

# Work Write-Up

**Behrooz Feizi**

\* EXHIBIT 1 \*

Dated: 2/26/2010

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Printed: Tuesday, March 23, 2010 03:27 PM

Arranged By: Section (All Sections)

Priorities: All Priorities

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

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## **CUSTOMER INFORMATION**

Behrooz Feizi

Project Address

2183 Portsmouth Cir

Tallahassee, FL 32310

Customer Address

2183 Portsmouth Cir

Tallahassee, FL 32311

Home Phone: 656-3831

Work Phone:

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## **PREPARED BY**

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Avenue

Tallahassee, Florida

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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 WWU: Behrooz Feizi  
 Site: 2183 Portsmouth Cir

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Location / Work Description	Quantity	UOM	Cost
<b>GENERAL REQUIREMENTS</b>			
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	
01.0025 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		
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		
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 to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner. >>> GENERAL REQUIREMENTS <<<	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. >>> GENERAL REQUIREMENTS <<<	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. >>> GENERAL REQUIREMENTS <<<	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES			

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<p>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.            &gt;&gt;&gt; GENERAL REQUIREMENTS &lt;&lt;&lt;</p>	1		
<p>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.            &gt;&gt;&gt; GENERAL REQUIREMENTS &lt;&lt;&lt;</p>	1		
<p>01.0200 P1 WORKMANSHIP &amp; 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 code enforcement inspectors.            &gt;&gt;&gt; GENERAL REQUIREMENTS &lt;&lt;&lt;</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.            &gt;&gt;&gt; GENERAL REQUIREMENTS &lt;&lt;&lt;</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.            &gt;&gt;&gt; GENERAL REQUIREMENTS &lt;&lt;&lt;</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!            &gt;&gt;&gt; GENERAL REQUIREMENTS &lt;&lt;&lt;</p>	1		

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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		
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		
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		
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		
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		
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		
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		

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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		
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. >>> GENERAL REQUIREMENTS <<<	1		
<hr/>			
<b>HOMEOWNER WORK</b>			
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		
<hr/>			
<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. >>> ROOF & ATTIC <<<	2,200	SF	
35.0401 P1 REPLACE UP TO 10% OF ROOF DECKING (MODIFIED) Replace up to 10% of any rotten, badly warped or broken roof decking and nailers. Material shall match remaining material as closely as possible. Roofs requiring more than 20% decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and			

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before replacing additional decking and nailers. ROOF DECKING ATTACHMENT AND FASTENERS SHALL BE STRENGTHENED AND CORRECTED AS REQUIRED BY SECTION 201.1 OF THE FLORIDA BUILDING CODE. A SECONDARY WATER BARRIER SHALL BE PROVIDED AS REQUIRED BY SECTION 201.2 >>> ROOF & ATTIC <<<	192	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. Shingles to have a 20 year limited manufacturer's warranty. Install FHA 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 upgraded colors allowed. >>> ROOF & ATTIC <<<	2,200	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 as specified by manufacturer so that a ventilation opening exists below vent. >>> ROOF & ATTIC <<<	64	LF	
<b>PORCHES &amp; ENTRANCES</b>			
40.0001 P1 SECURE EXISTING HANDICAP RAMP Fasten existing handicap ramp to tiled slab. Use flat head Tapcon brand (or equal) screws through grout lines in ceramic tile. Fasteners to be recessed, head flush with plywood surface. >>> REAR PORCH/ENTRANCE <<<	1		
<b>DOORS</b>			
45.0000 P1 REPLACE INTERIOR DOOR LOCKSET WITH LEVER-HANDLED LOCKSETS Remove existing interior lockset and replace with interior lever-handled lockset. Function to be privacy or passage, at owner's option. Finish and style to be selected by homeowner using \$23 allowance per door. Adjust doors and locksets to operate smoothly. >>> BATHROOM - - MASTER <<<	2	EA	
45.0000 P1 REPLACE INTERIOR DOOR LOCKSETS WITH LEVER-HANDLED			

