Dear Bidder,

Trellis Community Development (and/or herein “Trellis”, “Developer”, “the Owner”) is an Arizona, non-profit 501(c)3 organization that has been serving the community since 1975 by providing housing counseling and education, real estate development, and mortgage lending to increase homeownership opportunities. Trellis has been committed to the renovation and construction of affordable housing in the Garfield Historic District for 28 years.

You are invited to submit a bid for the total completion of the work shown and or specified in the bid documents, which are available at https://trellisaz.org/building/projects-open-to-bid/

The bid package includes the following:

1. Letter of Introduction, Project Summary & Property Floor Plans  4 pages
2. Bidding Instructions – Attachment A      8 pages
3. Statement of Qualification - Attachment B     5 pages
4. HUD Section 3 Bidder Forms - Attachment B1    7 pages
5. Conflict Interest Statement - Attachment B2     4 pages
6. Bid Form & Scope of Work - Attachment C            36 pages
   Exhibit – A Construction Requirements (under separate cover)
   Exhibit – B Soils Report (under separate cover)
   Exhibit – C Site Grading, Drainage, Offsite & Utility Plans,
   Building, Structural & MEP Plans, and Specifications  43 pages
   Exhibit – D Form of Contract  13 pages
   Exhibit – E Insurance Requirements  5 pages
   Exhibit – F Fund Control Policy  3 pages
   Exhibit – G Supplemental General Conditions  5 pages
   Exhibit – H Request for Information  2 pages

There will be a Mandatory pre-bid conference on September 21, 2017 at 10:30 A.M. The pre-bid Conference will be held at 1405 E. McDowell Road, Phoenix, AZ 85006 and all prospective Bidders are required to attend. Subsequent inspection of the subject property is the responsibility of the Bidders.

All sealed bids must be delivered to Trellis in a sealed envelope with “Bid: 1028 East. Pierce Street, Phoenix AZ 85006” written on the lower left hand corner on or before October 6, 2017 at 4:00 PM. Bids will not be accepted later than the specified time unless all Bidders are notified of an extension by Bid Addendum.

Sincerely,

Caroline Cancel
Director of Real Estate Development
Project Summary
1028 East Pierce Street, Phoenix AZ 85006

The project is characterized as follows:

New construction of a 1131 SF, 2 bedroom one bathroom single family residence on a 3971 SF infill lot located in the Garfield Historic District of the City of Phoenix.

Trellis homes are quite unique. Our design philosophy centers around providing manageably sized, energy efficient, quality homes. Since 2010 Trellis has placed an emphasis on inclusive home design features for the benefit of persons with limited mobility or who need enhanced accessibility. Our focus is building “Lifetime Homes” that are designed to be easily adaptable to changing life circumstances, and that promote aging in place opportunity. Trellis Community Development is a single family home design / builder whose focus is on removing conventional barriers in the home and opening doors to a safe path of travel with enhanced maneuverability throughout the home.

- The performance specifications of Trellis homes yield target the following results:
  - 2015 National Green Building Standard (NGBS) – “Silver Rating”
  - Home Energy Rating Score (HERS) – “A score of 64 or less”
  - Environmental Protection Agency (EPA) – “Indoor Air Quality+V3”
  - Arizona Public Service (APS) – “Energy Star Certified”

The integrity and adaptability of a Trellis home originates in the foundation they are built upon. The building structures are stucco over wood frame construction supported by a post-tension concrete foundation system. We use advanced framing techniques that offer optimal flexibility to accommodate a variety of living circumstances. We pre-design, permit and install headers and hardware in exterior walls that facilitate future expansion or room layout modification with ease. The subtle nuances of our wider doors, hallways, pre-plumbed wall and slab work and slightly higher outlets and lower light switches are often unnoticed, but can be of significant value to our homeowners early on as their families grow and later in life while aging-in-place.

Each home features an open entry, family room, kitchen, indoor laundry and modestly sized bedrooms and cover parking. The interior shell, attic and mechanical systems are within thermally conditioned space thereby reducing heating and cooling loads and extending the lifespan of the equipment. Superior passive solar control is gained through argon infused low emissivity windows, and the home is engineered with automatic balanced exhaust/ventilation systems that provide pre-scheduled fresh air exchanges for a healthy home living environment.

The architectural appeal is symbolic of an American Craftsman bungalow-style home, enhanced by shutters, awnings, siding, trim and decorative stone veneer. Trellis home designs are approved by the City of Phoenix Historic Preservation Office for construction in the Garfield Community.

Trellis homes are finished with environmental sensitive cabinetry product, designer raised-panel doors, tile floors, EnergyStar and WaterWise fixture packages, high-efficiency heat pump water heaters, and full southwestern xeri-scape landscaping improvements.

Home designs and specifications and a detailed Scope of Work with Bidder Instructions follows this Project Summary.
PROPERTY FLOOR PLAN
Attachment A
Bidder Instructions
Attachment A
Bidder Instructions

Sealed bids must be delivered to: 1405 E. McDowell Road, Suite 100, Phoenix, AZ 85006 by October 6, 2017 at 4:00 PM.

The Scope of Work is characterized as:

New construction of a 1131 SF, Type-V, stucco over wood frame, single family residence located at: 1028 East Pierce Street, Phoenix AZ 85006 (herein the “Project”). Provide all labor, materials, equipment and service of every kind necessary for the proper execution of the work under Contract, and fully contemplate the requirements, terms and conditions under a Contract thereof.

Bids must be submitted on or before the deadline to receive consideration. The presentation of a Bid constitutes the Bidder’s acknowledgement and acceptance of all Conditions and Provisional Requirements that are connected to this Project, and any Final Contract Agreement.

Once the Bidder has fulfilled the Bidding Requirements outlined below, and initialed each sheet in the space provided, Attachments A, B, B1, B2 and C with the Bid Form on top shall be enclosed in a sealed envelope bearing the name of the Bidder and the name of the project. Incomplete packages, missing signatures, forms and/or attachments constitute an incomplete Bid.

The following instructions are designed to guide Bidders through the Bidding Requirements.

1. Enumeration of Bidding Documents:

Copies of all Bid documents are on file at: https://trellisaz.org/building/projects-open-to-bid/
To report problems obtaining bidding documents, contact the Trellis Project Manager at 602-424-4024 or via e-mail at: schen@trellisaz.org

1.1 Review your Bid Package and verify contents as follows:
Note: Number of pages include cover sheet.

1. Letter of Introduction, Project Summary & Property Floor Plans 4 pages
2. Bidding Instructions – Attachment A 8 pages
3. Statement of Qualification - Attachment B 5 pages
4. HUD Section 3 Bidder Forms - Attachment B1 7 pages
5. Conflict Interest Statement - Attachment B2 4 pages
6. Bid Form & Scope of Work - Attachment C 36 pages
   Exhibit – A Construction Requirements (under separate cover)
   Exhibit – B Soils Report (under separate cover)
   Exhibit – C Site Grading, Drainage, Offsite & Utility Plans,
   Building, Structural & MEP Plans, and Specifications 43 pages
   Exhibit – D Form of Contract 13 pages
   Exhibit – E Insurance Requirements 5 pages
   Exhibit – F Fund Control Policy 3 pages
   Exhibit – G Supplemental General Conditions 5 pages
   Exhibit – H Request for Information 2 pages
1.2 The intent of these documents is to facilitate the Bidders ability to account for all labor, materials, equipment and service of every kind necessary for the proper execution of the work under Contract, and fully contemplate the requirements, terms and conditions under a Contract thereof.

