CITY OF CAPE CORAL
CONTRACTOR HANDBOOK

State Housing Initiatives Partnership (SHIP)
Neighborhood Stabilization Program (NSP)
Community Development Block Grant (CDBG) Programs

City of Cape Coral
Department of Community Development
Planning and Growth Management Division
PO Box 150027
Cape Coral, Florida 33915-0027
239-574-0552

REV #3
Table of Contents

I. Introduction

II. Bid Process

III. Payment and Contract Performance

IV. Project Responsibilities

V. Contractor Quality and Standards

VI. Materials and Specifications

VII. Contractor Application

VIII. Sample Forms and Documents
I. Introduction

The City of Cape Coral appropriates Federal, State and local funds for a variety of programs to provide decent, safe, and affordable housing, a suitable living environment and expand economic opportunities for primarily persons of very-low, low and moderate-income. The City of Cape Coral utilizes Cape Coral Housing Development Corporation to implement two of its rehabilitation programs, the owner-occupied and purchase rehabilitation programs. Cape Coral Housing Development Corporation is responsible for maintaining an active list of contractors who are licensed and insured to help us accomplish the activities funded under these programs.

Before we proceed to qualify and place your business on the eligible contractors list for Cape Coral Housing Development Corporation you must provide an application which includes licensure, certifications, references and other related documents required to prequalify you. An application documentation checklist is included in the Handbook.

Once you are approved you will be place on a revolving list of contractors. When your company comes up on the list you will be advised of projects that are being bid by this department and will be given the opportunity to bid on these projects. Contractors that have been debarred or suspended from working on federally funded programs are not eligible to participate. Contractors will also be expected to comply with all applicable City, County, State and Federal laws as they may apply to the project.

All Contractors and Subcontractors bidding upon work available through the various Rehabilitation Programs must familiarize themselves with the policies, materials standards, and methods of construction contained herein. All work write ups will refer to and incorporate these standards and all Contractors are expected to conform to the policies and guidelines contained herein.

If you would like to become a certified minority contractor or a Section 3 certified contractor, please ask about these programs in our office.

Any questions concerning this Handbook or its contents should be referred Cape Coral Housing Development Corporation at 471-0922. Thank you for your interest and participation in these homeowner programs. Through your efforts and support many residents will now have safe and decent housing.

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II. Bid Process

A. INVITATION TO BID
The Contractor will be sent an Invitation to Bid by fax or mail for any upcoming projects. The bid documents will include the property location, homeowner's name, scope of work, date and time of the scheduled mandatory Walk-Through, bid response date and bid opening date. The Contractor must attend and sign-in at the Pre-Bid Walk-Through to be eligible to bid. Contractor participation is mandatory in order to be eligible to bid and remain on the Contractor's Bid List.

B. MANDATORY WALK-THROUGH
The purpose of the mandatory Contractor Walk-Through is to discuss specific details and methods with the homeowners and Rehabilitation Specialist relating to the project scope of work provided in the bid package. Changes, additions, deletions, and refinement of work details or the scope may be made during this Walk-Through. This is the first opportunity for the contractor to meet the homeowners and view the property.

The Walk-Through will start promptly at the time specified. Any Contractors who arrive late will not be eligible to bid. Contractors may not begin to inspect the home or construction site before the Rehabilitation Specialist arrives and the Walk-Through officially starts. Contractors are required to sign in.

Any changes to the bid sheet will be reviewed at the end of the Walk-Through to ensure that Contractors have noted all changes discussed during the Walk-Through for bid consistency. Prior to the bid opening date you will receive a final work write up. Please use this document to submit your bid. Once the work is awarded, there will not be any changes made to the work write up unless required by the building department. Failure to bid according to the final bid specifications may be just cause for disqualification of the contractor's bid.

C. BID PROPOSAL
The Contractor shall list on the bid sheet, in detail, all specifications of materials to be used and the scope of work to be performed. Specifications are required, but not limited to: plumbing, electrical, HVAC, roofing materials, windows, doors, hardware, flooring, painting, garage doors, garage openers, insulation, ceramic tile, cabinets, counter tops, appliances, mirrors, etc. This will ensure that Contractors are bidding based on the use of similar or like materials and scope of work. It also eliminates any misconceptions between the Homeowner and the Contractor as to what they will/will-not expect from the contract.

The Contractor agrees that he/she has prepared the contract proposal and that the contents are consistent and accurate as to the name of the Contractor, scope of work, and the price of the contract. The Contractor acknowledges the performance requirement established in the work write-up, and or contract, and warrants that all work undertaken will conform to said specifications.

D. BID SUBMITTAL
The contractor's bid must be submitted on the work write-up form. The contractor shall provide line item prices for each item specified on the work write-up; profit and overhead should be added at the end. Sign the work write-up and submit it in a sealed envelope with the owner’s name, address, case number and bid date on the outside of the envelope. Return your completed proposal before the bid opening date and time. Late proposals will not be accepted.

All prices on the bid must be written in ink. Signatures must be in ink. If you make a mistake on the bid, please initial the change prior to submitting your bid. It is your responsibility to remain informed regarding permit fees, material costs and other requirements that might increase the cost of your work. Once you submit your bid you are bound to the price that is stated on your proposal.

For model or materials not specified, prices should match existing in quality and style. If a model is specified you will be expected to install that model or product number. You cannot deviate from the product specified without written authorization from Cape Coral Housing Development Corporation. All questions related to job
specifications should be cleared prior to submission of bid by contacting the housing staff.

**E. REHABILITATION CONTRACT AWARD**

The homeowner(if applicable) and Cape Coral Housing Development Corporation will review the bids to ensure that all mandatory work is included, conforms to program specifications and the cost is reasonable for the project. Estimates that are unresponsive, unreasonable, and inaccurate, contain incorrect totals, are unsigned, or submitted in pencil may be rejected at the option of the owner and the agency.

Contractors are not authorized to begin work until they receive a notice to proceed which will be provided at the Closing. Contractors experiencing delays in completing work within the required deadline will not be awarded additional work until the delayed projects have been completed to the satisfaction of the agency. Contractors who experience delays on three (3) successive projects will be removed from the bidder’s list, unless the delays are caused by factors beyond the contractor’s control.

The following criteria will be used to determine the winning bid:

1. The bid is the lowest responsible bid.
2. Bid amount does not exceed 10% above or 10% below the estimated bid price as determined by the Rehabilitation Specialist.
3. Contractors that provide the lowest bid on several simultaneous projects may only be awarded one project at a time until satisfactorily completing three projects. Additional projects may be awarded as noted in 4 below.
4. Award of no more than two simultaneous projects will be awarded based on demonstrated company capability on a case-by-case basis as noted in F 1-5 below.
5. Contractors will not be eligible to bid on projects valued at greater than $35,000 until they have successfully completed three (3) rehabilitations.

**F. EMERGENCY CONTRACT**

This type of contract is awarded to complete work on a project previously awarded or an emergency repair to correct a life-threatening situation. In the event that a previously awarded contract is not completed by the original contractor, the project completion will be offered to the next successful bidder. When deemed an emergency to correct a life-threatening situation, a contract may be awarded without going through the formal bidding process.

The following criteria will be used in selecting the Contractor:

1. Remains in Good Standing,
2. Demonstrated ability to perform the work,
3. Availability to respond quickly,
4. Alphabetical rotation if more than one Contractor meets the above criteria,
5. Submission of a fixed price contract for work to be completed, and
6. Ability to complete the work within the specified time.

**III. Payment and Contract Performance**

**A. DRAW SCHEDULE**

Rehabilitation Projects will consist of three draw payments against the total sum of the contract price. Payments
will be based on the amount of work completed as described in the work write-up. The Contractor will schedule an inspection with the agency 24 hours in advance, and will inform the inspector of items he/she wishes to be inspected. Please note that all inspections required by the City of Cape Coral Building Department must be complete before each draw inspection. The final draw will be held until the punch list has been completed.

The draw schedule will be as follows:

<table>
<thead>
<tr>
<th>Draw Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Draw</td>
<td>35%</td>
</tr>
<tr>
<td>Second Draw</td>
<td>35%</td>
</tr>
<tr>
<td>Final Draw</td>
<td>30%</td>
</tr>
</tbody>
</table>

**B. CONTRACTOR PAYMENTS**

Payments to the Contractor will be made by the agency on behalf of the owner in accordance with the Draw Schedule outlined in Section III A above. The Contractor is required to complete and submit the Contractor Payment Request Form to the Rehabilitation Specialist. The Contractor will obtain the property owner’s dated signature on the Payment Request before submitting it to the Rehabilitation Specialist.

Lien Waivers will be signed by the Contractor before a draw is released. This will be required for every draw, without exception. All required City/County inspections must be made before a draw is released. This includes, but is not limited to an inspection by the Rehabilitation Specialist and Building Department.

The Final Draw will be held until the following items have been completed:

1. All required inspections have been completed and passed by the Building Department.
2. A Final Inspection or C/O has been issued by the Building Department if required.
3. A Final Inspection has been completed by Rehabilitation Specialist.
4. The Final Punch List has been completed and signed by the Homeowner, Contractor and Rehabilitation Specialist.
5. A Final Release of Lien has been signed by the Contractor.
6. All warranty information has been provided to the Homeowner.
7. The construction site is clean and ready for occupancy.
8. All Final Releases of Lien have been received from subcontractors.