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<b>LOCKSETS</b>			
Remove existing interior lockset and replace with interior lever-handled lockset. Function to be privacy or passage, at owner's option. Finish and style to be selected by homeowner using \$23 allowance per door. Adjust doors and locksets to operate smoothly. >>> BEDROOM #2 <<<<	1	EA	
45.0000 P1 REPLACE INTERIOR DOOR LOCKSETS WITH LEVER-HANDLED LOCKSETS			
Remove existing interior lockset (master closet door) and replace with interior lever-handled lockset. Finish and style to be selected by homeowner using \$23 allowance per door. Adjust doors and locksets to operate smoothly. >>> BEDROOM - - MASTER <<<<	1	EA	
45.0000 P1 REPLACE INTERIOR DOOR LOCKSET WITH LEVER-HANDLED LOCKSETS			
Remove existing interior lockset and replace with interior lever-handled lockset. Function to be privacy or passage, at owner's option. Finish and style to be selected by homeowner using \$23 allowance per door. Adjust doors and locksets to operate smoothly. >>> BEDROOM #3 <<<< >>> HVAC & GAS SYSTEM <<<< >>> ENTRY HALLWAY <<<<	1	EA	
45.0001 P1 REPAIR EXISTING STORM DOOR TO FUNCTION PROPERLY			
Secure and shim loose storm door jamb and adjust door to operate smoothly and properly. Insure latching/locking mechanism and other door components functions properly. >>> REAR PORCH/ENTRANCE <<<<	1		
45.0002 P1 INSTALL GRAB BAR ON FRONT DOOR			
Install 24" grab bar on outside of front door to facilitate closing of door by wheelchair bound person. Install horizontally at height specified by owner (high enough for wheelchair traffic to clear, low enough to reach). Bar to be installed with through-bolts, sheet metal screws not permitted. Bar diameter, finish, and style to be selected by owner using \$30 allowance. >>> FRONT PORCH/ENTRANCE <<<<	1	EA	
45.0751 P1 INSTALL NEW PREHUNG 6 PANEL INTERIOR DOOR UNIT WITH NEW LOCKSET IN MODIFIED OPENING			
Remove existing bedroom #2 closet door and modify opening to accept a 2'8" X 6'8" interior door unit. Install a new 32" X 6'8" X 1-3/8" thick 6-panel prehung hollow-core door unit with split jamb, casing and a new lockset. Door to be "Colonist" style. Lockset to be passage function. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$23 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset, finish and paint color.			

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>>> BEDROOM #2 <<<	1	EA	
45.0751 P1 INSTALL NEW PREHUNG 6 PANEL INTERIOR DOOR UNIT WITH NEW LOCKSET IN MODIFIED OPENING Remove existing master bedroom door and modify opening to accept new 3'0" X 6'8" pre-hung interior door unit. Install a new 3'0" X 6'8" 6-panel prehung Colonist style door unit unit with split jamb, casing and a new lever-handled lockset. Lockset to be appropriate for door type--privacy or passage at owner's option. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$23 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.			
>>> BEDROOM - - MASTER <<<	1	EA	
45.0775 P1 INSTALL A NEW WOOD BIFOLD CLOSET DOOR IN MODIFIED DOOR OPENING Install a new Colonist style bifold door with a metal track and all hardware in modified opening. Paint door with two coats of semi-gloss acrylic latex paint. Owner to select type and color of finish.			
>>> BEDROOM #3 <<<	1	EA	
<b>FLOORS &amp; STAIRS</b>			
55.0226 P1 REMOVE EXISTING FLOOR COVERING Remove existing carpet and vinyl floor covering in laundry area where walls were moved. Floors are to be prepared for the installation of new 12-mil or thicker 100% sheet vinyl.			
>>> LAUNDRY <<<	80		
55.0226 P1 REMOVE EXISTING FLOOR COVERING Remove existing carpet, pad, and tack strip. Floors are to be prepared for the installation of new 12-mil or thicker 100% sheet vinyl.			
>>> BEDROOM - - MASTER <<<	189	SF	
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) 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 perimeter. Install low-profile metal carpet strips where new vinyl meets existing, unlike floor covering. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$18.75 per square yard allowance.			
>>> LAUNDRY <<<	80	SF	
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Install new 12-mil or thicker 100% sheet vinyl in master bedroom and master closet according to manufacturer's instructions. Splices not permitted in rooms having a			