2. **Examination of Property, Documents, Plans, Drawings, Specifications and Scope of Work:**
   
   2.1 By presenting Trellis with a Bid, the Bidder represents that they have carefully examined and fully familiarized themselves with the Bidding Documents, Plans, Drawings, Specifications, Scope of Work, and intrinsic site and property characteristics connected to the Project. Neither the Owner nor the Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of documents. Further, by the submission of a Bid, the Bidder represents that they have completed their own due diligence examinations, meet the Bidder Qualification criteria and have capable and qualified resources in place to execute the Project as presented.

   2.2 Failure to attend the Project pre-bid meeting is grounds for Bid rejection. It is the Bidder’s responsibility to make arrangements for visiting the subject property to examine the conditions thereon.

   2.3 The Scope of Work and Specifications shall be compared with the existing field conditions. The Bidder shall be responsible for contemplating the cost of all unusual conditions or deviations, which exist at the time of their examination. No extra compensation will be allowed for any matter or thing, concerning which the Bidder might have fully informed themselves prior to submitting a bid.

   2.4 In cases where material components, equipment or both are unintentionally omitted or overlooked and are a necessary feature for a complete job, Bidders are obligated to notify the Trellis Project Manager of the circumstance. Additions, deletions and clarification to matters related to Scope of Work, Specifications and/or Bidder Requirements must be filed with the Owner on the Request for Information Form (Exhibit I) provided herein. Each request will be addressed through a Bid Addendum, issued by the Project Manager. Items not brought to the attention of the Owner during the bidding period shall be done in accordance with the Architect’s interpretation for the good of the work and in accordance with the intent and meaning of the project objectives and goals.

   2.4 Any Addenda issued by the Project Manager during the Bid Process are considered to be part of any Final Agreement. Failure to acknowledge receipt of any/all Addenda in the space provided on the Bid Form does not relieve the Bidders obligation to provide for those provisions and Addends in their Bid as presented.

3. **Bidder Qualification Criteria:**
   
   3.1 Bidders and their subcontractors will be of professional caliber, duly licensed and in good standing with the appropriate regulatory agency(ies), in the State they are practicing business. Bidders are required to furnish a subcontractor list to Trellis listing the resources intended for use on the Project.

   3.2 All Bidder resources (subcontract or otherwise) are held accountable to meeting the same standards of qualifications that are required of the Bidder. Trellis maintains the right to reject any of the Bidders affiliates failing to meet the qualification standards set forth in the bidding documents. Upon any written rejection by Trellis of Bidder affiliates, the Bidder must provide a suitably qualified alternate within 24 hours.
3.3 Contractor’s Statement of Qualifications

Complete the forms provided and attach copies of the following documents:

1. Copy of valid Contractors License.
3. Copies of General Liability, Workers Compensation and Automobile Insurance Certificates within the prescribed limits (see Exhibit E).
5. HUD Standard Reporting Forms (Section 3.5 below).
6. Conflict of Interest Forms (Section 3.6 below)
7. HUD SAM registration, or cage code if already registered (Section 3.7 below)

3.5 HUD Section 3 Preferences & Reporting Requirements:

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated through the use of HUD funds, to the greatest extent feasible, preference be given to low and very low income persons or to business concerns that provide such opportunities to low and very low income residents.

Under the City of Phoenix’s Neighborhood Services Department (NSD), Trellis works in participation with other local non-profit partners, community organizations and Workforce Connections and Job Corp. towards the maintaining a local database of job-seekers, as a resource to all prospective Bidders and Contractors, with the objective of matching qualified applicants to employer needs for the project.

This Program is geared toward the benefit of the Bidder. One advantage is that it allows for up to a 9% variance between the Section 3 Qualified Bidder against a lower, non-section 3 qualified Bidder. Qualifying your company as a HUD Section 3 participant is easy, it benefits our community and also can become a deciding factor in winning the Contract Award.

There are three primary methods available to Bidders whereby HUD Section 3 compliance and participation can be satisfied. The “HUD Section 3 Requirements” section, (Attachment B1) of the “Statement of Qualifications” provided herein, contains the Title 24, Section 135.38 Regulation, together with forms, additional instruction and exhibits to be completed by the Bidder for qualification and compliance purposes.

**NOTE: Bidders do not have to have hiring needs in order to win the Contract Award. However, ALL Bidders MUST complete the “Statement of Workforce Needs” Form (see Attachment B1).**

Failure to do so will result in Bid disqualification.
The first method of qualifying as a HUD Section 3 Bidder is through already employing or hiring persons that are a Section 3 resident.

- A “Section 3 resident” is a person who within the last 3-years has received: 1) any public housing or state sponsored assistance programs; or 2) is classified as a low or low-low income person earning less than 80% of the Area Median Income (AMI) in which the Section 3 covered dollars are expended.

In this method Bidders need to survey their employees and have them complete the form entitled “Resident Employment Opportunity Data” Sub-Attachment B1, for each person who meets the qualification criteria of the table below.

<table>
<thead>
<tr>
<th>2017 Income Limits – Maricopa County, Arizona</th>
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<tr>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>80% of Median</td>
</tr>
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</table>

The second method is Certification as a Section 3 Business.

- A Section 3 business concern is a business that can provide evidence that they meet one of the following:
  - 51 percent or more owned by Section 3 residents; or
  - At least 30 percent of its full time employees include persons that are currently Section 3 residents as defined by the above, or within three years of the date of first employment with the business concern, qualified as Section 3 residents; or
  - Provide evidence, as required, of a commitment to subcontract in excess of 25 percent of the Contract dollars awarded to business concerns that meet the qualifications in one of the above two methods; or
  - The Business plans to hire additional personnel for the project. If this is the case, all Bidders are instructed to contact Phoenix Workforce Connection, at 602-534-2043, to advertise for the positions needed.

Bidders selecting this qualification method need to complete form entitled “Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability” and the “Resident Employment Opportunity Data” forms for each qualifying employee.

If a commitment to subcontract in excess of 25% of the Contract dollars awarded is the approach, the Bidder and the Bidder’s subcontractors will need to complete and sign the above stated forms.

The third method is through participation in Community Outreach for the purpose of contributing to the database.

Bidders using this approach must demonstrate to the greatest extent feasible, that their firm has sought, solicited, advertised and pursued Section 3 qualified companies or individuals within the
community where the project is located, for the purposes of gainful employment and/or contract opportunities. There are numerous ways that Bidders can demonstrate and document their outreach efforts. Bidders selecting this method should refer to the sheet entitled “Examples of Efforts to Award Contracts to Section 3 Business Concerns” of the “HUD Section 3 Requirements” section in Attachment B1.

For additional information, or technical assistance regarding compliance with the statutory and regulatory requirements of Section 3, please refer to the following local resources:

The City of Phoenix
Neighborhood Services Department – Grants Administration
200 W. Washington, Fourth Floor
Phoenix, AZ 85003-1611  602-262-7158

or attend a Free Section 3 Employment Workshop at:

Phoenix Workforce Connection
Community Training and Education Center
1150 South 7th Avenue
Phoenix, AZ  85007    Call: 602-534-2043 for details

For additional information, or technical assistance regarding compliance with the statutory and regulatory requirements of Section 3, please refer to the following federal resources:

- [www.hud.gov/section3](http://www.hud.gov/section3)
- Section 3 Statute – 12 U.S.C. 1701u
- E-mail questions or comments to: section3@hud.gov
- Contact: U.S. Department of Housing and Urban Development
  Economic Opportunity Division
  451 Seventh Street, SW Room 5235
  Washington, DC  20410

3.6 Conflict of Interest and Disclosure:
Title 24 CFR 570.611 states when Federal Funds are used in the procurement of supplies, equipment, construction, and services by recipients and by sub-recipients, persons determined to have a conflict of interest are precluded from participation.

