

COLUMBIA COUNTY BUILDING DEPARTMENT

SCOPE OF WORK FORM

2023 Florida Building Code, Energy Conservation, 8th Edition

<u>BUILDING (INTERIOR)</u>			
1. _____	3. _____	5. _____	☐ No interior work being done.
2. _____	4. _____	6. _____	
<u>BUILDING (EXTERIOR)</u>			
1. _____	3. _____	5. _____	☐ No exterior work being done.
2. _____	4. _____	6. _____	
<u>MECHANICAL</u>			
1. _____	3. _____	5. _____	☐ No mechanical work being done.
2. _____	4. _____	6. _____	
<u>ELECTRICAL</u>			
1. _____	3. _____	5. _____	☐ No electrical work being done.
2. _____	4. _____	6. _____	
<u>PLUMBING</u>			
1. <u>Mixing Valve</u>	3. _____	5. _____	☐ No plumbing work being done.
2. _____	4. _____	6. _____	
<u>GAS</u>			
1. _____	3. _____	5. _____	☐ No gas work being done.
2. _____	4. _____	6. _____	
<u>ROOF</u> <u>If more than 25% of the roof is being replaced/repaired, a re-roof permit must be pulled separately.</u>			
1. _____	3. _____	5. _____	☐ No roofing work being done.
2. _____	4. _____	6. _____	

Scope
 - Flooring
 - Shower enclosure/Vanity
 - Plumbing system review

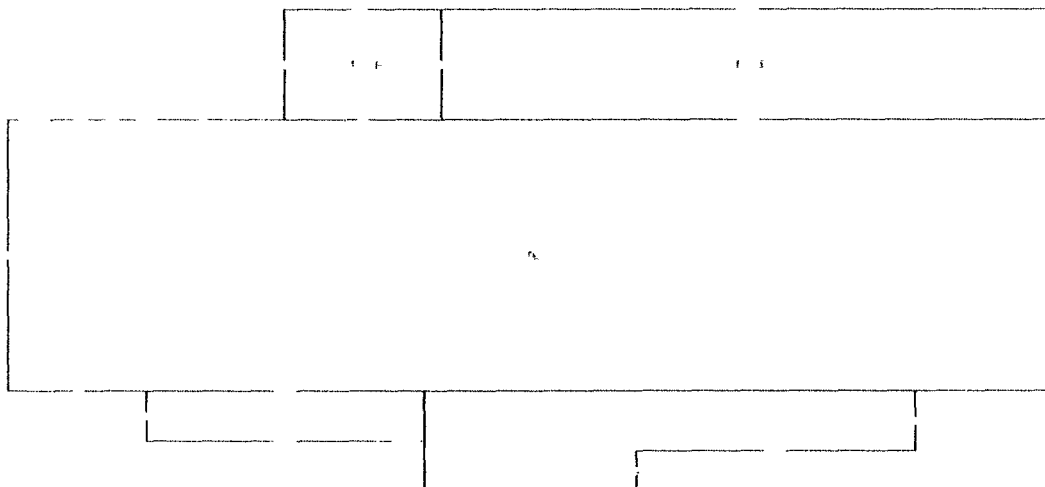
**COLUMBIA COUNTY
 HOUSING REHAB PROGRAM
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Client:	Tammy Foster & Edna Roach	Date:	April 2025
Address:	8229 SW State Road 247 Lake City, FL 32024		

Home Built: ☐ pre 1978 ☒ post 1978 ☒ *Lead Based Paint Safe Construction Actions ☒ ACM Actions ☒ Mold Actions <i>*This unit was constructed pre ☐ post ☒ 1978. Take Notice of any material that may contain Regulated Asbestos Containing Material (RACM), Lead Based Paint (LBP) or Mold and follow all safe LBP and ACM recommended actions for safe repairs and/or disposal. If there are not attachments pertaining to RACM, LBP, or Mold it is not reasonable to assume that no actions are required.</i>
Parcel ID: 31-4S-16-03253-000 (16056) Brief Legal Description: COMM SW COR RUN E 868 70 FT TO C/L OF SR-247, NE ALONG C/L 735 FT SE 50 FT TO E R/W FOR POB RUN SE 438 FT NE 500 FT NW 437 26 FT TO E R/W SW 489 FT TO POB 488-152 817-5 894-1252 QC 1326-22 QC 1350-1678 DC 1369-152 PA Appraised Value: \$99,108.00