**C. PAYMENT REDUCTION**

Cape Coral Housing Development Corporation reserves the right to decline payment or reduce the amount of a draw to such an amount as is necessary to protect the Owner from loss or to recover the cost incurred to correct or complete the specified work because of, but not limited to:

1. Defective work not corrected,
2. Third-party claims filed or with reasonable evidence indicating probable filing of such claims,
3. Failure of the Contractor to make proper payments to sub-contractors, laborers or material suppliers, and
4. The amount of work completed is not enough to constitute a draw.

When the above conditions have been corrected or resolved, payments shall be made to the Contractor.

**D. CHANGE ORDERS**

The Contractor agrees that no alteration of materials or labor described in the original work order shall take place unless in writing and mutually agreed upon by the Homeowner (if applicable), Contractor, and agency. All changes must be submitted on the Change Order Form provided within this Manual, signed and dated by the Homeowner (if applicable), Contractor, and Rehabilitation Specialist and authorized by the Executive Director. Any changes made will be bound by the contract and incorporated into the project; subject to the same requirements, policies and procedures as described above.
E. SUSPENSIONS AND DISQUALIFICATIONS:

Contractors will be suspended or disqualified from participation in the programs for any of the following conditions:

1. Self imposed: A Contractor may disqualify him/herself before contract signing for conflicting work contracts or personal hardship.

2. Lack of Participation: A Contractor that does not participate or respond to an invitation to bid within a twelve-month cycle will be placed on Inactive Status, will no longer be sent bid information and must reapply.

3. Insurance Violations: If at any time a Contractor fails to have required insurance, he/she will be automatically suspended until proof of insurance is provided. The Contractor must have insurance at all times. Any changes in coverage must be reported to Cape Coral Housing Development Corporation and the City of Cape Coral Department of Community Development in writing within five working days of such said change, including renewals.

4. Business License Violations: Any Contractor who has a license suspended, revoked, rejected or inactivated will be automatically disqualified. All license renewals must be current and a copy provided to the agency and City of Cape Coral.

5. Failure to Honor Warranties: Any Contractor who fails to honor a warranty from a previous contract will be barred from future bidding for one year and must reimburse the City of Cape Coral for the cost of any work performed by another to correct the warranty work.

6. Default: If a Contractor defaults or does not complete an assigned project, he/she will be disqualified indefinitely from participating in any programs through the agency and the City of Cape Coral’s Department of Community Development.

7. Willful Misconduct: Willful misconduct by Contractor, employees, or sub-contractors while engaged in County/City work project will not be tolerated. The Contractor may be disqualified from the program for allowing behavior such as, but is not limited to theft, lewd or lascivious acts, foul language, public intoxication, illegal drug use, willful destruction of owner’s property or abusive behavior towards property owner or staff.

8. Contractor Negligence: Contractors that do not adhere to building codes, construction industry standards, contract specifications, and material requirements will be dismissed. The contract will be awarded to another contractor.

9. Payment Delinquency: Failure to pay sub-contractors or material suppliers automatically disqualifies the Contractor from the program.

10. Kickbacks/Price Fixing: Any evidence of kickbacks or price fixing by or between Contractors, its employees, officers, owners, agents, partners, representatives or any other affiliates will automatically disqualify the Contractor indefinitely.

11. Brokering of work: No person or persons, shall broker any agency or City of Cape Coral Construction Contract to another licensed or unlicensed contractor. Anyone caught brokering work, or receiving a brokered contract will be immediately suspended and possibly be disqualified indefinitely from participating in any work program through the agency or the City of Cape Coral Department of Community Development.

E. LIEN WAIVERS

The Contractor shall protect, defend, and indemnify Cape Coral Housing Development Corporation, City of Cape Coral, and the Homeowner (if applicable) from all claims of unpaid work, labor or materials. The Contractor must sign a Release of Lien prior to receiving any payments. This will be required of the Contractor at every draw request, no exceptions will be made. It is the Contractor’s responsibility to obtain Release of Liens from its sub-contractors, material suppliers, and any other affiliates associated with said project.
F. INSPECTIONS
The agency and the City of Cape Coral reserves the right to inspect all work performed by the Contractor. A scheduled inspection is required prior to receiving a draw. The Contractor will schedule an inspection twenty-four hours in advance with the Rehabilitation Specialist by calling 239-471-0922. The Contractor will be notified with the outcome of the inspection within 24 hours.

IV. Project Responsibilities

A. AGENCY RESPONSIBILITY
Cape Coral Housing Development Corporation prepares bid packages, awards bids, inspects construction and makes payment on behalf of the homeowner.

B. CONSTRUCTION AGREEMENT
The Agreement for construction services is between the Contractor and the Homeowner and is executed during the Closing.

C. CONTRACT SIGNEE
Only the property owners, the License holder, or the Financially Responsible Officer (RFO) of the Contractor or corporate officer duly authorized by resolution may sign contract documents.

D. ACCESS TO PROPERTY
All parties involved in the construction process shall have access to said property during normal business hours. Because the Homeowner continues to occupy the property during construction, a time of operation will be established between the Homeowner and the Contractor.

E. UTILITIES
When existing utilities are available, the Homeowner will provide use of water and electricity at no cost to the Contractor, unless otherwise noted. It is the Contractors responsibility to locate and mark all utilities prior to the start of construction.

F. EQUIPMENT STORAGE
The Contractor and sub-contractors will be solely responsible for the security of their equipment, tools and materials on the construction site. The Homeowner (if applicable), the agency, the City of Cape Coral, its employees, or affiliates will not be held liable for any losses or damages sustained during the construction project. The Contractor shall not store equipment and materials on said property that is not used for the work described in the contract.

G. PERSONAL PROPERTY
Personal property belonging to the Homeowner that remains on the construction site shall be protected and preserved throughout the duration of the project. The Contractor shall hold harmless the Homeowner, the agency, and the City of Cape Coral for any damages created by the Contractor or his/her affiliates during construction.

H. PROPERTY DAMAGE
The Contractor will be held liable for all property damage caused by his/her employees, equipment, tools, sub-contractors, material suppliers, or any other affiliates contacted by the Contractor to do business on the construction site. The Contractor shall make every effort available to avoid damages to the Owners property at all times. Any damage sustained to the property or its contents must be reported immediately to the Homeowner and the agency.

I. PERMITS AND IMPACT FEES
The Contractor will secure, at his/her own expense, all necessary permits, impact fees, notice of commencement, etc., required to perform the work as described in the contract. No work shall commence without the required permits and contractor must ensure that his subcontractors do the same.

J. WARRANTIES

The Contractor agrees to warrant all labor and materials used during construction for the period of one year from the date of completion. Any and all extended warranties beyond one year shall be provided to the Homeowner at the completion of the contract. These warranties will consist of appliances, HVAC, plumbing fixtures, electrical fixtures, roofing, garage doors and openers, windows and doors, hardware, paint, flooring, cabinets, etc. If a warranty issue should arise within one year, the Contractor is expected to respond within 72 hours for non-emergency and within 24 hours for emergencies to resolve the issue. If the Contractor fails to respond to, and remedy a warranty issue, he/she will be disqualified from the program for one year and must reimburse the agency for any work contracted to correct the warranted work.

K. DISPUTES

All unsettled claims or disputes between the Homeowners and the Contractor arising out of or related to the work shall be submitted to arbitration under the laws governed by the State of Florida. Notice of the demand for arbitration shall be filed in writing with the other party to this agreement, and shall be made within a reasonable time after a dispute has arisen. The award rendered by the Arbitrator shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The prevailing party may be entitled to recover all costs, including reasonable attorney’s fees.

L. ROOM COMPLETION

As the Contractor completes areas during Rehabilitation, the Homeowner may use that area for their personal use. If any damages occur to a completed area occupied by the Homeowner during rehabilitation, the Homeowner will be held liable for such damages.

V. Contractor Quality and Standards

A. INSURANCE

The Contractor agrees to carry adequate insurance coverage for liability and workers compensation as required by state law and the City of Cape Coral. Any changes in insurance coverage, including renewals; must be provided in writing within five working days to agency and the City of Cape Coral Department of Community Development. It is understood that any sub-contractors hired or working with the Contractor must have adequate insurance coverage for liability and workers compensation. The Contractor must provide a Certificate of Insurance the agency and the City of Cape Coral Department of Community Development and submit any changes or renewals as well.

B. COORDINATION OF WORK

The Contractor is responsible for the coordination of all work described in the contract. He/she agrees to schedule all work in the proper order for the operation of all trades, material, and workers engaged in the contract. It is agreed that no exterior work, such as re-roofing, will be performed during adverse weather conditions that would cause damage to the Homeowner’s property.

C. CODES

The Contractor will comply with all building and code regulations and ordinances required by the Building Department. The Contractor will not be held responsible for pre-existing violations of code or building laws except where corrections of such violations are required within the scope of the contract. It is the Contractor’s responsibility to stay informed of all changes to the building code and City of Cape Coral ordinances.

D. LICENSES

Contractors must possess a valid State of Florida General Contractor's License and Qualified Business License
or Occupational License if applicable. A current copy of the Contractor’s license must be on file with agency and the City of Cape Coral Department of Community Development. Any changes, including renewals, must be submitted within five (5) working days of such said change. Any violations or discipline against the Contractor must be reported in writing to the City of Cape Coral Department of Community Development within 5 working days.