The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or sub recipient receiving funds under a federally assisted program. As a Bidder and potential Contract Awardee you are classified as a sub-recipient and as such this provision applies you, your employees and your stakeholders.

The general rule is that no persons who exercise, or have exercised, any functions or responsibilities with respect to, or who are in a position participating in a decision making process, or have the ability to gain inside information, obtain a financial interest or benefit, or have a financial interest in
any contract, subcontract, or agreement either for themselves or those with whom they have business or immediate family ties, may have a Conflict of Interest.

In order to make this determination, all Bidders are required to complete Attachment B2 – Conflict of Interest and Disclosure Questionnaire as instructed in order to fully meet the qualification criteria for this project.

**NOTE: ALL Bidders MUST complete the “Conflict of Interest and Disclosure Questionnaire” Form (see Attachment B2).**

**Failure to do so will result in Bid disqualification.**

3.7 HUD SAM Database Registration:

The System for Award Management (SAM) has combined federal procurement systems and the catalog of Federal Domestic Assistance vendors into one new system.

This is the federal government’s primary database of vendors doing business with the federal government. Federal Acquisitions Regulations (FAR) require all prospective vendors to be registered in SAM prior to any award of contract. The benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability. SAM is also a marketing tool for businesses by allowing government agencies and contractors the ability to search for your company.

*The first step is obtaining a Dun & Bradstreet (D&B) number for your company if you do not already have one issued.*

A D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here [https://fedgov.dnb.com/webform](https://fedgov.dnb.com/webform) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

*The second step is registration in the System for Award Management (SAM) database using your company’s D-U-N-S number. Click here to register [https://www.sam.gov/portal/SAM/##11](https://www.sam.gov/portal/SAM/##11)*

Create your individual account by providing the information requested. As you complete your registration follow the “dashboard” along the left margin of the page to track progress. Each tab of the dashboard must be completed, before it will allow you to move to the next in the sequence. Once complete you will be issued a federal cage code. The cage code is required prior to any federal contract award. If you need technical assistance in completing your registration click on the Help tab, or contact the Project Manager for guidance.

4. **Submitting Bids:**

4.1 Late Bids will not be accepted. Trellis reserves the right to waive irregularities in the Bid Forms and reject any Bid, in whole or in part, for failure to adhere to these instructions and/or meet the established qualification standards, either latent or otherwise.
4.2 Bids will ONLY be accepted on Attachment C - “Bid Form & Scope of Work”. Place the Bid Form on top of your submittal so that it is the first visible document when the package is removed from the envelope. A complete and acceptable Bid Form requires line item budgets for each task listed on the Scope of Work and subtotals for each division of work. Do Not combine line items budget together into one. Alterations to the Bid Form and Scope of Work beyond entering quantity adjustments, line item budgets and subtotals will disqualify the Bid. By furnishing Trellis Community Development with a Bid, the Bidder represents that figures provided by them constitute the full and complete costs of the Scope of Work, and is inclusive of all State, Local and City tax burdens, licensing fees, general overhead and profit. The Bid Form must be signed by the duly licensed Officer of the organization and free of any alterations beyond that which is described.

5. Alternate Bids:
   5.1 On occasion, Trellis may request Alternates subsequent to the Bid opening. When requested, all Bidders are notified by Bid Addendum and with the instruction to return copy and show a figure for the alternate as either a deduction or increase to the amount stated on their Bid Form in the Total LUMP-SUM Base Bid figure.

6. Withdrawal of Bids:
   6.1 Bidders may withdrawal their Bid, either personally or by written notice at any time prior to the scheduled time for opening of the Bids.

7. Award or rejection of Bids:
   7.1 Award of Contract, if it be awarded will be to the lowest responsible and qualified Bidder. Any such award will be made within thirty (30) calendar days after opening of the bid proposals.

8. Execution of Agreement
   8.1 The Bidder to whom award is made shall execute a written contract with Trellis Community Development. An example of the form of contract contemplated for this project is attached as Exhibit D of the Bidding documents.

   8.2 Upon award and subsequent execution of the Agreement, the Contractor shall without delay, provide Project Manager with a Project Schedule within five (5) calendar days. Failure or refusal to enter into a contract as herein provided, or to conform to any of the stipulated requirements in connection therewith shall be just cause for annulment of the award.

   8.2 Where Bidder is a corporation, proposals must be signed under the legal names of the Corporation followed by the name of the state of incorporation and legal signature of the licensed, qualified agent, who is authorized to bind the organization to Contract Agreements.
Attachment B
Statement of Qualifications
**Attachment B**

**Contractor Qualification Statement**

**Date:** ______________

**GENERAL COMPANY INFORMATION:**

Company Name: ______________________________________________________________________

DBA: ________________________________________________________________________________

☐ Corporation ☐ Partnership ☐ Limited Liability Corporation ☐ Individual

If Corporation, list the State where the Company is incorporated: ______________________________

Company Address: _____________________________________________________________________

City: ______________________________    State: _______  Zip Code:_________________

Office Phone No. (          )                                                  Office Fax No.   (          )

Email Address: ________________________________________________________________________

Principal Contact Name: ____________________________________  Title: ______________________

E.I.N #:_________________________________     T.P.T. #: _____________________________________________

D-U-N-N-S #:____________________________     SAM CAGE CODE. #: _______________________

Contractor’s License No.___________________           License Classification (s): ___________________

**Company Principals:**

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<th>Name &amp; Address</th>
<th>Title</th>
<th>SSN#</th>
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Number of years in business as this entity:   ________

Has the Company name ever changed?  ☐ – Yes   ☐ – No

If yes, what was the original name?   ______________________________

Number of persons on Company payroll.   _____ Full-time  _____ Part time

Companies annual Gross Receipts (2-year average).  $______________.00
Has the Company ever filed a Bankruptcy? □ – Yes □ – No  
If yes, provide the following: Case#___________ Chapter_____  
Has the Company had any claims, liens, judgments or complaints filed against it in the last 7-years? □ – Yes □ – No  
If yes, provide brief explanation separately on your company letterhead:

**PROJECT REFERENCES:**

<table>
<thead>
<tr>
<th>Project Name/Location</th>
<th>Owner/GC Name, Address &amp; Contact Information</th>
<th>Type of Project</th>
<th>Dollar Amount of Contract</th>
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<td>☐ – New Commercial</td>
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<td>☐ – Tenant Improvement</td>
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<td>☐ – New Residential</td>
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**BUSINESS BANKING RELATIONSHIP:**

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<th>Name &amp; Address of Institution</th>
<th>Types of Account</th>
<th>Average Monthly Balance</th>
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<td>☐ – Business Checking</td>
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<td>☐ – Business Savings</td>
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<td>☐ – LOC w/Limit of $_________.00</td>
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**SUPPLIER REFERENCES:**

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<th>Contact Name</th>
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**COMPANY STATEMENT:**

Provide a brief statement such as experience of co-workers, including officers and other information that demonstrate the Bidders ability to work in residential rehabilitation, property improvement or construction.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________

**SIGNATURE AUTHORIZATION:**

Name(s) authorized to sign Contracts, Bids, Change Orders and Endorsements.