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<p>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. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Use metal, low-profile transition strips where unlike flooring materials meet. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$18.75 per square yard allowance.            &gt;&gt;&gt; BEDROOM - - MASTER &lt;&lt;&lt;</p>	252	SF	
<hr/>			
<b>WALLS</b>			
<p>60.0975 P1 CONSTRUCT A NEW WASHER AND DRYER CLOSET            Relocate water heater, washer, and dryer to proposed locations. Remove existing false beam and one side of existing closet and reconstruct according to proposed plan. Repair drywall where disturbed and match texture as closely as possible. Owner to select style and color of finish. See Program Administrator for location of closet.            &gt;&gt;&gt; LAUNDRY &lt;&lt;&lt;</p>	1	EA	
<hr/>			
<b>CABINETS</b>			
<p>70.0175 P1 INSTALL NEW VANITY CABINET AND CULTURED MARBLE COUNTER TOP            Remove existing master bath vanity cabinet, countertop, faucet, and associated plumbing.            Field measure and install high quality bathroom vanity drawer knee space cabinet. Cabinet to be a single depth drawer unit only, open underneath to facilitate wheelchair access. Cabinet will be configured with two small drawers, one on each side of lavatory bowl. Cabinet to be built by a cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" hardwood frames and 3/4" plywood end panels. Particleboard is not permitted. All visible wood surfaces to be protected with water resistant coating. Installation height, cabinet style, and color to be determined by owner.            Install a cultured marble counter top with back and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Waste line to be wrapped and protected from wheelchair impact. Owner to select color of cabinet stain and/or paint and style of cabinet and cabinet hardware using a \$55 per foot allowance. Owner to select counter top using a \$50 per foot allowance. See Program Administrator for location of cabinet.            &gt;&gt;&gt; BATHROOM - - MASTER &lt;&lt;&lt;</p>	4	LF	
<hr/>			
<b>PLUMBING SYSTEM</b>			
<p>75.0000 P1 GENERAL PLUMBING WORK- LAUNDRY</p>			

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<p>Relocate water heater, washing machine plumbing, and dryer vent according to proposed plan. Washing machine waste line to be vented through roof. Wall studs to be doubled prior drilling if necessary according to local codes. Provide and install recessed washing machine box for waste line and water valves. All valves, piping, and other components to be new, unused.            &gt;&gt;&gt; BATHROOM - - MASTER &lt;&lt;&lt;</p>	1		
<p>75.0003 P1 REPLACE FRONT HOSE BIBB            Replace hose bibb at front entrance with one that can easily be operated by someone with disability like the owner. New faucet to be brass-bodied. Homeowner to select using \$20 allowance.            &gt;&gt;&gt; FRONT PORCH/ENTRANCE &lt;&lt;&lt;</p>	1	EA	
<p>75.0300 P1 INSTALL A NEW BATHROOM SINK FAUCET FOR USE BY A PERSON WITH A DISABILITY            Install a new bathroom sink faucet that is designed for use by a person who has disability like the person living in the house. Install new stop valves and supply lines from stop valves to faucet. Supply lines to be installed towards rear of available space and wrapped according to ADA standards. Faucet to have at least a 2 year warranty. Owner to select faucet using a \$82.50 allowance.            &gt;&gt;&gt; BATHROOM - - MASTER &lt;&lt;&lt;</p>	1		
<p>75.0650 P1 INSTALL A NEW TOILET FOR A PERSON WITH A DISABILITY            Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Toilet to be designed for use by a person who has a disability like the disabled person's living in the house. Commode to include all new components including a shut off valve, supply line, stub up, flange and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an \$120 fixture allowance.            &gt;&gt;&gt; BATHROOM - - MASTER &lt;&lt;&lt;</p>	1		
<p>75.0651 P1 INSTALL HANDICAP GRAB BARS AROUND MASTER TOILET            Install wall-mounted and floor-mounted grab bars around 3 sides of master toilet. Wall bars to be mounted to solid blocking or existing wall studs. Hollow wall fasteners not permitted. Owner's handicap to be considered when determining grab bar height and proximity to toilet.            &gt;&gt;&gt; BATHROOM - - MASTER &lt;&lt;&lt;</p>	1		
<p><b>ELECTRICAL SYSTEM</b></p>			
<p>80.0000 P1 GENERAL ELECTRICAL WORK            Relocate water heater power supply to proposed location. Relocate washer and dryer electric outlets in laundry to proposed locations. Relocate existing light switch</p>			