E. MATERIAL QUALITY

The Contractor must furnish all materials necessary to complete the contract. All materials used and installed must be new and of quality specified in the work write up. Any materials used other than what is in the work write up must be approved by the Rehabilitation Specialist in writing before installation. All materials used by the Contractor are subject to inspection.

F. LABOR QUALITY

All labor furnished by the Contractor or sub-contractor must be executed by a skilled, trained professional. Tradesmen, when required by county or state law, shall be licensed. All work performed by the Contractor and his/her associates will be inspected by the Rehabilitation Specialist and is expected to conform to the contract, building codes and professional work ethics.

G. SAFETY

The Contractor agrees to keep the construction site a safe working environment at all times. All trash and debris will be picked up during the course of work, as well as tools and equipment when applicable, to insure safety for the workers and Homeowner. Chemicals and flammables such as paints and solvents shall be removed daily, or locked in a secure location, to prevent accidents.

H. CLEAN-UP

The Contractor agrees to keep the construction site cleared of trash and construction debris, cleaning site on a daily basis. Contractor will provide a dumpster or other approved receptacle at his cost.

I. COMPLETION DEADLINE

The Contractor is required to complete all work within the time allowed as described in the contract agreement. Extensions may be granted to the Contractor for circumstances beyond his/her control such as weather delays, natural or national emergencies, personal hardships, etc. If the work is not completed on time, the Contractor will be removed from the Approved Contractors List and disqualified from future bidding. Liquidated damages will occur at the fifty dollars a day starting from the original completion date. The City of Cape Coral Department of Community Development will determine any discipline against the Contractor on a case by case basis. Contractors that experience delays due to increment weather, natural disasters or factors outside their control must request an extension of time in writing that must be approved by the homeowner and the rehabilitation specialist.

J. HOLD HARMLESS

The Contractor shall agree to defend, indemnify, and hold harmless the Owner, the agency and the City of Cape Coral from liability and claim for damages because of bodily injury, death, property damage, sickness, disease, theft, or loss and expenses arising from the Contractor’s performance under this agreement to install or construct home improvements are to be paid for out of the proceeds of the Owner's rehabilitation/construction loan. The Contractor is acting in the capacity of an independent Contractor with respect to the Homeowner.

K. REGULATIONS

Contractors must comply with all state and local statutes, regulations, ordinances and policies for all projects. Federally funded projects require compliance with the Davis-Bacon Act and all other applicable laws and regulations. Contractors, who have been debarred from working in federally funded projects, cannot participate in this program.
VI. MATERIALS & SPECIFICATIONS
The materials and specifications listed below are required on all SHIP Housing Programs unless otherwise specified. Please include these specifications when bidding on housing projects.

A. Concrete:
All concrete placing will be of 3000 psi strength including but not limited to footers, stem walls, floors, lintels and walkways. Driveways will have at least 3000 psi strength and conform to standards set forth by the Marion County Building Department.

B. Framing:
All lumber will be #2 or better grade, wall stud spacing will be on 16” centers.

C. Roof Sheeting:
Roof sheeting will be ½” cdx four-ply or greater and secured with galvanized deck nails.

D. Roof Under-lament:
All roof sheathing shall be covered in 2 layers of 15 lb felt.

E. Shingles:
All shingles will be a 30 year architectural, fiberglass / asphalt UL Class A Fire Rated, pass UL 1997 110 mph wind load with a minimum 30 year warranty with a 15 year algae/ mildew resistant warranty. Drip edge will have a minimum width of two-inches and be constructed of either galvanized or aluminum.

F. Windows:
Exterior windows will be single hung, insulated, aluminum, one over one, vertical lift, tempered where required, in white or bronze, Better Built grade or equivalent.

G. Exterior Front Doors:
Doors shall be steel clad, insulated, six panels, and equipped with a single cylinder dead bolt. All doors shall have a lever style handle for easy access.

H. Paint:
All exterior and interior paint shall have a 25 year minimum manufacture’s warranty. All painted surfaces will have one coat of primer/sealer and one coat of finish paint.

I. Soffit & Fascia:
Soffit will be twelve inch, vented, aluminum in white or bronze. Fascia will be either four inch or six inch aluminum depending on application.

J. Cabinets:
Cabinets shall be made at a minimum of high density furniture board wrapped in veneer. Counter tops will be Formica over ¾” plywood. Backsplashes shall be made of ¾” plywood wrapped with Formica at a minimum.

K. Flooring:
Ceramic tile will be used in the kitchen, baths, utility room, dining room, and the entry way. Stain resistant carpet on the remaining floors unless otherwise specified.

L. Plumbing:
Faucets - Delta, American Standard, or Moen
Lavatories, Sinks and Water Closets - Briggs, American Standard, or Gerber
Bathtubs - Briggs or American Standard
Hot Water Heater - 40 gallon minimum, A.O.Smith, Rheem/Ruud, Whirlpool
M. Heating & Cooling:
Heat Pump will be used with a Seer Rating of 15 or greater; Minimum of 10 KW back up heat strip.

N. Electrical:
One ceiling fan/ light combination per bedroom and living room
One light fixture per exterior door
   Standard toggle style light switches
   Standard style electrical outlets
   200 amp main service panel

O. Minimum Insulation:
Attic: R-30 value
Exterior Block Wall: R 4.2I
Exterior wall studs: R-19
Garage stud wall: R-11.

P. Drywall Texture: Knock-down or orange peel

Q. Tub & Shower:
Single piece fiberglass tub and shower units with at least one soap dish and towel bar. **Handicapped accessible bathrooms will follow code.

R. Interior Trim:
Interior doors will be six panel fiber board paint grade, Door casings 2 ¼”, finger joint, colonial, paint grade. Base boards 3 ¼”, finger joint, colonial, paint grade. Door Handles- lever style

S. Window Sills: Marble sills

T. Closet Shelving:
Vinyl coated Closet Maid shelving, at least one row in each bedroom closet, linen closet, pantry, and utility room.

U. Mirrors:
One mirror will be placed over every bathroom vanity and will run the full length of the vanity. Mirror height will be 42”.

V. Smoke Detectors:
All rehabilitation projects will have smoke detectors installed to bring it up to current code, including interconnecting each unit together and wiring them on the same circuit.

W. Colors: Neutral colors only

Any changes or deviations in the specifications by the Contractor must be submitted in writing and approved by agency and the City of Cape Coral Department of Community Development before such changes are made. If you have any questions, please call 471-0922. Thank You.

NOTE:
The City of Cape Coral reserves the right to amend the Contractors Handbook at any time. Revisions will be provided to all Contractors on the Approved Bidders List.
VII. Contractor Application

A. REQUIREMENTS:

The following information must be submitted and the application approved before a contractor is allowed to perform any work for the City of Cape Coral Owner Occupied Rehabilitation Program.

1. Submit a completed and signed application.

2. Possess a valid State of Florida General Contractor’s License or County Certificate of Competency and Qualified Business License in his/her own name and submit a copy with the application.

3. Be registered with the City of Cape Coral in active status.

4. Provide three written references from customers, sub-contractors, or material supply houses.

5. Provide a copy of contractor liability insurance.

6. Provide a copy of workers compensation insurance or exemption.

7. Be free of any substantiated complaints or violations during the prior 2 years.

8. Maintain a consistent record of passed inspections with no lengthy construction delays during the prior 2 years.

9. Have pulled permits and built or rehabilitated at least three homes within the last 2 years. Contractors who have recently received their license will still be considered and may be approved with a probationary status.

Once a Contractor is approved, he/she will be placed on the “Approved Contractors List” and will be eligible to bid on construction and rehabilitation projects. A bid package will be sent to the Contractor for the next available project let out for bid. Please be advised that a contractor will not be eligible to bid on any projects valued over $35,000 until they have completed three successful rehabilitations for Cape Coral Housing Development Corporation.
SHIP/CDBG
OWNER OCCUPIED CONTRACTOR APPLICATION

Please refer to the Contractor Performance Manual, Section I – Requirements. Attach copies of the following items:

1. ☐ Three written references from customers, subcontractors, or material supply houses
2. ☐ Current Contractor’s license or other licensure
3. ☐ Contractor liability insurance
4. ☐ Workers Compensation insurance or Exemption
5. ☐ Resume of previous construction services provided
6. ☐ Financially Responsible Officer or Authorized to Execute Contract

A. General Information

Corporate or Business Name: ______________________________________________________

Federal Employer Identification Number: ____________________________________________

Primary Business Address: ______________________________________________________

Qualifier Name: __________________________ Title: ________________________________

Office Number: __________________________ Fax Number: __________________________

Cell Phone Number: __________________________ Mobile Number: __________________

B. Data on Contractor and/or Principals:

________________________________________________________________________ Name

Telephone Number

Title __________________________ Social Security Number __________________________

________________________________________________________________________ Name

Telephone Number

Title __________________________ Social Security Number __________________________

________________________________________________________________________ Name

Telephone Number

Title __________________________ Social Security Number __________________________

C. The undersigned contracting firm agrees that in consideration of being placed upon the “Approved Contractors List”, they have read, understand and will comply with the terms and conditions outlined in the Contractor Manual for all rehabilitation work performed on properties located within the City of Cape Coral.