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# Subcontractor Resource List

<table>
<thead>
<tr>
<th>Subcontractor Name</th>
<th>License No.</th>
<th>Trade/Craft</th>
<th>Business Relationship (Years)</th>
<th>Section 3 Qualified Yes/No (Y/N)</th>
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Attachment B1
HUD Section 3 Requirements
Title 24: Housing and Urban Development

PART 135—ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS

Subpart B—Economic Opportunities for Section 3 Residents and Section 3 Business Concerns

§ 135.38 Section 3 clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
### RESIDENT EMPLOYMENT OPPORTUNITY DATA

#### SECTION 3 INCOME VERIFICATION, SELF-CERTIFICATION

Date: ___________________ Last 4 No.SSN ___________________

Name: ___________________ Last Name ___________________ First Name ___________________ M.I. ___________________

Address: ___________________ Street ___________________ City ___________________ Zip ___________________

Male: ☐ Female: ☐ Phone No. ___________________

It is the policy of these employers to provide equal opportunity to all of the employees and applicants for employment and to ensure that there be no discrimination against any persons on the grounds of race, color, national origin, political affiliation, sexual preference, age, or sex. The following questions are for the purpose of tracking the hiring benefits of this project and are optional and will remain confidential. This information will not be made a part of your personnel records.

#### Race/Ethnic Group (check)

☐ African American ☐ Am. Indian / Native American

☐ Asian / Pacific Islander ☐ Caucasian ☐ Hispanic / Latino ☐ Other

#### Annual Household Income (Please check one income box for your family size)

**2017 Income Limits – Maricopa County, Arizona**

<table>
<thead>
<tr>
<th>Yearly Household Income</th>
<th>Less than $37,100</th>
<th>or $37,100</th>
<th>or $42,400</th>
<th>or $47,700</th>
<th>or $52,950</th>
<th>or $57,200</th>
<th>or $61,450</th>
<th>or $65,700</th>
<th>or $69,900</th>
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This income can be verified by:

☐ Federal Income Tax Returns / W2s ☐ Pay Stubs / Other Income Stubs

☐ _________Housing Authority Recipient ☐ AHCCS, ALTCS, TANF, or Food Stamp

#### Certification and Agreement

This information will be used to ensure compliance with U.S. Department of Housing and Urban Development Section 3 eligibility requirements. With your signature, you are certifying that the above information is correct to the best of your knowledge; falsifying information on this form is a federal offense. The penalty for making false statements is prescribed in the US Criminal Code 18 U.S.C. 1001.

Signature: ___________________
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE
IN CONTRACTING & DEMONSTRATION OF CAPABILITY

Company Name: ____________________________________________
Company Owner: __________________________________________
Address: __________________________________________________
Phone: ___________________ Fax: ___________________ Email: ___________________
Business Type: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

SECTION 3 DETERMINATION:

If the answer to any of the questions below is YES, the business qualifies as a Section 3 Business Concern. Please provide the required documentation as needed to the Project Manager.

1. Is the business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income? (Please see Income Limits below)
   ☐ Yes ☐ No
   If yes, the business is considered a ‘Section 3 Resident-Owned Enterprise’. One form of documentation is needed for each of the business owners:
   ☐ Federal Income Tax Returns ☐ W-2 Income Statements ☐ Paycheck Stubs
   ☐ Evidence of Public Assistance ☐ Other:

2. Do 30% (or more) of your full time, permanent employees have household incomes that are NO GREATER THAN 80% of Area Median Income? (Please see Income Limits below)
   ☐ Yes ☐ No
   If yes, the business is considered a Section 3 Business Concern. Please provide the following:
   ☐ List of all current Full Time employees
   ☐ Self-Certification Income Forms for all employees earning less than 80% of median income

3. Will you subcontract more than 25% of this contract with any business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents?
   ☐ Yes ☐ No
   If yes, please provide the following documentation:
   ☐ List of subcontracted Section 3 business(es) and subcontract amount.
   ☐ Evidence which identifies the subcontractor is considered a Section 3 Business Concern (Sections 1 and 2 above provide examples of evidence to be used to identify a Section 3 Business Concern)
## 2017 Income Limits / Maricopa County

<table>
<thead>
<tr>
<th>FY 2017 Income Limit Area</th>
<th>Area Median Income</th>
<th>FY 2017 Income Limit Category</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
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<tbody>
<tr>
<td>Maricopa County</td>
<td>$66,200</td>
<td>Very Low (50%) AMI</td>
<td>$23,200</td>
<td>$26,500</td>
<td>$29,800</td>
<td>$33,100</td>
<td>$35,750</td>
<td>$38,400</td>
<td>$41,050</td>
<td>$43,700</td>
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<td>Low (80%) AMI</td>
<td>$37,100</td>
<td>$42,400</td>
<td>$47,700</td>
<td>$52,950</td>
<td>$57,200</td>
<td>$61,450</td>
<td>$65,700</td>
<td>$69,900</td>
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<td>Moderate (120%) AMI</td>
<td>$55,650</td>
<td>$63,600</td>
<td>$71,500</td>
<td>$79,450</td>
<td>$85,850</td>
<td>$92,200</td>
<td>$98,550</td>
<td>$104,900</td>
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**NOTE: ALL BIDDERS MUST COMPLETE THIS SECTION OF THIS FORM.**  Bidders do not have to have hiring needs in order to be selected for the Contract Award.

### ESTIMATED PROJECT WORKFORCE BREAKDOWN

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Total Estimated positions needed (this project)</th>
<th>No. positions occupied by permanent employees</th>
<th>No. positions not occupied</th>
<th>No. positions to be filled with Section 3 residents (this project)</th>
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<tbody>
<tr>
<td>Officer/Supervisors</td>
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<tr>
<td>Office/Clerical</td>
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<td>Technical Support</td>
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<td>Field Supervisors</td>
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<td>Trainees/Labor</td>
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**General Contractor Certification Statement**

I, the undersigned understand that this information will be used to ensure compliance with U.S. Department of Housing and Urban Development Section 3 eligibility requirements. By signature below, I am certifying that the above information is true and correct. The penalty for making false statements is prescribed in the U.S. Criminal Code 18 U.S.C. 1001. Additionally, U.S. Criminal Code Section 1010, Title 18 U.S.C. “Federal Housing Administration transactions” provides in part “Whoever, for the purpose of... influencing in any way the action of such Administration...makes, utters or publishes any statement knowing the same to be false...shall be fined not more than $5,000 or imprisoned not more than two years or both.”

Signature: ___________________________ Date: ___________________
HUD SECTION 3 COMMUNITY OUTREACH QUALIFICATION CRITERIA

Bidders using this approach must demonstrate to the greatest extent feasible, that their firm has sought, solicited, advertised and pursued Section 3 qualified companies or individuals within the community where the project is located, for the purposes of gainful employment or contract opportunity.