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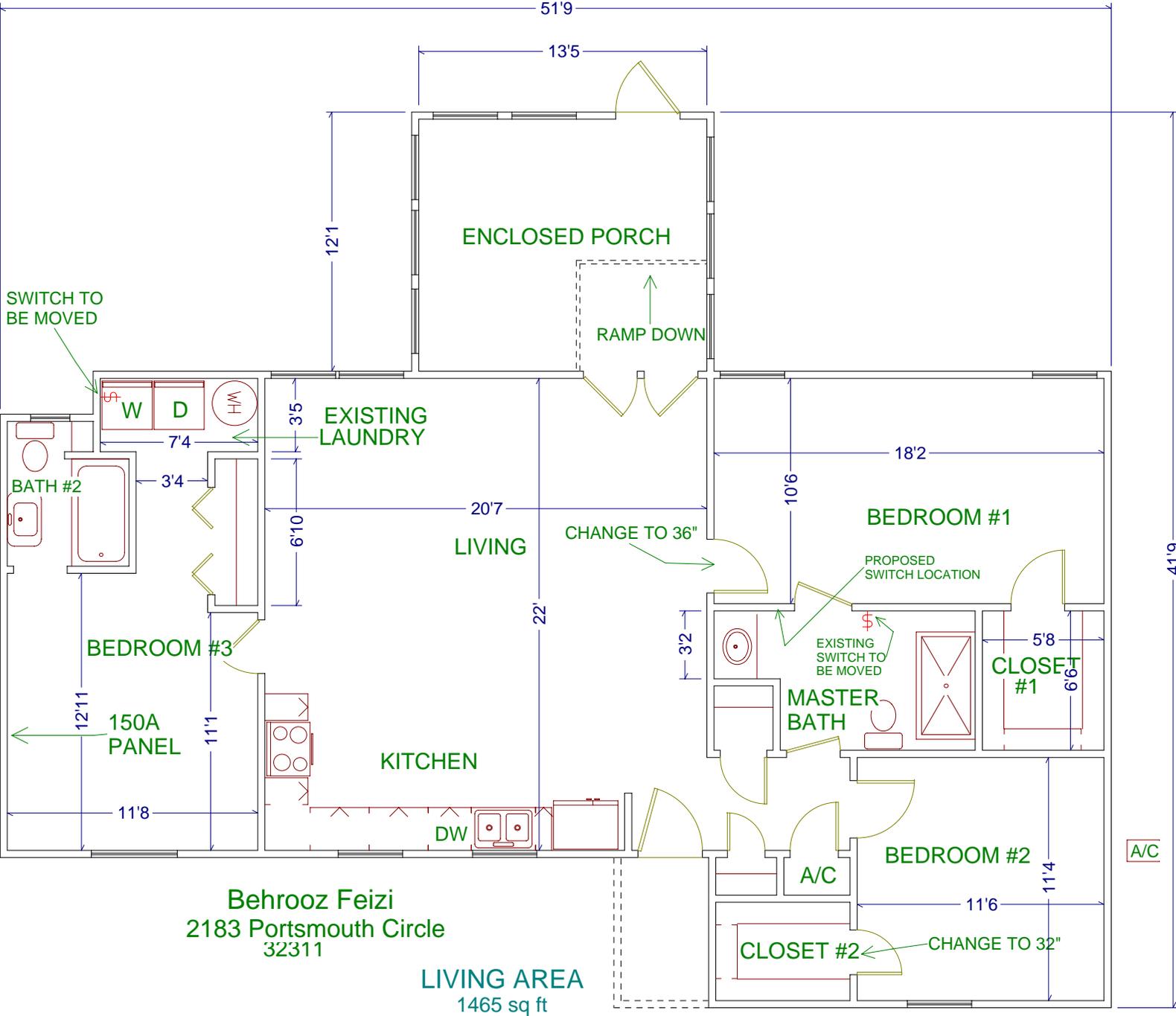
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<p>presently over washing machine to existing 2-gang light switch box in laundry hallway. Install existing hallway light switch that is presently hanging by the wires. Provide and install 2 gang light switch cover plate.            &gt;&gt;&gt; LAUNDRY &lt;&lt;&lt;</p>	1	EA	
<p>80.0002 P1 RELOCATE LIGHT SWITCH            Relocate light switch in shower area as indicated on plan. Replace non-functioning motion activated device with similar. Install blank cover where switch moved from, seal with caulk.            &gt;&gt;&gt; BATHROOM - - MASTER &lt;&lt;&lt;</p>	1		
<hr/>			
<b>HVAC &amp; GAS SYSTEM</b>			
<p>85.0003 P1 CLEAN HVAC DUCT SYSTEM            Interior of HVAC duct supply and return system to be professionally cleaned.            &gt;&gt;&gt; HVAC &amp; GAS SYSTEM &lt;&lt;&lt;</p>	1		
<p>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. Thermostat distance above floor to be specified by homeowner. Existing duct sizing and condition to be evaluated by HVAC contractor and modified/repared as necessary. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements.            &gt;&gt;&gt; HVAC &amp; GAS SYSTEM &lt;&lt;&lt;</p>	1,465	SF	