Item	System	Description of Work	Location	Price	Contractor Initials
Project Note	REHABILITATION	Special attention should be directed to all contractor obtained LBP/ ACM/ reports regarding Lead Base Paint and/or Asbestos. Any recommendations included in the reports regarding such material shall become part of the Work. B O U I L D S p e t A c t i o n s a R e p o	Unit	\$ _____	

EXISTING DWELLING



EXISTING DWELLING

PROJECT OPERATIONAL STANDARDS AND NOTIFICATION

A. GENERAL PROJECT INFORMATION

All Housing Rehabilitation Program inspections are considered as complete as possible based on the condition of the home at the time of the Pre-SOW inspection. All defects may not be accessible and/or visible at the time of inspection. Defects may be uncovered during the rehab process, changing the scope of work. The Housing Rehabilitation Program nor its agents or representatives are responsible for unseen items. Not all items that are determined to contain non-code or HQS defects will be listed in the SOW. Priorities governed by the applicable program Housing Assistance Plan and implemented by the CDBG Program Administrative team, including but not limited to the Program HRS, the Program Inspector, Program Project Manager, and/or Program Administrator.

Project inspections and SOW's are developed based on the following criteria:

1. Emergency & Code deficiencies- Health and safety of the client
2. HQS deficiencies-Health and safety of the client
3. Weatherization and/or hardening measures (as applicable and allowable by the program HAP)
4. Items to protect the home from increased or further deterioration or blight
5. Needs of the client based on age and /or disability
6. Energy saving and green construction measures
7. Program budget availability (as applicable and allowable by the program HAP)

B. OWNER(S) ACCEPTANCE OF THE SCOPE OF WORK

The undersigned applicant(s) certifies that he/she or an appointed agent were and are aware of the pre-SOW inspection that was performed prior to the development of the final project Scope of work. Furthermore, the applicant or his/her appointed agent acknowledge participation in the inspection process and rehabilitation items reviewed and utilized in the development of this Scope of Work (SOW).

Applicant/Homeowner understands that he/she will be responsible for removing or relocating all personal items prior to the commencement of project rehab work. In cases where contractors are required to move personal items, the applicant/homeowner accepts all liability for any and all damaged items that may occur during any such removal and/or relocation. This shall not be the responsibility of the Housing Rehabilitation Program nor any of its direct agents.

It is understood that initial inspections cannot reveal all defects in the home since the inspection is to be considered non-invasive. During the process of construction after the bid is awarded, there may be changes to the scope of work.

It may be necessary to add or remove items from the SOW based on need and budget availability.

I have read and acknowledge understanding of the statements above:

Owner (Signature) _____

Date

6/25/25

Co-Owner (Signature) _____

Date _____

**ALL COSTS SHOULD BE INCLUDED IN THE BID DOC (SOW) LINE ITEMS. THIS IS A GENERAL
NOTIFICATION OF INFORMATION FOR WORK TO BE COMPLETED WITH AND FOR THIS PROJECT**

PREFACE:

The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this SCOPE OF WORK (SOW)

It is understood that initial inspections cannot reveal all defects in the home since the inspection is to be considered non-invasive. During the process of construction, after the bid is awarded, there may be changes to the scope of work. These changes must be approved by the housing department or other department from which the scope of work was issued.

Some specifications are considered to be general in nature and specifics will be discussed at walk through of project. It is the responsibility of the contractor to verify any misunderstandings prior to work or bid being awarded.

All work to be performed in a professional, workmanlike manner, in accordance with the Housing Program Specifications, Florida Building Code, applicable local ordinance, HOA requirements, and manufacturer's specifications. The contractor shall be responsible for the repairs and/or reinstallation of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. Bid will be accepted on the TOTAL BID submitted, and all items must be cost itemized in the space provided or the bid will be rejected.

SCOPE OF WORK and CHANGE ORDERS

No contractor shall, without prior written approval from the Housing Rehabilitation Specialist, Project Manager, or Housing Program Administrator, deviate from any product recommendations listed within this Scope of Work. A notice of "or equal" exchange shall be provided to the Project Manager within forty-eight (48) hours of the proposed "or equal" substitution.

This notice shall contain: (1) The names of both the SOW recommended product and proposed substitute product name and specifications, (2) Comparable manufacturer specifications list, included but not limited to code applicability, price, warranty information, consumer review reports, (3) Any additional information requested by the Housing Program and/or its agents.