________________________________________________________________________ Authorized Signature __________________________ Date

Title __________________________
VIII. Sample Forms & Documents

Compliance Certification
Pre-Bid Attendance Form
Invitation to Bid
Bid Opening Results
Homeowner Selection of Contractor Form
Owner-Contractor Agreement
Closing Conference Report
Notice to Proceed
Sub-contractor List
Notice of Commencement –
Contractor Payment Request
Change Order Form
Punch List Form
Release of Lien
Termination of Notice of Commencement
Partial Release of Lien
Final Release of Lien
Contractor Warranty
Contractor Evaluation
Homeowner Evaluation of Contractor Form
Bid Form
Work Write Up and Cost Estimate
CERTIFICATION FOR COMPLIANCE WITH CITY, COUNTY, STATE, FEDERAL LAWS AND REGULATIONS

I, __________________________, agree to comply with all City, County, State, Federal laws and regulations, including, but not limited to the following:

CONFLICTS OF INTEREST
The contractor covenants that no person who presently exercises any functions or responsibility on behalf of the City in connection with this agreement has any personal financial interests, direct or indirect, with the contractor. The contractor further covenant that, in the performance of any contract, no person having such conflicting interest, shall be employed by the contractor. Any conflict of interest attributable to the contractor or its employees must be disclosed in writing to the city immediately upon discovery.

The contractor is aware of the conflict of interest laws of the State of Florida, particularly, Chapter 112, Part III, Florida Statutes; and the United States Department of Housing and Urban Development, particularly, 24 CFR Part 570 § 570.611, and agrees that it shall fully comply with all respects to those provisions.

EQUAL OPPORTUNITY
The contractor agrees that it will comply with equal opportunity requirements, which require that no person in the United States shall on the ground of race, creed, color, national origin, age, sex, religion, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with State or Federal funds.

DEBARMENT/SUSPENSION
The prospective lower tier participant certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

ZONING CODES AND BUILDING CODES
The contractor must comply with the Minimum Housing Quality Standards, the Florida Building Code and other standards established by the City of Cape Coral Department of Community Development or other City agency, as deemed necessary by such agency.

NON-SEGREGATED FACILITIES
The contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The contractor agrees that he will obtain identical certifications from proposed subcontractors exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that he will retain such certification in his files.

Furthermore, the contractor certifies that:
1. He is not a contractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representatives (USTR).
2. He is not or will not enter into any subcontract with a subcontractor or a foreign country included in the list of countries that discriminate against U.S. firms published by the USTR.
3. He will not provide any product of a country included on the list of foreign countries that discriminate against U.S. firms published by the USTR.
STATE OF FLORIDA

COUNTY OF LEE

Sworn to and subscribed before me this __________ day of ________________, 200____, by __________ ________________________, who has/have produced photo identification __________________ _______ or is personally known to me and who did/did not take an oath.

__________________________________________________________
Notary Public, State of Florida

My Commission Expires:_________
PRE-BID MEETING ATTENDANCE FORM

CASE # ______________________ DATE: ______________________

OWNER’S NAME: ____________________________

ADDRESS: ____________________________ City ____________________________

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<tr>
<th>CONTRACTOR/FIRM NAME</th>
<th>SIGNATURE OF REPRESENTATIVE</th>
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OWNER OCCUPIED REHABILITATION
INVITATION FOR BIDS

Cape Coral Housing Development Corporation will accept sealed bids for the following owner occupied property:

Homeowner Name: __________________________ Phone Number ________________

Property Address: ____________________________________________________________

Housing Type: ______________________________________________________________

Directions: ____________________________________________________________________

Mandatory Pre-Bid Walk-Through:

Walk-through Date: ____________________________ Time: __________

Scope of Work: __________________________________________________________________

Bid Opening Date: ____________________________ Time: ________________

Opening Location: __________________________________________________________________

Bids should be sealed and delivered to: ____________________________

Mark the envelope “Sealed bids” with the property address, client’s name and date and time of bid opening. If you have any questions regarding this bid you may contact our Rehabilitation Specialist at 239-471-0922.

All Prices Must Be Typed or In Ink & Bid Must Be Properly Signed and Dated.
<table>
<thead>
<tr>
<th>HOMEOWNER NAME</th>
<th>ADDRESS OF PROPERTY TO BE BID</th>
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<tr>
<td>DATE OF PRE-BID CONFERENCE</td>
<td>DATE BID OPEN</td>
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<td>CONTRACTORS WHO BID</td>
<td>AMOUNT OF BID</td>
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LOWEST BIDDER:  

Bid Awarded to:  

Comments:  

Rehabilitation Specialist  

Date
Homeowner Selection of Contractor

I, ______________, along with _____________________, the Rehabilitation Specialist for Cape Coral Housing Development Corporation, have reviewed all the bids that were received by Cape Coral Housing Development Corporation on my behalf for the rehabilitation / reconstruction of my home located at: _________________________.

The bids that were received for my home are as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
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I, ____________, would like, if possible that _______________________, whose bid amount is $_______________ be awarded the contract to rehabilitate/reconstruct my home. I also have been made aware that Cape Coral Housing Development Corporation will not award a contract to any contractor whose bid is 10% over or under the estimated project cost of $ _____________. I further understand that any contractor that I select must be approved by the Executive Director who retains the right to reject any contractor.

________________________________ __________________________
Signature      Date

________________________________
Printed Name
SHIP/CDBG OWNER OCCUPIED REHABILITATION AGREEMENT
BETWEEN CONTRACTOR AND HOMEOWNER
FOR REHABILITATION OF RESIDENCE

Owners: ___________________________________________ FILE # ____________

Property address: ________________________________________________

CONTRACTOR: ____________________________ Business Name: _______________

Contractor Mailing Address: __________________________________________

This Agreement, entered into this ________ day of _____________, 20 ___, between approved SHIP/CDBG clients__________________________, hereinafter “Owners” whose owner-occupied home, located at the above address is to be rehabilitated by the licensed contractor ____________________________, hereinafter “Contractor”, whose License Number is ____________________.

Article 1: - Contract Sum & Payments:
1.1 Payments shall be made by the agency to the contractor on behalf of the owner(s) for the performance of the rehabilitation work, subject to additions and deductions approved by change orders (Attachment A), for the contract amount of $ _________________________________. ($ 00,000.00)

1.2 Payments shall be made to the contractor in three (3 ) draws as work is completed, inspected and approved by the owner and County in accordance with the following Draw Schedule:
   - First Draw:  35% of the contract amount
   - Second Draw: 35% of the contract amount
   - Final Draw:  30% of the contract amount

1.3 The Contractor agrees to protect, defend and indemnify the Owner from any claims for aid, work, labor, or materials with respect to the Contractor’s performance. Final payment shall not be due until the Contractor has delivered to the agency a complete release of all liens for work completed arising of, or related to, the Contractor’s performance.

Article 2 - Work and Completion Time: The contractor agrees to furnish all labor, materials equipment, permits, licenses and services for the proper rehabilitation of the above identified property in accordance with the Bid Documents and Rehabilitation Specifications. The Contractor agrees that all materials supplied are guaranteed to be as specified. All work shall be satisfactorily completed within Ninety (90) calendar days after the Notice to Proceed is received. All work shall be completed in a workmanlike manner according to standard practices. The estimated completion date for this project is _____________. The parties agree that a sum of $50.00 per calendar day shall be deducted from the Contract Sum as liquidated damages for each day the project remains incomplete beyond the date specified for completion unless approval for an extension has been agreed upon in writing by the owner, contractor Cape Coral Housing Development Corporation and the City of Cape Coral. This provision is contingent upon strikes, accidents, or Acts of God. The premises will be occupied during construction.
Article 3 – Time of Commencement: No work shall commence by the contractor until the contractor has received a written order to proceed from the agency. The Order to Proceed will be issued within thirty (30) days from the date of acceptance of the contractor's bid and proposal, or if it is not, the contractor has the option of withdrawing the bid and proposal. Work shall begin no later than fifteen (15) days after the receipt of the notice to proceed.

Article 4 – Contractor's Insurance: The Contractor shall be responsible for all damages to person or property that occur on the job site or adjacent thereto as a result of the Contractor's fault or negligence in connection with this Contract. The Contractor shall prior to commencing work, furnish evidence of required comprehensive liability insurance. The Contractor shall also furnish evidence of coverage in accordance with Florida Worker's Compensation Laws.

Article 5 – Subcontracts: All Subcontractors shall be bound by the terms and conditions of this Contract insofar as it applies to their work, but this shall not relieve the Contractor from the responsibility to the Owner for the proper completion of all work to be executed under this agreement, and the Contractor shall not be released from the responsibility by any sub-contractual agreement the Contractor makes with others. The Contractor shall be required to furnish to the owner and the agency in writing a list of names of the subcontractors proposed for the principal parts of the work within ten (10) days of the Order to Proceed. The Contractor shall not employ any subcontractor to whom the owner or Cape Coral Housing Development Corporation and the City of Cape Coral may have a reasonable objection to.

Article 6 – General Responsibilities of the Contractor: The Contractor shall supervise and direct the work using the Contractor's best skills and attention.

6.1 The Contractor shall provide the owner with evidence that the Contractor has secured and paid for all licenses and permits necessary for the proper execution of the work, and upon completion of the job shall provide evidence that all work has been inspected and approved by the appropriate Building Inspectors.

6.2 The Contractor shall not employ any unfit person or anyone not skilled in the task assigned to him.

6.3 The Contractor shall not assign this contract. Any request to assign this contract must be addressed to Cape Coral Housing Development Corporation and the City of Cape Coral.

6.4 The Contractor shall be responsible for the acts and omissions of his contractors and employees, and all Subcontractors, their agent and employees, and all other persons performing any of the work.