Examples of Efforts To Award Contracts to Section 3 Business Concerns:

1. Utilizing procurement procedures for section 3 business concerns similar to those provided in 24 CFR part 905 for business concerns owned by Native Americans.
2. In determining the responsibility of potential contractors, consider their record of section 3 compliance as evidenced by past actions and their current plans for the pending contract.
3. Contacting business assistance agencies, minority contractors associations and community organizations to inform them of contracting opportunities and requesting their assistance in identifying section 3 businesses which may solicit bids or proposals for contracts for work in connection with section 3 covered assistance.
4. Advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas or other prominent areas of the housing development or developments owned and managed by the (HA) Housing Authority (see flyer example attached).
5. For HAs, contacting resident councils, resident management corporations, or other resident organizations, where they exist, and requesting their assistance in identifying category 1 and category 2 business concerns.
6. Providing written notice to all known section 3 business concerns of the contracting opportunities. This notice should be in sufficient time to allow the section 3 business concerns to respond to the bid invitations or request for proposals.
7. Following up with section 3 business concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.
8. Coordinating pre-bid meetings at which section 3 business concerns could be informed of upcoming contracting and subcontracting opportunities.
9. Carrying out workshops on contracting procedures and specific contract opportunities in a timely manner so that section 3 business concerns can take advantage of upcoming contracting opportunities, with such information being made available in languages other than English where appropriate.
10. Advising section 3 business concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
11. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of section 3 business concerns.
12. Where appropriate, breaking out contract work items into economically feasible units to facilitate participation by section 3 business concerns.
13. Contacting agencies administering HUD Youth-build programs, and notifying these agencies of the contracting opportunities.
14. Advertising the contracting opportunities through trade association papers and newsletters, and through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
15. Developing a list of eligible section 3 business concerns.
16. Establishing or sponsoring programs designed to assist residents of public or Indian housing in the creation and development of resident-owned businesses.
17. Establishing numerical goals (number of awards and dollar amount of contracts) for award of contracts to section 3 business concerns.
18. Supporting businesses which provide economic opportunities to low income persons by linking them to the support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at the State and local levels.
19. Encouraging financial institutions, in carrying out their responsibilities under the Community Reinvestment Act, to provide no or low interest loans for providing working capital and other financial business needs.
20. Actively supporting joint ventures with section 3 business concerns.
EXAMPLE OF TEXT FOR FLYER, POSTERS, OR NEWSPAPER ADVERTISMENT

Example 1:

ATTENTION

Opportunities for Minority & Women-owned Business and Section 3 Businesses

[your agency/company name here] is committed to promoting the participation of eligible and qualified low-income City of Phoenix residents in projects funded through the Community Block Grant Program (CDBG) HOME Program and ARRA Act, and other programs provided through the U.S. Department of Housing and Urban Development (HUD).

In projects assisted through the above listed programs, the following business opportunities may be available to minority and women owned and Section 3 businesses through participating builders, contractors and other businesses along with various construction leads.

[your agency/company name here] will encourage all participating contractors, and sub-contractors to utilize, to the greatest extent feasible qualified low-income persons for employment and training positions.

Interested persons should contact:

[your agency/company name here]
[your agency/company address here]
[your agency/company contact person name and phone number here]

Example 2:

ATTENTION

City of Phoenix Residents

Local Business and Employment Opportunities

[your agency/company name here] is committed to promoting the participation of eligible and qualified low-income City of Phoenix residents in projects funded through the Community Block Grant Program (CDBG) HOME Program and ARRA Act, and other programs provided through the U.S. Department of Housing and Urban Development (HUD).

In projects assisted through the above listed programs, the following business opportunities may be available to minority and women owned and Section 3 businesses through participating builders, contractors and other businesses along with various construction leads.

[your agency/company name here] will encourage all participating contractors, and sub-contractors to utilize, to the greatest extent feasible qualified low-income persons for employment and training positions.

Interested persons should contact:

[your agency/company name here]
[your agency/company address here]
[your agency/company contact person name and phone number here]
Attachment B2
Conflict of Interest Statement
Conflict of Interest Disclosure Questionnaire

PRINT NAME: ____________________________________________________________
NAME of other individuals taking title (if applicable): ___________________________
CONTACT Info: Address, Phone and Email: ______________________________________

PROGRAM to which you are applying: ☐ NSP ☐ CDBG Housing Rehab ☐ Weatherization
☐ HOME ☐ Lead ☐ Other: ______________________________________________________

APPLICABLE INDIVIDUALS ‘COVERED PERSONS’

1. Are you a City of Phoenix employee? ☐ Yes ☐ No
   a. What Department do you work in? __________________________________________
   b. What is your position? ___________________________________________________

2. Do you have immediate family members (defined below) that work for the City of Phoenix? ☐ Yes ☐ No
   a. What Department do they work in? _________________________________________
   b. What is their position? ___________________________________________________

3. Are you a sub recipient, contractor, agent, consultant, contractor or subcontractor of the City of Phoenix Neighborhood Services Department or Housing Department? ☐ Yes ☐ No
   a. Name the Firm: _________________________________________________________________________________________
   b. List the City Department and explain your relationship with the City.
      _______________________________________________________________________________________________________

(NSP Sub Recipients and Contractors include but may not be limited to: Chicanos Por La Causa, Community Housing Resources of Arizona, Desert Mission Neighborhood Renewal, Greater Phoenix Urban League, Housing Our Communities, Inc, Labor’s Community Service Agency, Trellis Community Development, Newtown Community Development Corporation, NSPAZ, LLC or its members, Foundation for Senior Living, National Farm Workers Service Center, ROI Properties, U.S. Department of Housing and Urban Development, and many general contractors and subcontractors working on various NSP projects)

4. Are you an employee, agent, consultant, officer, elected official, or appointed official of the City of Phoenix Neighborhood Services Department or Housing Department Sub Recipient or Contractor? ☐ Yes ☐ No
   a. Who is your employer? ___________________________________________________
   b. What is your position? ___________________________________________________
   c. Explain your relationship with the Sub Recipient or Contractor or City
      _______________________________________________________________________________________________________


26
5. Do you, your employer, or your immediate family members have any **duties or responsibilities** in associated with the Community Development Block Grant (CDBG), Trellis Community Development(NSP), HOME, or other federal funded programs that the City Of Phoenix Neighborhood Services Department or Housing Department administers?  
   □ Yes  □ No  
   
   a. Name of person with potential conflict of interest:  
      
   b. Relationship to you:  
      
   c. Explain the duties and responsibilities:  
      
6. Do you, your employer, or your family members involved in **making decisions in association with** any of the City of Phoenix Neighborhood Services or Housing Department’s federally funded programs?  
   □ Yes  □ No  
   
   a. Name of person with potential conflict of interest:  
      
   b. Relationship to you:  
      
   c. Explain their association with the federally funded program:  
      
7. Have you, your employer, or your family members gained or are you in a position to obtain **inside information** (information which was not obtain in the public domain) with regard to any of the City of Phoenix Neighborhood Services or Housing Department’s federally funded programs?  
   □ Yes  □ No  
   
   a. Name of person with potential conflict of interest:  
      
   b. Relationship to you:  
      
   c. Explain the insider information you have obtained:  
      
8. Will you, your employer, or your family members obtain a financial benefit (see special note) in any City of Phoenix Neighborhood Services or Housing Department federally funded activity?  
   □ Yes  □ No  
   
   a. Name of person with potential conflict of interest:  
      
   b. Relationship to you:  
      
   c. Explain the Financial Benefit (see below):  
      
   **Special Note:** Having a ‘**FINANCIAL BENEFIT**’ includes but is not limited to: being paid by a HUD-funded program as a staff person, contractor, or consultant, contractor.  

9. Do you, your employer, or your family members have a **contract, subcontract, or agreement** with the City of Phoenix Neighborhood Services or Housing Department?  
   □ Yes  □ No  
   
   a. Contractor’s Name:  
      
   b. Which department is the contract with?  
      
   c. Contractor’s relationship to you:  
      
   **On the following page,** please provide a description if you answered ‘Yes’ to any of the questions 1-7 above:
This information will be used to ensure compliance with U.S. Department of Housing and Urban Development eligibility requirements. With your signature, you are certifying that the above information is true and correct to the best of your knowledge; falsifying information on this form is a federal offense. The penalty for making false statements is prescribed in the US Criminal Code 18 U.S.C. 1001.