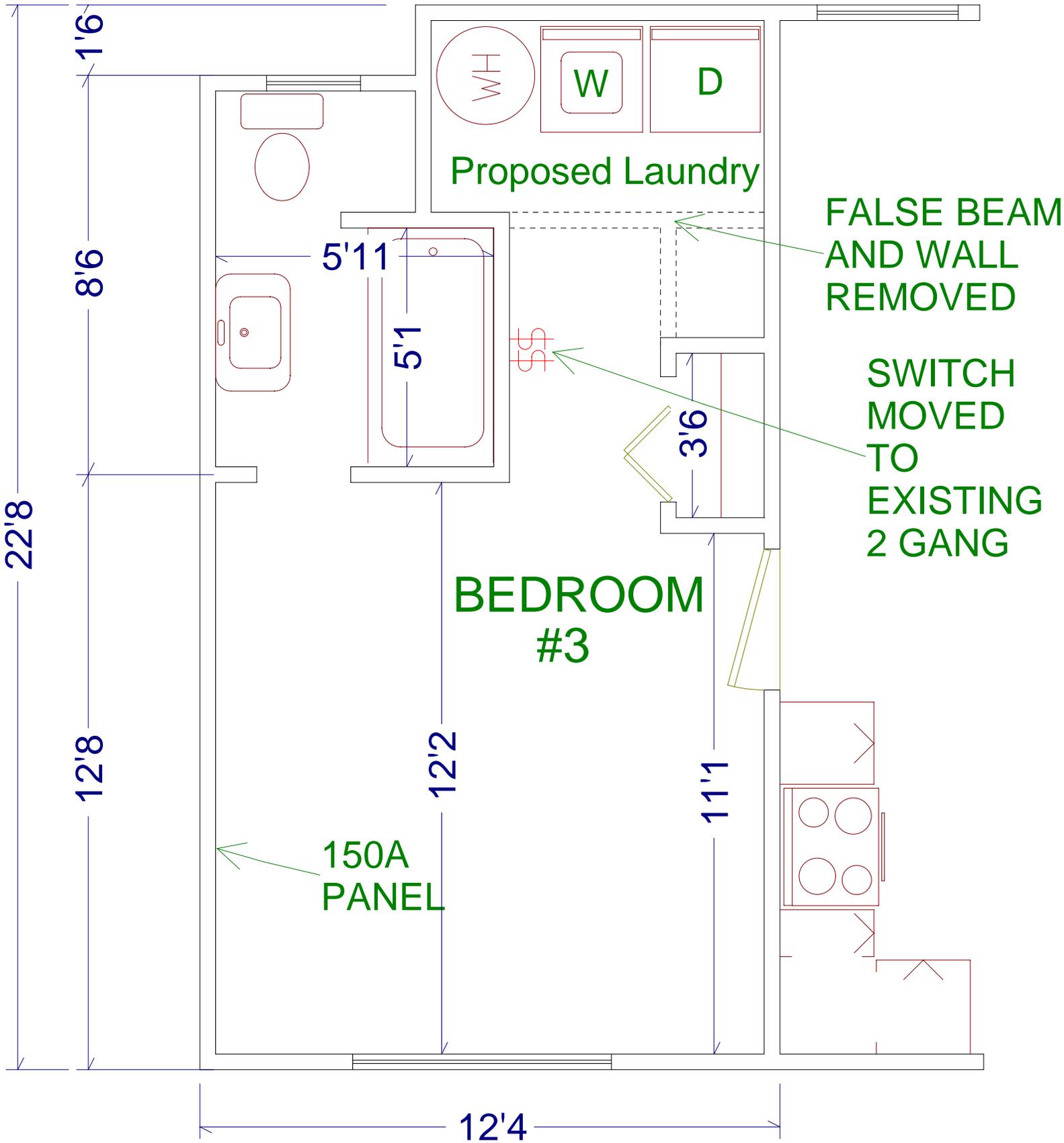
## Cost Summary

Total Cost

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

HOUSING & HUMAN SERVICES, LEON COUNTY





**Behrooz Feizi**  
 2183 Portsmouth Cir 32311

**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. “

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**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.**

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**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.

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- 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)

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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**

<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 MBE Participation</b>	<b>Type of Service to Provide</b>
<b>Minority and Women Business Enterprise(s)</b>					
a.					
b.					
c.					
d.					
e.					
f.					

<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.** 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.				