6.5 The Contractor shall at all times coordinate the protection of the owner's personal property, furniture, clothing, etc., with the owner, and shall keep the premises free from the accumulation of waste materials or rubbish caused by the Contractor's work on a daily basis. All waste materials and debris from the rehab shall be located in an area outside, out of sight and be removed upon completion of the rehabilitation job.

6.6 The Contractor shall permit the agency and/or the City of Cape Coral Department of Community Development to examine and inspect the rehabilitation work under this contract at any reasonable time.

6.7 The Contractor shall defend, indemnify and save harmless the agency, the City of Cape Coral, their agents and employees and the Owner from liability for any injury or damages to persons or property resulting from the Contractors prosecution of work pursuant to the provisions of this Contract.

6.8 The Contractor shall be liable for any inspection or re-inspection fees, other than the normal draw inspection in the contract.

6.9 The Contractor shall obtain the Owner's approval of all finish material, products and colors to be used in this rehabilitation. All colors chosen by the homeowner and the contractor shall be of a neutral color. Samples are to be provided to and approved by Cape Coral Housing Development Corporation prior to installation.
**Article 7 - General Responsibilities of the Owner**

7.1 The homeowner shall furnish the use of electricity, water, light and heat to the Contractor, at no additional cost to the Contractor or the agency, during the Rehabilitation process.

7.2 The homeowner agrees to remove personal property within the construction area as not to interfere with the progress of work. The Contractor shall have easy access in and around the rehabilitation area for the operation of equipment needed for the performance of work.

7.3 The homeowner shall grant access to his/her property during normal business hours to all parties involved in the rehabilitation process. Because the homeowner continues to occupy the property during rehabilitation, a time of operation will be established between the homeowner and the Contractor.

7.4 The Homeowner shall approve all the finish materials, products and colors to be used in this rehabilitation according to bid specifications. All colors chosen by the homeowner or the contractor shall be of a neutral color as provided on the “Sample Board” approved by Cape Coral Housing Development Corporation prior to installation.

7.5 The owner shall be responsible for the proper use and care of the property including equipment and appliances.

7.6 The homeowner shall keep all children, visitors, and pets secured from the construction area as not to interfere with the rehabilitation process or be placed in harms way so the Contractor may be allowed to fulfill the requirements of the contract.

**Article 8 - Changes in Work Items or Scope:** No changes in the work shall be made by the Contractor unless the Contractor has received a prior written change order signed by the owner and authorized representatives except in an emergency or endangerment of life or property. The Contract sum and the Contract time may be changed only by written change order. No extra costs will be paid to the contractor when the contractor has neglected to properly evaluate the extent of the rehabilitation work.

**Article 9 - Guarantees and Warranties:** The Contractor shall guarantee to correct any work that fails to conform to the Contract Documents and shall correct such defects due to faulty materials, equipment, or workmanship which appear during the progress of the work or within a period of one year from the date of final inspection and acceptance or such longer periods of time as may be specified by law or by the terms of any special guarantees required by the Contract Documents. The provisions of this article apply to work done by Subcontractors as well as work done by the Contractor. Furthermore, the Contractor shall furnish the Owner with all manufacturers’ and suppliers’ written guarantees and warranties covering materials and equipment furnished under this Contract.

**Article 10 – Dispute Resolution:** All unsettled claims or disputes between the Owners and the Contractor arising of or related to the scope of work shall be submitted to arbitration under the laws governed by the State of Florida. Notice of the demand for arbitration shall be filed in writing with the other party to this agreement, and shall be made within a reasonable time after a dispute has arisen. The award rendered by the arbitrator shall be final and the judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. The prevailing party shall be entitled to recover all costs, including reasonable attorney’s fees.

**Article 11 – Termination of the Contract:** Neither party can terminate this agreement without the approval of the City of Cape Coral. Any and all decisions made by City of Cape Coral concerning termination of this contract shall be binding to all parties connected with this contract.

**Article 12 – Contract Documents:** This Contract document consists of this rehabilitation work contract and any associated attachments or amendments; the Contractors proposal and any approved amendments or change orders thereto; the deficiency checklist and/or the work write-up, including any drawings or plans; the Bid Specifications and the Minimum Rehabilitation Standards for rehabilitation projects.
Article 13 - Construction Industries Recovery Fund Notice: Payments may be available from the Construction Industries Recovery Fund if money is lost on a project performed under contract; where the loss results from specified violations of Florida Law by a licensed Contractor. For more information about the recovery fund and filing a claim, contact the Florida Construction Industry Licensing Board at the following number and address:

Construction Industry Licensing Board
1940 N. Monroe Street, Suite 60
Tallahassee, Fl 32399-1030
850-487-1395 (DBPR)
Direct line 850-921-6593

Article 14 –Construction Defects Notice: Chapter 558, Florida Statutes contains important requirements you must follow before you bring any legal action for an alleged construction defect in your home. Sixty days before you bring any legal action, you must deliver to the other party to this contract a written notice referring to chapter 558 of any construction condition you allege is defective and provide such person the opportunity to inspect the alleged construction defect and to consider making an offer to repair or pay for the alleged construction defect. You are not obligated to accept any offer which may be made. There are strict deadlines and procedures under this Florida law which must be met and followed to protect your interests.

Article 15 – Florida Lien Law Notice: According to Florida's construction lien law (sections 713.001 – 713.7, Florida statutes), those who work on your property or provide materials and are not paid in full have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor or a subcontractor fails to pay subcontractors, sub-subcontractors, or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. If you fail to pay your contractor, your contractor may also have a lien on your property. This means if a lien is filed your property could be sold against your will to pay for labor, materials, or other services that your contractor or a subcontractor may have failed to pay. Florida's construction lien law is complex and it is recommended that whenever a specific problem arises, you should consult an attorney.

Duly signed and agreed upon today between Contractor and property Owner.

__________________________    __________________________
Name of Contracting Company    Owner Signature

__________________________    __________________________
Authorized Signature    Owner Printed Name

__________________________    __________________________
Printed Name    Owner Signature

__________________________    __________________________
Title    Owner Printed Name

__________________________    __________________________
Witness Signature    Executive Director

__________________________
Print Name

__________________________
Witness Signature

__________________________
Print Name

25
STATE OF FLORIDA
COUNTY OF LEE

The foregoing Agreement was acknowledged before me this ____ day of ___________, 20___, by ______________________________ who is/are personally known to me or produced ______________________________ as identification and who did (did not) take an oath.

______________________________________________
Signature - Notary Public     (SEAL)

Print Name: ________________________________
My Commission Expires: __________________________
REHABILITATION CONTRACT CONFERENCE REPORT

OWNER / CONTRACTOR

I (we) the undersigned have on this date at ___________________________________-participated in a pre-construction conference closing prior to signing the contract. Cape Coral Housing Development Corporation briefed the contractor and myself (property owner) on all terms of the contract and explained in detail the work write-up and specifications as to how the work will be completed. I understand that the contract is for the work specified in the contract and nothing more is to be done and nothing less will be accepted. I understand no changes are permitted to the basic contract unless a written change order is signed by both parties to the original contract and approved by the Executive Director. I (we) have a complete understanding of the work to be done under the contract.

Homeowner ____________________________ Date __________

Homeowner ____________________________ Date __________

I, the undersigned hereby certify that a pre-construction contract conference was held on this date between the property owner (s), Housing Rehabilitation Specialist and myself. I have a complete understanding of all terms of the contract and work write-up and a mutual understanding with the property owner (s) and Housing Rehab Specialist of work that will be done and the specification work will be completed.

Contractor ____________________________ Date __________

I, the undersigned hereby certify that a pre-construction contract conference was held this date between contractor and property owner (s), that all the terms of the contract and a detailed explanation of the work write-up was explained the contractor and property owner (s).

Executive Director ____________________________ Date __________
NOTICE TO PROCEED

Date: 

Property Address:

Owner (s):

Contractor:

Dear [contractor name]:

Pursuant to the construction Contract signed on ________________ [date] you are hereby notified to proceed with the rehabilitation work on the property described above. Upon receipt of this notice, you are responsible for performing the rehabilitation work on said building under the terms and conditions of the contract and in accordance with the specifications in the work write-up. You should begin construction by ________________ [date]

Pursuant to the provisions of Article 2 of the Contract, you are hereby given Notice to Proceed with the work within fifteen (15) calendar days of the date of this notice. This notice provides that the work will be completed within ninety (90) calendar days of the date of this notice.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to: Cape Coral Housing Development Corporation

Address

I acknowledge receipt of this notice on ________________ [date]

Authorized signature: ________________________________
NOTICE TO PROCEED

Case No: ___________    Date: ___________

RE: Notice to Proceed Rehabilitation at: _________________________________

BY: Cape Coral Housing Development Corporation

Reference is made to our contract dated: _______________________________, for Rehabilitation of property at, ________
______________________________________________________________.  

Pursuant to the provisions of Article 2 of the Contract, you are hereby given Notice to Proceed with the work within
fifteen (15) calendar days of the date of this notice. This notice established that the work be completed within ninety
(90) calendar days of the date of this notice.

_________________________________________  Homeowner

_________________________________________  Homeowner

This acknowledges that the above notice was received, which establishes the completion date as:
_________________________________________.