Print Your Name(s): _______________________________________________________

Signature(s): ___________________________________________________________ Date: __________
Attachment C
Bid Form & Scope of Work

Exhibit – A Construction Requirements (under separate cover)
Exhibit – B Soils Report (under separate cover)
Exhibit – C Site Grading, Drainage, Offsite & Utility Plans,
          Building, Structural & MEP Plans, and Specifications 43 pages
Exhibit – D Form of Contract 13 pages
Exhibit – E Insurance Requirements 5 pages
Exhibit – F Fund Control Policy 3 pages
Exhibit – G Supplemental General Conditions 5 pages
Exhibit – H Request for Information 2 pages
Attachment C

Bid Form

PROJECT ADDRESS: 1028 East Pierce Street, Phoenix AZ 85006

PROJECT TYPE: New construction of a 1131 SF, Type-V, stucco over wood frame, single family residence.

This Invitation to Bid does not automatically qualify the prospective Bidder for consideration.

This bid is for the new construction of a single family home in conformance with City of Phoenix Building Codes and Trellis Community Development’s standard specifications.

LUMP SUM PROJECT BID:

BASE BID

1. Having examined the Contract Documents, and Addenda Nos. [ ] through [ ] (enter zero if none), for the above-referenced project, having ascertained all of the conditions affecting the proposed work and having visited the site, we do hereby propose to furnish all supervision, labor and materials, transportation, services and equipment necessary for and/or reasonably incidental to the construction and proper completion of the work called for by the above-named documents for the sum of: ($______________)

   ______________________________________ & _____________ /100 Dollars hereinafter referred to as the Lump-Sum Bid. (the Bid includes all materials, delivery, labor, taxes, cash allowances and insurance costs.)

2. I/We attest by submission of our Bid that we have fully familiarized ourselves with and understand the required scope of work, specifications and details necessary to execute the above captioned activity (ies) in their entirety. I/We also assert that any and all clarifications, Addenda and/or exclusions have been adequately addressed and/or meet with our satisfaction, and that we will not request to increase the contract amount because of our failure to determine the final design intent, materials and scope of the work.

3. BID VALIDITY DATE
I/We agree to hold our bid open for 30 days from Bid closing date.

4. CONSTRUCTION-TIME SCHEDULE
Substantial completion of the activity (ies) included in this Bid will be __________ consecutive calendar days after construction start.

5. START OF CONSTRUCTION
I/We agree to commence work within (5) seven days after written Notice to Proceed.

6. SIGNATURES
The undersigned hereby certifies that he is a duly licensed Contractor by the State of Arizona; that such license will be in full force and effect throughout the duration of the construction, and that any and all Subcontractors to be employed on the project will be licensed in the appropriate disciplines and that licensed responsible managing employees shall in fact supervise the work during construction.
Name of individual members of Bidders firm who will perform work on the Project:

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Position/Title</th>
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</table>

Business Type (check one):

( ) Individual Sole/Proprietor  ( ) Corporation  ( ) Partnership  
( ) Registered MWBE  ( ) Limited Liability Corporation

Type of License: ____________  No. ____________ issue date: ____________

If Corporation:

Name of President: ____________________________

Corporation organized under the laws of the State of: ____________________________

Bid dated this day ____________ of ____________________________

Signed by (Qualifying Party):

Print Name and Title: ____________________________

Legal Address:

__________________________  ____________________________

Officers Signature  Date: MM/DD/YR

__________________________  Contractors License No.

Business Name

__________________________  Contact Phone No.

Business Address
THE SCOPE OF WORK
00.01-40  BUILDING PERMITS & FEES
Unless specifically stated otherwise in the Bidding Documents, the General Contractor (GC) is responsible for Building Permit procurement, the Owner is responsible for payment and fees.

00.01-42  PLANS & SPECIFICATIONS
Electronic copies of the project bidding documents, plans, specifications and soils report can be viewed and downloaded from Trellis web site;

http://trellisaz.org/building/projects-open-to-bid/

Upon contract award, the successful Bidder/Contractor will be furnished with copies of the approved plans, specifications, engineering calculations, and shall maintain all documents and inspection records in a good and responsible manner. Project records maintained by subcontractors shall be available upon demand throughout the course of operations. All Contractors are responsible for tracking minor changes or field adjustments to the approved plans. Owner to be furnished with copies of "as-built" notes and plan change details, prior to release of retention funds.

If required, the Owner shall be responsible for any resubmission of plans to governing authorities and payment of fees therein.

00.01-43  ENGINEERING CONSULTANTS
The Owners Consultants on this project are:

MCDOUGALL DEVCON - SURVEY
VANN ENGINEERING - SOILS
BINGHAM ENGINEERING - STRUCTURAL
LOVE ENGINEERING, Inc. - MECHANICAL, ELECTRICAL, PLUMBING
BEST ENERGY - ENERGY RATER

These consultants while acting on behalf of the Owner as independent third-party representatives on this project, have the authority to supplement the General Conditions, Construction Requirements or Scope of work due to unforeseen field conditions, or as circumstances dictate. Routine inspection and approval of work products during installation is required from these consultants throughout the course of construction. It is the responsibility of the Subcontractor to know and schedule their own monitoring and inspection needs.
00.01-11 CONSTRUCTION DEFINITIONS

"Owner" means Trellis Community Development, or Assigned Owner's Representative.

"General Contractor" means Bidder, Awarded Contractor, Qualified Individual or Firm, awarded the Contract and engaged by the Owner to complete the project Scope of Work herein, in its entirety, their Sub contractors, tradesmen, materials suppliers and specialty vendors.

00.01-12 VERIFY QUANTITIES/MEASUREMENTS

By presenting the Owner with a Bid, the Bidder represents that they have carefully examined and fully familiarized themselves with the Bidding Documents, Plans, Drawings, Specifications, Scope of Work, subject property and intrinsic site characteristics associated with the Project. Further, by the submission of a Bid, the Bidder represents that they have completed their own due diligence examinations, meet the Bidder Qualification criteria and have capable and qualified resources in place to execute the Scope of Work as presented.

The Plans, Scope of Work and Specifications shall be compared with the existing field conditions. The Bidder shall be responsible for contemplating the cost of all unusual conditions or deviations, which exist at the time of their examination.

In cases where specifications, material components or equipment are unintentionally omitted or overlooked, and are a necessary component for a complete job, Bidders are obligated to notify the Owner of the circumstance. Additions, deletions and clarifications to matters related to Scope of Work, Specifications and/or Bidder Requirements will be addressed through a Bid Addendum and issued by the Owner.

Any Addenda issued during the Bid Process are considered to be part of any Final Agreement. Failure to acknowledge receipt of any/all Addenda in the space provided on the Bid Form does not relieve the Bidders obligation to provide for those provisions and Addenda in their Bid as presented.

All measurements, quantities and units provided herein are for the contractor’s convenience. No claims for additional funds due to discrepancies in measurements, quantities or specification content will be entertained if not submitted during the Bidding period.

00.01-13 CODES AND ORDINANCES


Environmentally sensitive operations regarding dust, lead-based paint, asbestos and hazardous waste removal are governed by, and shall be executed in compliance with Federal Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ) and local jurisdictional protocols and procedural dictates.

In the event archaeological materials are encountered during construction, the developer shall immediately cease all ground-disturbing activities within a 33-foot radius of the discovery, notify the City Archaeologist, and allow time for the Archaeology Office to properly assess the materials.

00.01-19 ENERGY & GREEN BUILDING REQUIREMENTS

The specification for Energy Conservation minimums for this home is designed to produce a HERS index rating of 64, or less.