Failure to provide any required notification will result in a violation of the terms and conditions of the SOW and Work Rehabilitation Contract and a loss of payment on the substituted product if it is not replaced with the SOW specified product. Approval will NOT be granted under any circumstance on or after the fact basis.

All change order must be approved by the owner, Project Manager, and approved housing program representative before any change order work can begin. Change orders will be granted as the program rule(s) and budget will allow. Primarily for code, HQS, and other health & safety deficiencies not already considered a part of the SOW.

VERIFY QUANTITIES/MEASUREMENTS:

All Quantities and Units of Measure stated in the Scope of Work are for the contractor's convenience and must be verified by the contractor at a mandatory or follow up site inspection prior to bid submission. Discrepancies in Quantities or Units of Measure found by the contractor must be communicated to the Housing Rehabilitation Specialist or Project Manager prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored after the bid submission and rehab contract execution.

ALL PERMITS REQUIRED

The contractor shall initial below for any permits that he/she will apply for relating to this project scope of work. Failure to initial may result in an unacceptable bid.

_____ Building _____ Zoning _____ Roofing SR Plumbing
_____ Electric _____ HVAC _____ Other (list other below as applicable)

JOB BEHAVIOR

Contractor and all contractor subs are expected to act and perform in a professional manner. The work site shall be a drug and harassment free workplace. Failure to comply may result in the owner terminating the contract for cause.

NEW MATERIALS REQUIRED

All materials used in connection with this project are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Housing Rehabilitation Specialist or Project Manager.

PERIODICALLY REMOVE DEBRIS

The contractor shall clean construction debris from the dwelling and site to a dumpster or legal landfill at least once each week and leave the property in broom clean condition. In occupied dwellings, debris shall be removed from living quarters.

WORKMANSHIP STANDARDS

All work shall be performed by workmen both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage. All bids to include the repair/repaint to match existing, all damaged (plaster, stucco, Tile, or any other material), walls, ceilings, floors, fixtures, appliances, ECT affected by construction.

The contractor will provide all material and shall be responsible for covering all homeowner belongings, including flooring that cannot be moved during rehabilitation. This is not the owner's responsibility. Daily clean-up within and around the home is required and material will be the responsibility of the contracting firm. Substituting items to upgrade cabinet heights is prohibited.

It is at the discretion of the Housing Rehabilitation Specialist and/or Project Manager to approve or deny the quality of work on all projects. Poor workmanship will not be accepted and will need to be approved prior to any partial or final payment.

GENERAL WARRANTY

Contractor shall provide a 1-year workmanship and material (5 years for roof) warranty for all work performed via the Scope of Work and any approved change orders. The contractor shall remedy any defect due to faulty material or workmanship and assume responsibility for all damage directly resulting therefrom, which appear within one year from final inspection. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

TIME AND PERFORMANCE

This house may or may not require the homeowner to vacate the premises during the construction period. The period for construction shall be 120 Working days (Mon-Fri 8am-6pm) from the date of contract execution and acceptance.

The contractor shall contact, either by phone or electronic communication (text or email), the homeowner at least once per week to provide project progress updates. Failure to contact the owner for three (3) consecutive weeks will result in a \$50 per week credit back to the owner's assistance availability or the CDBG program in general.

The above applies to all line items associated with this Scope of Work.

NOTE: Signature required for acknowledgment of Notice to Bidding General Contractors

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the Housing Rehabilitation Program.

Contractor's Name (Print Name): Eric Hunley Contractor's Signature: [Signature]

Contractor's Address: P.O. Box 822 Lake City, FL 32056 Contractor's Phone Number: (352) 344-4750

COLUMBIA COUNTY
CDBG Rehabilitation Scope of Work and Specifications
(Work Listed Below)

Description: Project Operation	Qty.	Location	Amount
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1. OPERATIONAL	All	Project	\$ <u>1725</u>
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The contractor shall be responsible for and provide all applications, permits, plans, drawings, product approvals, or other required local, state, or federal, documentation (To include all applicable Fees, A&E, etc)

1a. MANUALS & SPECIFICATION DOCUMENTS	All	Project	\$ <u>N/A</u>
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The contractor shall supply, at the time of the final CDBG project closeout inspection, all manufacturer manuals and specification booklets/packets for all supplied and installed products listed within the Scope of Work. Failure to do so, may result in a failed final CDBG project Inspection