_________________________________________
Signature

_________________________________________
(Title)

_________________________________________
Company

_________________________________________
Date
SUBCONTRACTORS LIST

CASE NO.: ____________________   PROGRAM: ____________________

PROJECT NAME: ____________________

PROJECT ADDRESS: ____________________

GENERAL CONTRACTOR: ____________________

Complete and submit the names of all subcontractors who will be actively employed in the actual rehabilitation of the above mentioned project prior to contract commencement date.

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<tr>
<th>FIRM NAME</th>
<th>TYPE OF BUSINESS/TRADE</th>
<th>ADDRESS</th>
<th>PHONE</th>
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NOTICE OF COMMENCEMENT

PERMIT NO.            TAX FOLIO NO.

STATE OF FLORIDA:
COUNTY OF _________________:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property:

2. Description of improvement: general home improvements

3. Owner(s) name and address:
   Interest in property: Owner
   Name and address of fee simple titleholder: ____________________________, Florida.

4. Contractor's name and address: ____________________________, FL

5. Surety: (Payment bond required by owner from contractor, if any)
   Name and address: _________________________________________________
   Amount of bond: $ _________________________________________________

6. Lender's name and address:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)(7), Florida Statutes,
   Name and address: ____________________________, Florida.

8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
   Name and address: ____________________________, Florida.

9. Expiration date of this Notice of Commencement: (the expiration date is 1 year from the date of recording unless a different date is specified) ________________________________.

________________________________
Property Owner Signature

______________________________
Signature - Notary Public  (SEAL)

Print Name: _____________________________
My Commission Expires: _____________________________
PERMIT # ____________________

NOTICE OF COMMENCEMENT

State: FLORIDA  County: __________
Parcel ID #: ______________________

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statues, the following information is provided in the notice of commencement.

1. Description of property (legal description of property, lot, block and street address if available):

2. General description of improvement: Rehabilitation

3. Owner information name and address:
   a. Interest in property: Owner(s) ____________________________________________
   b. Name and address of fee simple title holder (if other than owner): ________________

4. Contractor: (qualifier name & address) ________________________________

5. Surety: Name and address: ________________________________
   Amount of bond $____________

6. Lender: (name & address) ________________________________

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by section 713.13(1)(a)7, Florida Statutes: (name & address): ________________

8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor’s Notice as provided in Section 713.13(1)(b), Florida Statutes: (name &address) ________________________________

9. Expiration date of Notice of Commencement (the expiration date is 1 year from the date of recording unless a different date is specified) ________________

________________________________________
Signature of owner

STATE OF FLORIDA
COUNTY OF LEE

The foregoing instrument was acknowledged before me this ___ day of ____________, 2009, by ________________ who is personally known to me or who has produced ____________________ as identification.

______________________________ (SEAL)
Signature - Notary Public

Print Name: ________________________________
My Commission Expires: ______________________
CONTRACTOR PAYMENT REQUEST

Property Owner: ________________________________________
Property Address: ________________________________________

Contractor: ____________________________________________
Address: ______________________________________________ city: ______________________

Contract Amount: $_________  This Payment: $_________  Payment: Partial or Final

Contractor:
I hereby request an inspection to receive payment in the amount above. I certify that I have satisfactorily completed the necessary work to justify this request and all bills incurred for labor used and material furnished in making said repairs and improvements have been paid in full to this date. See attached cost breakdown.

________________________________________________________
Contractor's Signature                                Date

Property Owner:
I/We hereby agree that the work stated by the Contractor has been completed and approve payment to the Contractor in accordance with the Agreement and contingent upon inspection and concurrence by the Rehabilitation Specialist. It is understood that the actual amount disbursed will be based on the findings of that inspection.

________________________________________________________
Owner's Signature                                      Date

________________________________________________________
Owner's Signature                                      Date

Agency Representative:
I hereby certify that all work is completed as indicated on the Contractor's payment request and hereby approve the payment to the Contractor in the amount of $____________________

________________________________________________________
Executive Director                                      Date

________________________________________________________
Rehabilitation Specialist                                Date
SHIP REHABILITATION PROGRAM
CONTRACT FOR REHABILITATION WORK
CHANGE ORDER # __________

HOMEOWNER: ___________________________ FILE #: __________

CONTRACTOR: ____________________________

JOB ADDRESS: ____________________________

The Contract for Rehabilitation Work entered into on ____________, by and between the above Owner and Contractor and approved by the local Government Agency, is hereby amended to include the following changes, additions and/or deletions to the work:

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<tr>
<th>ITEM</th>
<th>DESCRIPTION OF WORK TO BE CHANGED</th>
<th>AMOUNT</th>
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TOTAL CHANGE ORDER AMOUNT

This Change Order hereby becomes an integral part of the Contract. The Contract amount is hereby amended by $___________ for a new total of $_________________.

The work completion deadline is ____________. The deadline is:

- □ not extended
- □ extended to ____________.

Contractor Signature   Date    Homeowner Signature   Date

Rehabilitation Specialist   Date    Executive Director   Date
FINAL INSPECTION PUNCH LIST

OWNER(S): ____________________________________________

ADDRESS: ____________________________________________
______________________________________________________

Upon final inspection of property located at ________________________________
____________________ on this ___ day of____________________, 20___, I/We do hereby require the
following items to be completed and or corrected within _____ days of the inspection:

1. ______________________________________________________
2. ______________________________________________________
3. ______________________________________________________
4. ______________________________________________________
5. ______________________________________________________
6. ______________________________________________________

As of this _____day of ______________________, 20___, all items have been completed and or corrected to
the satisfaction of the Homeowner.

OWNER___________________________________________ DATE _______

OWNER___________________________________________ DATE _______

CONTRACTOR_________________________________________ DATE _______
RELEASE OF LIEN AND AFFIDAVIT OF CONTRACTOR

STATE OF FLORIDA
COUNTY OF LEE

Before me, a Notary Public, personally appeared: ____________________________
who, upon duly sworn deposes and says:

1. That he is the General Contractor of ____________________________ (Name of Contractor) hereinafter referred to as Contractor, and that said Contractor entered into a direct contract with the owners of the following described property, for the following improvements: GENERAL PROPERTY IMPROVEMENTS

2. Legal Description: ____________________________

3. Owner(s) name and address: ________________________________________

4. That the improvements which the Contractor had agreed to construct on the above described property pursuant to said contract are 100% complete as of this date.

5. That in compliance with Section 713.06(3)(d)(1) of the Mechanics Lien Law of the State of Florida, the undersigned states that all laborers, material men, subcontractors or other lienors contracting directly with or employed by the Contractor for services, materials supplied for the improvements to the above described property have been paid in full for services and materials supplied to the date hereof.

6. That said Contractor has received full payment for all work performed and materials furnished to the above described property to date hereof, and does hereby release and discharge the said property from any and all recorded claims of lien and waives and relinquishes any and all rights to any liens of the Contractor arising out of connected with, or resulting from said services, or performance of the obligations of the Contractor pursuant to said contract.

___________________________
Contractor

STATE OF FLORIDA
COUNTY OF LEE

Sworn to and subscribed before me this _____ day of ______________, 200____, by ______________________, who has produced photo identification____________________ or is/are personally known to me.

Notary: ____________________________       My Commission Expires: ________
TERMINATION OF NOTICE OF COMMENCEMENT

The below undersigned, _________________________, (contractor) and ____________________( property owners) assisted in that certain notice of commencement recorded on _________________ in Official Records Book _________________, Page _____________, in the Public Records of _____________County, Florida, hereby acknowledge the following:

1. That the proposed improvements to said property have been 100% completed.
2. Any lienors who performed services or supplied materials for the improvement of said property have been paid in full.

Affiants further acknowledge that the above described notice of commencement is hereby terminated against the following described property:

Legal: ___________________________________________________________________

Property address: ___________________________________________________________________

_____________________________  ____________________________________
Contractor     Homeowner

Contractor: ____________________________________
Address: ____________________________________
City: _____________________________________
Phone: _________________________________

State of Florida
County of LEE

Sworn to and subscribed before me this _______ day of __________________, 200_____, by _______________________, who has produced photo identification____________________ or is/are personally known to me.

Notary: ________________________________  
My Commission Expires:_________
PARTIAL RELEASE OF LIEN

Know all men by these presents:

That the undersigned for and in consideration of the payment of _______________________________, _______________________ and ___/100 dollars ($______________________), the receipt of which is hereby acknowledged, does hereby waive, release, remise, and relinquish, any and all rights to claim any lien or liens for work done or material or fixtures or equipment furnished, or any kind or class of lien whatsoever, including security interests filed in the official records of the County or with the undersigned states that no other security interest exist in such fixtures and equipment as may be included in the following described property, to wit:

and in the event any lien, or security interest shall appear or record in favor of the undersigned, the same shall be released, discharged, and terminated.

Owner’s Name:______________________ Contractor’s Name:______________________

Work performed and or materials furnished:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Dated at ______________ Lee County, Florida this _____________________________ day of _____________________________, 2009.

This form must be signed by two witnesses or notarized.
Witnesses:

___________________________   ____________________________

State of Florida
County of LEE

Sworn to and subscribed before me this ______ day of ______________________, 200____, by ______________________, who has produced photo identification____________________ or is/are personally known to me.