**The General Contractor will be required to coordinate progressive inspections of identified work components during construction with the Owner's Energy Consultant, facilitate a final inspection/diagnostic testing and successfully produce certification that the improvement recommendations and performance standards established for project are satisfactorily complete (see mechanical).**

00.01-20 CONSTRUCTION WASTE MANAGEMENT
Prior to beginning any work, the awarded General Contractor must provide Owner with a copy of their Construction Waste Management program. A copy of this plan is to be posted on site with enforcement and participation incumbent by all project personnel, subcontractors, vendors and crews. All paper, cardboard, glass, plastic, metal and plant waste materials must be sorted, held in separate containers picked-up and/or hauled to a local recycling center. The program goal is to recycle or salvage a minimum of 50% (by weight) of project waste. Weight load tickets and/or receipts will be collected at the end of the project to substantiate Contractor compliance with this specification. Failure to recycle project waste as specified can result in forfeiture of retentions held for demolition activities.

All non-recyclable or otherwise non-renewable debris shall be removed and disposed of in a legal landfill as required by EPA and local regulations. These weight load tickets combined with those collected from the recycling center are added together when calculating total project waste.

General Contractor to provide a ledger summarizing the outcome of total weight generated, less total recycled or otherwise re-purposed with their Retention Draw request.

00.01-29 COST CONTROL
Any and all additional or change order work outside of the Scope of Work requires preapproval prior to the performance of the work.

Where and when unit pricing for a particular line item of work is already defined through the Bidding Documents, the extra work will be paid at the rate stated for that item, which includes the General Contractors Overhead and Profit.

In cases where unit pricing is not established on the Scope of Work during the Bidding process, the default rate will be based on the below stated hourly rates, plus materials, and 15% for Overhead and Profit.

BIDDER TO PROVIDE THE HOURLY LABOR RATES AS FOLLOWS:

Superintendent = $__________________
Skilled Carpenter = $__________________
Plaster/Drywaller = $__________________
Pipefitter/Plumber = $__________________
Electrical Technician = $__________________
HVAC Technician = $__________________
General Laborer = $__________________

00.01-30 BIDDER ACKNOWLEDGEMENT

By signature below and by submission of a Bid Form, Bidder acknowledges, understands and accepts all Construction Requirements, Instructions, Specifications and Supplemental Conditions and Exhibit attachments described or attached herein, together with any other enumerated documents to which constitute "The Project Requirements"

The Bidders figure presented in this line item represents the Bidders full and complete costs of all Project Requirements connected to the project, whether or not specifically mentioned elsewhere in this scope of work.

Location Total: ____________________
### Location: 3 - Earthwork & Grading

<table>
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<th>Spec #</th>
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<th>Units</th>
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<tr>
<td><strong>UTILITY INSTALLATION &amp; TESTING</strong></td>
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</tr>
</tbody>
</table>
| Coordinate and schedule the installation, testing and inspections with the appropriate utility agencies, Soils Engineer and City of Phoenix approval authorities as follows:

1) Sewer & Water connections  
2) Power distribution/connection  
3) Communication service distribution/connection  
4) Utilities trench backfill operations  

Install 1 new 3" underground sewer laterals and 1 new 3/4" domestic water service lines with new taps to existing municipal mains in accordance with the approved plans and specifications. Include all necessary street, curb, gutter and sidewalk repairs per City of Phoenix Standard MAG details and standards.

LOCATION: In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/16/17, Sheets 1-3 of the approved Grading, Drainage and Offsite Improvement Plan, Sheets P0.1 - P1.1 of the approved plumbing plans, and Sheets 1 of the Arizona Public Service (APS) Power Plan dated, 02/08/2017 (Exhibits B & C respectively).

| 00.31-31 | 4      | 3,971.00 | SF    |            |             |
| **CLEARING & GRUBBING** | | | | | |
| Scrape, grub and clear ground surface free of oversized rock, cobble, low-lying vegetation, weeds and concrete debris. Remove, haul and dispose of spoils in a legal landfill.

LOCATION: Entire Property.

| 00.31-35 | 4      | 1.00     | LS    |            |             |
| **GRADING - COMPACTION & TESTING** | | | | | |
| Coordinate and schedule testing and inspections from the Project Soils Engineer as folows:

1) Over excavation, placement & compaction of building pad  
2) Bottom excavations / column pads  
3) Vapor barrier / subgrade compaction  
4) Concrete placement  
5) Utility trench backfill  
6) Driveways & sidewalks subgrade  

All earthwork is to be performed in strict compliance with the Soils Engineer's recommendations as detailed in the Project Soils Report dated January 16, 2017 (Exhibit B).

LOCATION: In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/16/17 and Sheets 1-3 of the Approved Grading, Drainage and Offsite Improvement Plan (Exhibits B & C respectively).

| 00.31-36 | 4      | 2,424.00 | SF    |            |             |
| **GRADING - OVER EXCAVATION** | | | | | |
| Cover and protect concrete sidewalks, curbs, cross-gutters, driveway approaches and asphalt street paving from equipment or load damage. Safe-off, provide signage and maintain safety controls of work area at all times. Redirect vehicular and pedestrian traffic as necessary. Maintain control over airborne dust in compliance with the Approved Dust Control Plan.

Before disrupting ground surfaces, moisture condition soils 24 hours in advance of operations. Excavate and stockpile onsite fill material to prescribed depth and limits using conventional grading equipment. Spread, test and compact subgrade in 6 inch successive lifts, in compliance with the Soils Engineer's recommendations (Exhibit B).

Each lift requires testing and inspection, minimum compaction density requirements is 95%, and limits of over-excavation extend 5 feet beyond building footprint and beneath the driveway and sidewalks. Import acceptable fill material as necessary to provide for positive sheet flow drainage directed away from structure in accordance with the Approved Grading & Drainage Plan dated 01/17/2017, and site gradients depicted therein (Exhibit C). All work is to be performed in a controlled environment, under direct supervision of the Soils Engineer. Load, haul, remove and dispose of any surplus soils or debris from the property. Leave premises in a clean, ready-for-construction condition.

LOCATION: In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/16/17 and Sheets 1-3 of the Approved Grading, Drainage and Offsite Improvement Plan (Exhibits B & C respectively).

**Location Total:**
**Location: 4 - Concrete & Foundation**

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<th>Spec #</th>
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<th>Concrete &amp; Paving</th>
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<th>Units</th>
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<tr>
<td>00.03-02</td>
<td>CONCRETE - VAPOR BARRIER</td>
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</tbody>
</table>

Broadcast a 4" layer of ABC over prepared subgrade. With perimeter form boards in place, install 10 mil vapor barrier to cover all under slab area, bottom of footings and stem wall. Work to comply with ASTM E 1745, Class A, B, and C. Tape and seal all seams and boot all penetrations.

Specification:
Stego Industries "Stego Wrap" 10 mil or approved equal. Polyethylene sheeting is specifically not permitted in this application.

LOCATION: Entire Living Area.

| 00.03-03 | CONCRETE - FORM WORK & REINFORCING STEEL | 175.00 | LF |   |   |   |

Verify placement, configuration, layout and finished floor elevation with the approved grading plan before beginning work. Install wood or metal formwork with stakes into undisturbed native soils. Include any necessary diagonal bracing or cleats to secure and hold anticipated loads. Safeoff and protect work from injury or vandalism.