Line item Notes:

NOTE 1: To Include all applicable Plans, Drawings, and Permits, & approved building department docs

NOTE 2: Depending on project location additional and/or special permits may be required. Any additional and/or special permitting requirements, including cost shall be the responsibility of the contractor

1b. COMMUNICATION & REPORTING STANDARDS	All	Project	\$ <u>230</u>
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The contractor shall contact, either by phone or electronic communication (text or email), the homeowner at least once per week to provide project progress updates. This shall be documented via an every * (MER) to the project manager. Failure to contact the owner and/or provide the MER for two (2) consecutive weeks will result in a \$50 per week credit back to the owner's assistance availability or the SHIP program in general. This credit shall be applied at every failure of compliance occurrence.

Line-item Notes:

NOTE 1: Failure to place a cost for this line item will not exclude the contractor from the responsibility and required stated therein

1c. STORAGE	All	Project	\$ <u>1035</u>
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The contractor shall be responsible for procuring and providing an onsite POD (for a maximum of four months-30 calendar days) to be placed on site during extermination and interior rehabilitation processes

Line-item Notes:

NOTE 1: Price to include keyed security lock. The homeowner shall be provided with the sole key and the responsibility for the key's location

Description: Structural	Qty.	Location	Amount
2. STRUCTURAL & FLOORING	As-listed	As-listed	\$ <u>6900</u>

Remove any existing floor covering and subfloors in the areas listed below. As required, level and stabilize the existing sub-flooring and/or structural components (as applicable repair existing structural materials). As needed, prepare and install new compliant plywood over all newly repaired/replaced structural floor supports.

Floor finish: Installation of new Traffic Master carpet floor covering, including all threshold transitions. Flooring covering shall be installed to manufacturer's specifications and be installed flush and with minimal seaming. All affected areas shall include the installation of new base molding (primed and painted white).

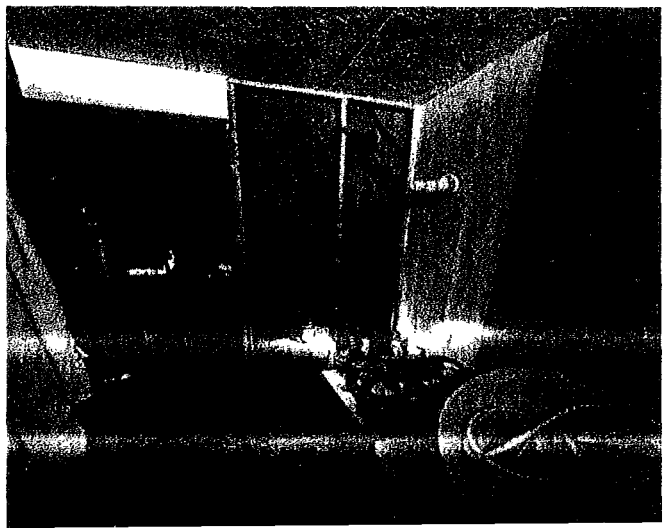
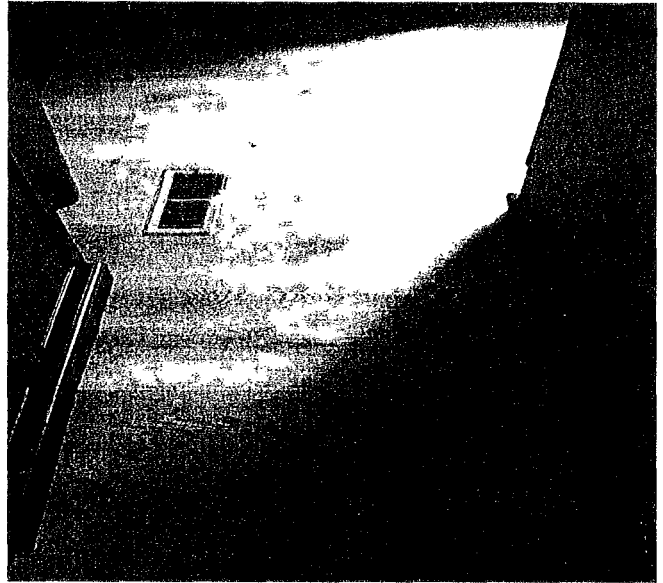
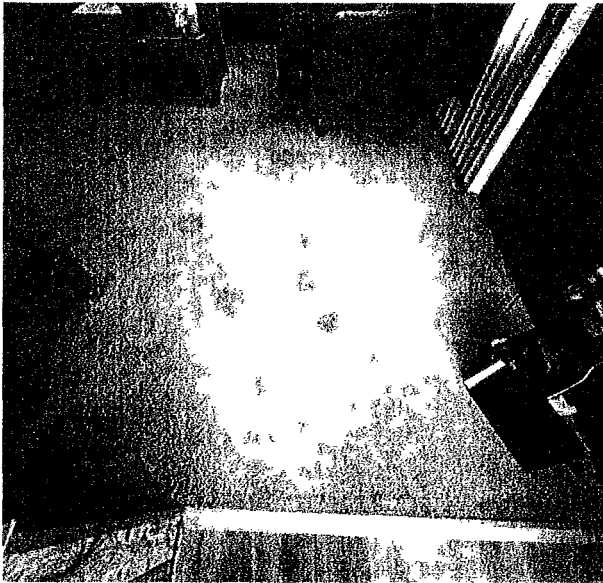
Floor Locations: LR, Hallway, Master BR (closet included) & Hall Bath