Notary: ________________________  My Commission Expires:____________
Partial Waiver and Release of Lien

The undersigned lienor, in the consideration of the sum of $______________, hereby waiver and releases its lien and right to claim a lien for labor, services, or materials furnished through the period of _______________ Date through _______________ Date to customer name _______________ who is the owner of the following property:

Property Tax I.D. Number: ______________________________
Property Address: __________________________________________________________

This waiver and release does not cover any retention or labor, or services, or materials furnished after the date specified

Dated on: ________________
Lienor: _________________________________________________________________
By: _________________________________________________________________
Title: _________________________________________________________________
AMOUNT RELEASED: $_____________
CHECK #____________________ CHECK DATE: ______________

STATE OF FLORIDA
COUNTY OF __________

Signed and acknowledged before me this _____ day of _______________, 20__, by ____________________________, who is personally known to me ______ or has produced _____________________________ as identification.

_____________________________________                     Notary Seal

____________________________________
Notary Public

39
FINAL RELEASE OF LIEN

That the undersigned for and in consideration of the payment of __________________________, and __________________________/100 dollars ($________________), the receipt of which is hereby acknowledged, does hereby waive, release, remise, and relinquish, any and all rights to claim any lien or liens for work done or material or fixtures or equipment furnished, or any kind or class of lien whatsoever, including security interests filed in the official records of the County or with the Secretary of State of Florida and further the undersigned states that no other security interest exist in such fixtures and equipment as may be included in the following described property, to wit:

and in the event any lien, or security interest shall appear or record in favor of the undersigned, the same should be released, discharged, and terminated.

Owner’s Name: _____________________ Contractor’s Name:__________________

Work performed and or materials furnished:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dated at LEE County, Florida, this ______ day of _______________ A.D., 200_____.

This form must be signed by two witnesses or notarized.

Witnesses: _______________________________ ________________________________

State of Florida
County of LEE

Before me, a notary public personally appeared____________________________ who did acknowledge before me that they executed the foregoing release of lien for the uses and purposes herein set forth.

In witness whereof, I have hereunto set my hand and official seal at ____________County, Florida this __________ day of __________________________, 2009.

My Commission Expires:_________

____________________________________
Notary Public, State of Florida
CONTRACTOR’S FINAL INVOICE, RELEASE OF LIENS, AND WARRANTY

TO: ________________________ CASE NO.:____________________
      ________________________ PROPERTY:___________________

KNOW ALL MEN BY THESE PRESENT:

1. As a final invoice, the undersigned hereby certifies that there is due and payable by the Owner to the Contractor under the above contract the balance or sum of $__________________.

2. The undersigned further certifies that all work required under this contract has been performed in accordance with the terms thereof, and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of this contract.

3. That in the consideration of the payment of the amount stated in paragraph one (1) hereof the undersigned does hereby release the Owner from any and all claims arising under or by virtue of this contract; provided, homeowner, that if for any reason the Owner does not pay in full the amount stated in paragraph one (1) thereof, said deduction shall not affect the validity of his release.

4. The undersigned hereby guarantees the work performed for a period of one year and all roofing work guaranteed for a period of (   ) year(s) from the date of final acceptance of all the work required by the contract, shown on attachments herewith, all manufacturers’ and suppliers’ written guarantees and warranties covering materials and equipment furnished under the contract. The undersigned will replace faulty workmanship and materials within the period of the guarantee free of charge.

By: ________________________________ Date: ________________________________

Title: ________________________________

State of Florida
County of LEE

Signed and acknowledged before me this ______ day of ________, 200__, by ________________________ who is personally known to me ________ or has produced ________________________ as identification.

______________________________
Notary Public

______________________________
Printed Name
Contractor Warranty

Owner: _________________________________

Property Address: _________________________________

I/We, the Contractor _________________________________ do hereby warrant that all labor and materials furnished and work performed in conjunction with the above referenced project are in accord with the contract documents and the authorized modifications thereto, and will be free from defects due to defective materials and workmanship for a period of **ONE YEAR** from date of Contract. This warranty commences on ____________ and expires on ________________.

Should any defect develop during the warranty period due to improper material, workmanship, or arrangement, the same shall, upon written notice by the owner or by the City of Cape Coral, be made good by the undersigned at no expense to the owner. Nothing in the above shall be deemed to apply to the work which has been abused or neglected by the owner.

By: _________________________________ Date: _________________________________

Title: _________________________________

State of Florida
County of LEE

Signed and acknowledged before me this ______ day of ____________, 200__, by _________________________________ who is personally known to me ________ or has produced ____________________ as identification.

__________________________     Notary Seal
Notary Public

__________________________
Printed Name
Rehabilitation Coordinator - Contractor Evaluation Form

Case Number: ___________________________  Date ___________________________

Homeowner Name: __________________________________________________________

Property Address: __________________________________________________________

Contractor: _______________________________________________________________

Rehabilitation Coordinator: _________________________________________________

<table>
<thead>
<tr>
<th>ANSWER QUESTIONS BELOW</th>
<th>Please check the box that applies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was the bid properly written?</td>
<td>YES  NO  COMMENTS</td>
</tr>
<tr>
<td>Was the bid Properly Submitted?</td>
<td></td>
</tr>
<tr>
<td>Did the Contractor Start the Job Promptly?</td>
<td></td>
</tr>
<tr>
<td>Did the contractor require guidance of the specialist?</td>
<td></td>
</tr>
<tr>
<td>Was the contractor patient and understanding with the client?</td>
<td></td>
</tr>
<tr>
<td>Was the contractor accessible to the homeowner and specialist?</td>
<td></td>
</tr>
<tr>
<td>Did the contractor finish the job within the contractual time?</td>
<td></td>
</tr>
<tr>
<td>Was the quality of the contractors work acceptable?</td>
<td></td>
</tr>
<tr>
<td>Was there an excessive amount of punch list items?</td>
<td></td>
</tr>
<tr>
<td>Did the contractor leave the job site clean?</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments if any:

------------------------------------------------------------------------------------------------------------------
SHIP Rehabilitation Program

CONTRACTOR EVALUATION FORM

CONTRACTOR: _______________________________________________________________

HOMEOWNER: _______________________________________________________________

ADDRESS: ___________________________________________________________________

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>MAX. PT. VALUE</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
<th>EXCELLENT</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work</td>
<td>20</td>
<td>0-4</td>
<td>5-9</td>
<td>10-14</td>
<td>15-20</td>
<td></td>
</tr>
<tr>
<td>Completion Time</td>
<td>20</td>
<td>0-4</td>
<td>5-9</td>
<td>10-14</td>
<td>15-20</td>
<td></td>
</tr>
<tr>
<td>Code Compliance</td>
<td>20</td>
<td>0-4</td>
<td>5-9</td>
<td>10-14</td>
<td>15-20</td>
<td></td>
</tr>
<tr>
<td>Contract Compliance</td>
<td>20</td>
<td>0-4</td>
<td>5-9</td>
<td>10-14</td>
<td>15-20</td>
<td></td>
</tr>
<tr>
<td>Punch List</td>
<td>20</td>
<td>0-4</td>
<td>5-9</td>
<td>10-14</td>
<td>15-20</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POINTS 100

Total Score: ______

LEGEND

95 to 100 Points: Excellent
85 to 94 Points: Good
70 to 84 Points: Fair
0 to 69 Points: Poor

Three Fair Scores within a six month period = 90 day suspension from Bidders List.
One Poor Score = suspension for 60 days from Bidders List.

__________________________________________ Date __________________________
Rehabilitation Inspector Signature

__________________________________________ Date __________________________
Contractor Signature

__________________________________________ Date __________________________
Executive Director

The Contractor signing this form does not mean that he necessarily agrees with the evaluation. However, the agency and the City of Cape Coral have all rights to use this forms to base award of future contracts.
Home-Owner Evaluation
Of Contractor Form

Case Number: ___________________________ Date ___________________________

Homeowner Name: __________________________________________________________________

Property Address: __________________________________________________________________

Contractor: _______________________________________________________________________

<table>
<thead>
<tr>
<th>Rate the Contractor on the Following Statements</th>
<th>Please check the box that applies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor conducted himself in a professional manner.</td>
<td>GOOD</td>
</tr>
<tr>
<td>Contractor was considerate &amp; careful of my personal property.</td>
<td></td>
</tr>
<tr>
<td>Contractor was considerate of my neighbors.</td>
<td></td>
</tr>
<tr>
<td>Contractor was willing to answer my questions.</td>
<td></td>
</tr>
<tr>
<td>Contractor returned my phone calls.</td>
<td></td>
</tr>
<tr>
<td>Contractor provided good quality &amp; craftsmanship.</td>
<td></td>
</tr>
<tr>
<td>Contractor kept yard clear of construction debris.</td>
<td></td>
</tr>
<tr>
<td>Sub-contractors were neat, professional &amp; considerate.</td>
<td></td>
</tr>
<tr>
<td>Subcontractors provided acceptable quality work.</td>
<td></td>
</tr>
<tr>
<td>Would you recommend this contractor?</td>
<td>YES</td>
</tr>
<tr>
<td>Additional Comments if any:</td>
<td></td>
</tr>
</tbody>
</table>

Owners Signature: ___________________________ Date: _____________________
CONTRACTOR EVALUATION BY HOMEOWNER
EVALUACION DEL CONTRATISTA HECHO POR EL PROPIETARIO

Case No. ___________________________ Program: ___________________________

Owner Name: ______________________ Project Address: _________________

Contractor Name: __________________ Address: ___________________________

1. Did the work progress without numerous delays? [ ] [ ]
   El trabajo progreso sin numerosas demoras?

2. Were you inconvenienced beyond what you were told to expect? [ ] [ ]
   Tuvo usted inconveniencias mas de lo esperado?

