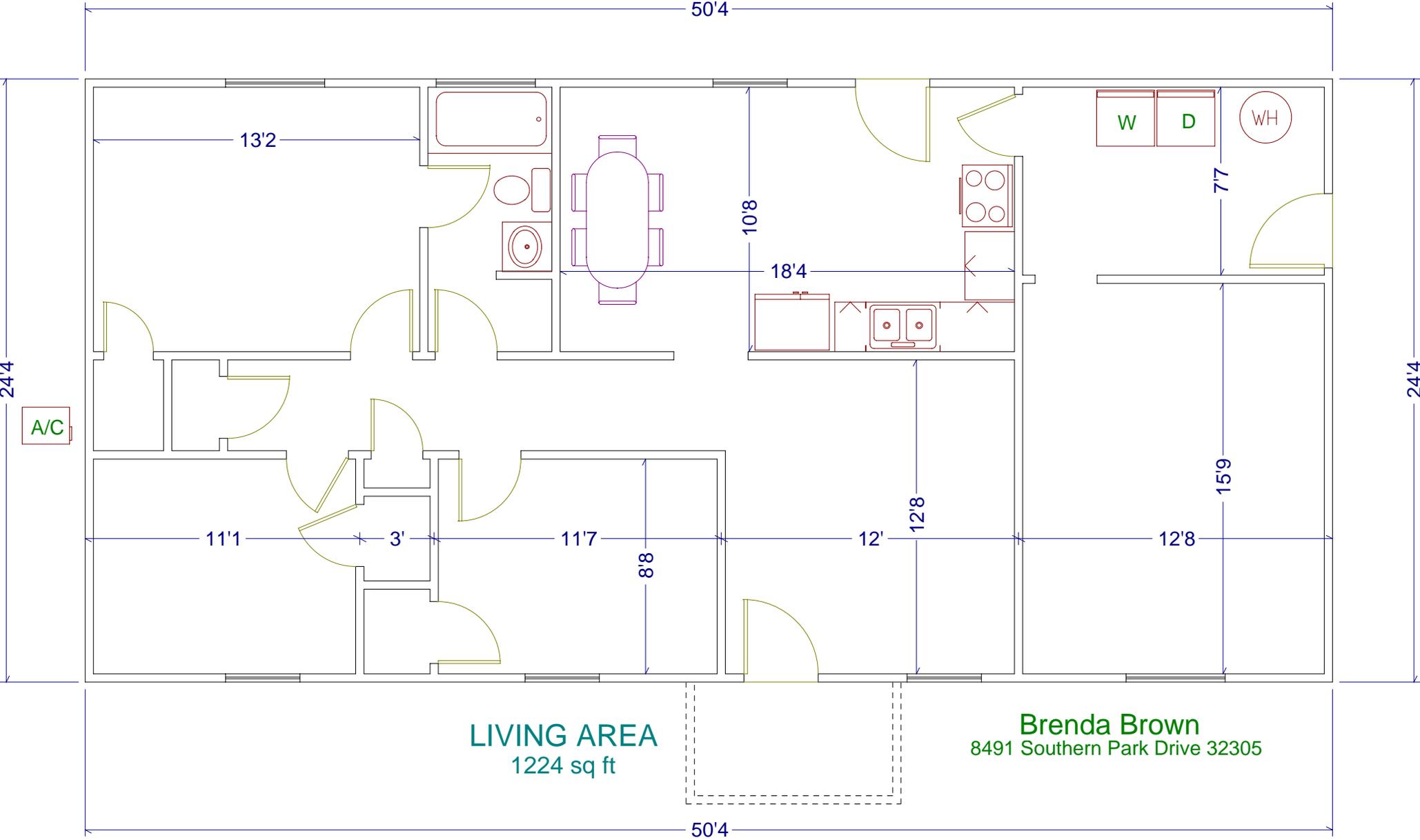
Location / Work Description	Quantity	UOM	Cost
HVAC & GAS SYSTEM			
85.0500 P1 REPLACE HEAT PUMP Install a new replacement UL listed electric heat pump having a minimum SEER rating of 13 and sized to properly heat and cool the house. Heat pump to have a 15 year manufacturer's warranty. Provide material necessary to connect heat pump to existing duct system. Install new thermostat. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements. >>> HVA/C SYSTEM <<<	1,224	SF	
APPLIANCES			
95.0125 P2 INSTALL A VENTED RANGE HOOD Install a new 2 speed 30" vented range hood with light. Vent hood shall be vented to atmosphere with damper to prevent air infiltration. Install a vent collar where vent passes through cabinet and flashing where vent passes through roof. Owner may select range hood using an \$80 allowance. >>> KITCHEN <<<	1		

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



LIVING AREA
1224 sq ft

Brenda Brown
8491 Southern Park Drive 32305

MINORITY and WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

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. “

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. All Respondents are to list subcontractor as appropriate in Sections 3 and 4.

Section 1 - Aspirational Target for M/WBE Participation 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 96-1 which is used in the determination of whether a contractor has performed and documented good faith efforts.

Please check the appropriate box to designate those actions you have done as “Good Faith” in order to secure MWBE participation for this solicitation “Good Faith Effort” statement that applies to your firm **and attach documentation of such:**

- 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
- 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.
- Contacted the MWSBE Division for a listing of available M/WBEs who provide the services needed for the bid or proposal.
- Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
- Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
- Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.

- 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.
- Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.

- Respondent is unable to provide a Good Faith Effort due to the structure of the firm. Please identify the reason below. (For Example: A Non-For- Profit Organization)

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.

Section 3 - Respondent's Proposed MBE Participation. 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

Firm's Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm's Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm's Telephone Number	Ethnic Group² (B, A, H, N, F)	Total Dollar Amount of MBE Participation	Type of Service to Provide
Minority and Women Business Enterprise(s)					
a.					
b.					
c.					
d.					
e.					
f.					

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

² **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. Respondent shall complete the following Table identifying non-MBE's or WBE's subcontractors it anticipates utilizing on the project.

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