Flooring Notes

NOTE 1: Contractor and owner acknowledge that a complete leveling of the flooring may not be achievable, but the final repairs shall render the home compliant, safe and structurally functional.

NOTE 2: Hall bath floor covering shall be sheet laminate or industrial grade- slip resistant, sheet vinyl.

NOTE 3: Line item to include cost for floor vent securing and re-attachments.



Description: BATH AND PLUMBING	Qty.	Location	Amount
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PREFACE: All plumbing work shall be completed by a legal and appropriately licensed plumbing firm. At the conclusion of the work the plumbing company shall conduct a review of the plumbing system and provide an affidavit stating that all work was completed to all specification and/or code requirements and provide notice that the units plumbing system is in safe and code compliant working order. Any deficiencies found by the plumbing contractor shall be provided to the GC listing any additional repairs needed above what is listed in the SOW. The Contractor understands that failure to provide this affidavit may result in nonpayment of this item and agrees that the owner, the County, and any of its agents will not be held liable due to contractor negligence in providing all required documentation needed for payment.

3. SHOWER ENCLOSURE	As-Listed	Master-Bath	\$ <u>9775</u>
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Remove existing walk-in shower enclosure. Make all needed repairs and modifications to the existing wall/floor to accommodate the installation of a new prefabricated (white), semi-frameless wall span fit, low-step shower enclosure and wall surround with safety shower door.

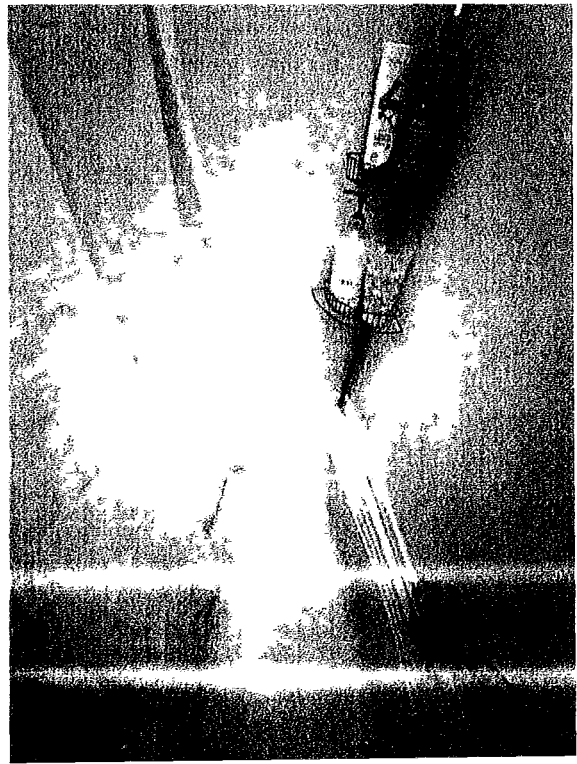
The new installation shall include new washer-less single handle lever controls, new low-flow (2gpm or less) extendable shower head, all hardware, and components (anchoring, built-in shelving, soap dish, etc.) to ensure complete and proper operation.