3. Was the contractor available to discuss questions? [ ] [ ]
   Estuvo el contratista disponible para discutir alguna pregunta que usted haya tenido?

4. Were the workers courteous and professional? [ ] [ ]
   Los trabajadores fueron cortés y profesional?

5. Did the contractor attempt to sell you additional work? [ ] [ ]
   Trató el contratista de venderle trabajo adicional?

6. Did the contractor suggest changes to how the work is done? [ ] [ ]
   Alguna vez, el contratista le sugirió cambios de como el trabajo debiera ser realizado?

7. Was the completed work what you expected? [ ] [ ]
   El trabajo acabado fué lo que usted esperaba?

8. Would you recommend this contractor to another homeowner? [ ] [ ]
   Usted recomendaría este contratista a otro propietario?

9. Did the contractor respond to problems and complaints adequately? [ ] [ ]
   El contratista respondió a problemas y quejas adecuadamente?

10. Did the contractor explain all procedures and warranties adequately? [ ] [ ]
    Al completar la obra, el contratista le explicó los procedimientos y garantías detalladamente?

11. Please rate the quality of the work completed (Circle one) [ ] [ ]
    Por favor evalúe la calidad del trabajo que se ha completado. (escojer una)

    Very Satisfied (Muy satisfecho) Satisfactory (Satisfactorio) Unsatisfactory (Desatisfactorio) Very Dissatisfied (Muy desatisfactorio)

    Explain negative evaluations here

46
Favor incluir comentarios negativos aquí:________________________________________
________________________________________
________________________________________

Signature (firma)                      Date (fecha)
BID FORM

Client # ____________________

Date: ___________________________

From: ______________________________________________
____________________________________________
____________________________________________

To: ______________________________________________
____________________________________________
____________________________________________

I, the undersigned contractor, have inspected the above listed property and understand the extent and character of
the work to be completed as described in the Inspection Report identified as client number _________________.

I propose to furnish all labor, materials, and equipment necessary to accomplish the work, as listed in the above
documents, on the property located at
_______________________________________________________________________________, for the sum of
_______________________________________________________________________________, for the sum of
____________________________________________________ Dollars ($               ).

I will commence the work within _______________ calendar days from the date the notice to proceed is received
and will complete the work within _________ calendar days after starting the work.

___________________________________________
Company Name

___________________________________________
Signature

___________________________________________
Title

THIS BID MUST HAVE A BREAKDOWN OF YOUR ESTIMATE ATTACHED USING THE CONTRACTORS
PROPOSAL FORM.
CONTRACTORS PROPOSAL FORM

A. General Information

Date of Proposal: ________________________________
Address of Unit: Street________________________________________________________
City: Cape Coral County: LEE State: FL Zip: ____________

Name of Family: _____________________________________________________________
Current Address of Family: Street: ______________________________________________
City: Cape Coral County: LEE State: FL Zip: ____________
Current Telephone Number (     )                                           (     )

B. How to Fill Out This Proposal

1. Carefully review the Housing Quality Standards Inspection Form provided to you by the City of Cape Coral
   Owner Occupied Rehabilitation Program. If any portion is unclear, please contact the Program as soon as
   possible.

2. Fully detail the work to be performed in the “Work Specification” column of the Contractor’s Proposal Form. The
   work specification must be consistent with the Program’s General Rehabilitation Specifications and/or local
   codes as appropriate.

3. A bid price must be provided in the indicated column for each work item requested. The total cost for the work
   must be provided as indicated.

4. Please refer to the Contractor Instructions for details regarding other submittal requirements.
## 1. LIVING ROOM

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Work Specification</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>LIVING ROOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>ELECTRICITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>ELECTRICAL HAZARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>SECURITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>WINDOW CONDITION</td>
<td></td>
<td></td>
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<tr>
<td>1.6</td>
<td>CEILING CONDITION</td>
<td></td>
<td></td>
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<tr>
<td>1.7</td>
<td>WALL CONDITION</td>
<td></td>
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<tr>
<td>1.8</td>
<td>FLOOR CONDITION</td>
<td></td>
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<tr>
<td>1.9</td>
<td>LEAD PAINT</td>
<td></td>
<td></td>
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<tr>
<td>1.10</td>
<td>WEATHERSTRIPPING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.11</td>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.12</td>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: (Give Item #)
## 2. KITCHEN

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Work Specification</th>
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</thead>
<tbody>
<tr>
<td>2.1</td>
<td>KITCHEN AREA</td>
<td></td>
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</tr>
<tr>
<td>2.2</td>
<td>ELECTRICITY</td>
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<tr>
<td>2.3</td>
<td>ELECTRICAL HAZARDS</td>
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<td>2.4</td>
<td>SECURITY</td>
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<td>2.5</td>
<td>WINDOW CONDITION</td>
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<td>2.6</td>
<td>CEILING CONDITION</td>
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<td>2.7</td>
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<td>2.8</td>
<td>FLOOR CONDITION</td>
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<tr>
<td>2.9</td>
<td>LEAD PAINT</td>
<td></td>
<td></td>
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<tr>
<td>2.10</td>
<td>STOVE OR RANGE WITH OVEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.11</td>
<td>REFRIGERATOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.12</td>
<td>SINK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.13</td>
<td>SPACE FOR STORAGE AND PREPARATION OF FOOD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item #</td>
<td>Description</td>
<td>Work Specification</td>
<td>Bid Price</td>
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<tr>
<td>-------</td>
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<tr>
<td>2.14</td>
<td>WEATHERSTRIPPING</td>
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<td>2.15</td>
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<tr>
<td>2.16</td>
<td>OTHER</td>
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</table>

Notes: (Give Item #)
## 3. BATHROOM

<table>
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<th>Item #</th>
<th>Description</th>
<th>Work Specification</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>BATHROOM</td>
<td></td>
<td></td>
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<tr>
<td>3.2</td>
<td>ELECTRICITY</td>
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<tr>
<td>3.3</td>
<td>ELECTRICAL HAZARDS</td>
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<td>3.4</td>
<td>SECURITY</td>
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<td>3.5</td>
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<td>3.8</td>
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<td>3.9</td>
<td>LEAD PAINT</td>
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</tr>
<tr>
<td>3.10</td>
<td>FLUSH FOILET IN ENCLOSED ROOM IN UNIT</td>
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<td></td>
</tr>
<tr>
<td>3.11</td>
<td>FIXED WASH BASIN OR LAVABORY IN UNIT</td>
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</tr>
<tr>
<td>3.12</td>
<td>TUB OR SHOWER IN UNIT</td>
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<tr>
<td>3.13</td>
<td>VENTILATION</td>
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<td>Item #</td>
<td>Description</td>
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<td>3.16</td>
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<td></td>
</tr>
</tbody>
</table>

NOTES: (Give Item #)
### 4. OTHER ROOMS USED FOR LIVING AND HALLS (Complete for each room)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Work Specification</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>ROOM LOCATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>right/left__________</td>
<td>ROOM CODES (Circle one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>front/rear__________</td>
<td>1 = Bedroom or any other room used for sleeping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>floor__________</td>
<td>(regardless of type of room)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>level__________</td>
<td>2 = Dining Room or Dining Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 = Second Loving Room, Family Room, Den, Playroom,</td>
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<td></td>
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<td>TV Room</td>
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<td>4 = Entrance Halls, Corridors, Halls, Staircases</td>
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<td></td>
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<td>5 = Additional Bathroom</td>
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<td>6 = Other</td>
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<tr>
<td>4.2</td>
<td>ELECTRICITY</td>
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<td>4.3</td>
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<td>4.5</td>
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<td>4.6</td>
<td>CEILING CONDITION</td>
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<td>4.7</td>
<td>WALL CONDITION</td>
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<td>4.8</td>
<td>FLOOR CONDITION</td>
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<td>4.9</td>
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<td>4.10</td>
<td>WEATHERSTRIPPING</td>
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NOTES: (Give Item #)
## 5. ALL SECONDARY ROOMS NOT USED FOR LIVING

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<td>NONE GO TO PART 6</td>
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<td>ELECTRICAL HAZARDS</td>
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<td>5.4</td>
<td>OTHER POTENTIALLY HAZARDOUS FEATURES IN ANY OF THESE ROOMS</td>
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<td>5.5</td>
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NOTES: (Give Item #)
### 6. BUILDING EXTERIOR

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<td>6.1</td>
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<td>6.2</td>
<td>STAIRS, RAILS, AND PORCHES CONDITION</td>
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<td>6.3</td>
<td>ROOF AND GUTTERS CONDITION</td>
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<td>6.4</td>
<td>EXTERIOR SURFACES CONDITION</td>
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<td>6.5</td>
<td>CHIMNEY CONDITION</td>
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<td>6.6</td>
<td>LEAD PAINT: EXTERIOR SURFACES</td>
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<td>6.7</td>
<td>MOBILE HOMES: TIE DOWNS</td>
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<td>6.8</td>
<td>MOBILE HOMES: SMOKE DETECTORS</td>
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<td>6.9</td>
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**NOTES:** (Give Item #)
## 7. HEATING, PLUMBING, AND INSULATION

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<td>7.3</td>
<td>VENTILATION AND ADEQUACY OF COOLING</td>
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<td>HOT WATER HEATER</td>
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NOTES: (Give Item #)
### 8. GENERAL HEALTH AND SAFETY

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<td>8.4</td>
<td>GARBAGE AND DEBRIS</td>
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