All plumbing work shall be by an appropriately qualified contractor and completed to the building code/UPC of the jurisdiction.

Shower Notes

NOTE 1: When replacing faucets in the kitchen or bathroom, or showerheads in the bathroom, these fixtures must meet or exceed the following standard: Gallons per Minute = g p m. **Shower Head:** Install a low-flow faucet aerator to 2.0 g p m.

NOTE 2: Should installation of the new shower enclosure require removal of the existing toilet, the units should be tested and documented for condition and operational status prior to removal, and then re-installed at the appropriate time. The toilet shall be tested and documented again at re-installation for condition and operational status.

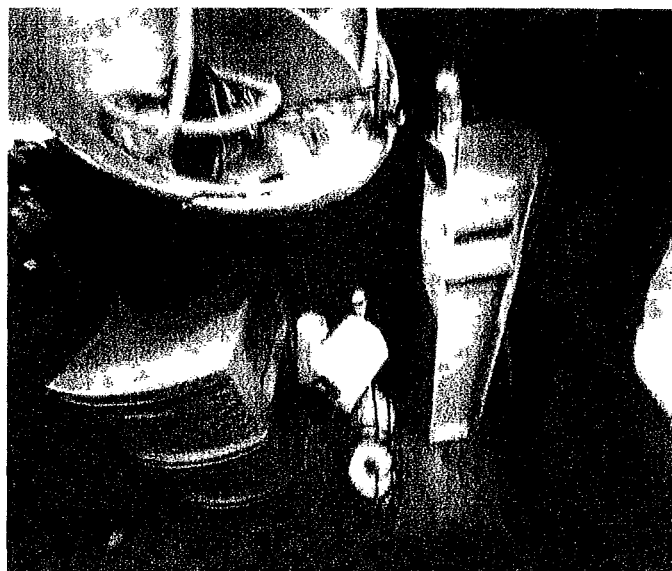
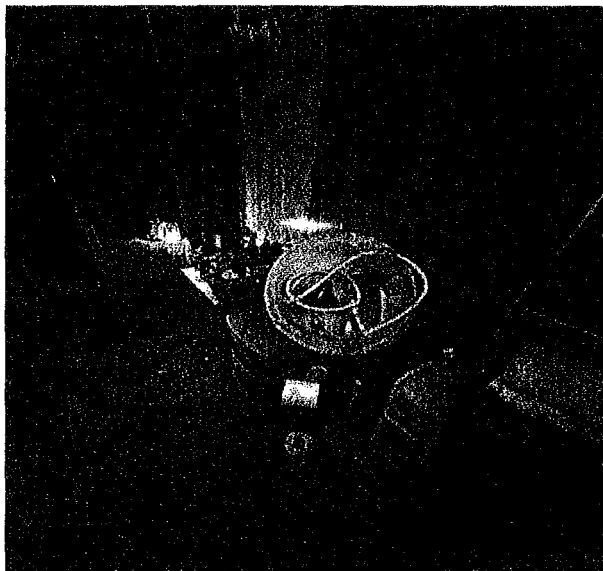


3a. VANITY**1-Unit Hall-Bath****\$ 2300**

None-Attached: Install new complete vanity in the intended wall footprint. Installation shall be complete with new over-sink center mirror, surface mounted/mirrored front medicine cabinet, 3 bulb light fixture (including LED bulbs) and new GFCI dual outlet (with cover and reset switch)

Vanity height should be at a height accessible to the owner. The vanity unit must be constructed with solid wood frame on the doors and cabinet face, the box shall be comprised of minimum 1/2" plywood, shelves ONLY may be of composite material and finish covering must be wood veneer or plastic laminate. Laminate countertop and 4" laminate back splash and under mount or drop-in level set sink cast in the counter top

Install new water supply valves, lines and escutcheons, strainer assembly, p-trap and tail assembly. Installation to include all other required hardware and components (center set, low flow dual lever faucet and fixtures/drain stop) to ensure for complete installation



END NOTE Front elevation accessibility structure and interior ceiling panel repairs (LR, Hallway, bedrooms) may be added into the SOW via the change order process post bid award and contract execution. This end note is not included as a part of the bid submission and will only be allowable based on the available budget after the flooring repairs have been completed and applicable change orders submitted, reviewed, and/or approved

----- END SOW -----

TOTAL BID AMOUNT \$

22365