LOCATION: In accordance to Sheets A3.0, A7.0, A8.0 and GSN, S1.1A, SD1A of the approved plans.

| 00.03-04 | CONCRETE - ANCHORS & EMBED HARDWARE | 1.00 | LS |   |   |   |

Provide and install all required steel reinforcing rod at specified heights and intervals. Include all anchor bolts, hold down hardware, metal straps and anchoring devices in accordance with the approved foundation plans and specifications. Include (1) 6" steel bollard in the carport. Inspection by the Soils and Structural Engineer are required prior to placement of concrete.

LOCATION: In accordance to Sheets A3.0, A7.0, A8.0 and GSN, S1.1A, SD1A of the approved plans.

| 00.03-05 | CONCRETE - POST TENSION REINFORCEMENT | 1,525.00 | SF |   |   |   |

Provide and install all reinforcing tendons at specified height and intervals in compliance with the approved foundation plan. Include all plastic chair supports, support bars, split-pocket formers, perimeter and intermediate stressing anchors and jacking to specified load. Inspection by the Soils and Structural Engineer are required prior to placement of concrete.

LOCATION: In accordance to Sheets A3.0, A7.0, A8.0 and GSN, S1.1A, SD1A of the approved plans.

| 00.03-10 | CONCRETE - REINF. SLAB-ON-GRADE | 38.00 | CY |   |   |   |

Verify finished floor elevations prior to beginning work or placement of concrete. Grade, form and place Type II, 2500 psi concrete to produce a 7-1/2" minimum thickness, post-tensioned structural concrete slab in accordance with the approved foundation plans and specifications. Include all necessary control joints true to form and finish by hand or machine troweling surface smooth, free of pockets, pits or honey combing. Apply topical curing compound over all newly placed concrete. Protect and maintain surfaces from injury or vandalism. Rake adjacent grades to within 6" below finished floors. Remove, haul and dispose of debris and spoils in a legal landfill. No onsite washout. Contractor must use Concrete Washout systems after all concrete placements.

NOTE 1: Coordinate Structural Engineers Inspection and Soils Engineers density testing prior to placement of any concrete. 
NOTE 2: Soils Engineers sampling and testing required during concrete placement.

LOCATION: In accordance to Sheets A3.0, A7.0, A8.0 and GSN, S1.1A, SD1A of the approved plans.

| 00.03-17 | CONCRETE - DRIVEWAY & FLATWORK | 707.00 | SF |   |   |   |

Grade, form and place 2000 psi concrete to produce a 4" thick concrete slab.

Verify placement, configuration, layout and finished floor elevation prior to beginning the work. Install control joints true to forms and finish by troweling surface smooth, free of pockets, pits or honey combing. Provide a broom finish. Apply topical curing compound over all newly placed concrete. Protect and maintain surfaces from vandalism. Remove forms and rake adjacent grades to within 2-1/2" below finished surfaces. Remove, haul and dispose of debris or surplus spoils in a legal landfill.

LOCATION: In accordance to Sheets A3.0, A7.0, A8.0, L-1 and GSN, S1.1A, SD1A of the approved plans.

**Location Total:**
Plan 1053

## Location: 5 - Lumber & Rough Carpentry

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<th>Spec #</th>
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</tr>
<tr>
<td></td>
<td>Walls, Soffit &amp; Drop Ceilings</td>
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<tr>
<td></td>
<td>Supply and deliver all dimensional lumber as necessary to construct walls, headers, soffits, drop ceilings and eaves in accordance with the approved plans and specifications. Use pressure treated material where wood contacts concrete. Include all materials for structural panel walls, backing, blocking, nailers and draft-stops as required to produce a complete assembly. All materials will be in compliance with the West Coast Lumber Inspection Bureau (WCLIB) and the American Plywood Association (APA) standards. LOCATION: In accordance with Sheets A1.0 - A8.0, GSN, S2.1, S3.1, SD1A &amp; SD2 of the approved plans.</td>
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<tr>
<td>00.06-04</td>
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<td>SF</td>
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<tr>
<td></td>
<td>Engineered Trusses</td>
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<tr>
<td></td>
<td>Design, fabricate, supply and deliver engineered roof trusses to construct a roof structure with transitions, heels, hips, valleys, tails and eaves in accordance with the approved plans and specifications. Apply adhesive to top cords, install sheathing using a pneumatic nailer. Include all required purlins, blocking and backing materials together with all clips, hangers, straps, nailers and fastening devices. Trusses shall be designed in accordance with the engineer's specifications, and where any applicable design feature is not specified herein, design shall be in accordance with applicable provisions of latest edition of National Design Specifications for Wood Construction (NDS) of the American Forest and Paper Association (AF &amp; PA), and Design Specifications for Metal Plate Connected Wood Trusses (ANSI/TPI 1) of the Truss Plate Institute (TPI), and code of jurisdiction. Manufacturer shall supply to the Owner/Engineer, and the Building Department, calculations and shop drawings for approval of design loads, configuration (2 or 3 point bearing) and shear transfer prior to fabrication. All calculations and shop drawings shall be signed by a professional engineer registered in the State wherein the project is to be built. It shall be the responsibility of the manufacturer to obtain Building Department approval of calculations and shop drawings prior to fabrication. Trusses shall be fabricated in a properly equipped manufacturing facility of a permanent nature. Trusses shall be manufactured by experienced workmen, using precision cutting, jigging and pressing equipment meeting requirements of ANSI/TPI 1, Section 3. Truss members shall be accurately cut to length angle and true to line to assure proper fitting joints within tolerances set forth in ANSI/TPI 1, Chapter 3, and proper fit with other work. NOTE: Truss Designer to coordinate with Mechanical Designs. LOCATION: In accordance with Sheets A1.0 - A8.0, M0.1, M1.1, GSN, S2.1, S3.1, SD1A &amp; SD2 of the approved plans.</td>
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<tr>
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<td>1,577.00</td>
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<td></td>
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<tr>
<td></td>
<td>5/8” Roof Sheathing</td>
<td></td>
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<tr>
<td></td>
<td>Supply 5/8” tongue and groove sheathing to cover the entire roof structure in accordance with the approved plans &amp; specifications. Use pneumatically fired ring-shanked fasteners. All materials will be in compliance with the West Coast Lumber Inspection Bureau (WCLIB) and the American Plywood Association (APA) standards. LOCATION: In accordance with Sheets A1.0 - A8.0 of the approved plans.</td>
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<tr>
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<tr>
<td></td>
<td>Rough Hardware &amp; Fasteners</td>
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<tr>
<td></td>
<td>Supply all necessary structural framing hardware in accordance with the approved plans and specifications. Includes all hold down hardware, anchoring devices, straps, hangers, and fasteners of all kind needed to produce a completed wood frame structure assembly. LOCATION: In accordance with Sheets A1.0 - A8.0, GSN, S2.1, S3.1, SD1A &amp; SD2 of the approved plans.</td>
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<tr>
<td></td>
<td>Rough Carpentry</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Provide all necessary labor and equipment to construct all walls, soffits and drop ceilings. Include installation of all engineered roof trusses, roof sheathing, exterior wall sheathing, eaves, architectural elements, attic access/crawlspace, HVAC plattorm, ledgers, backers, blocking, nailers and hardware of all kinds in accordance with the approved plans and specifications. Seal bottom wall plates and sheathing edges to concrete along contact surfaces. Shim and shave wall studs level/plumb to no more than 1/4” deflection over 10 feet in any direction.</td>
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</tbody>
</table>

Page 6 of 32
Gather all wood scrap and metal debris daily and deposit in separate recycle containers. Remove and haul debris containers to a certified recycling center and provide weight load tickets to Owner prior to release of retention funds. All non-recycleable debris material shall be loaded, hauled and disposed of at a legal landfill, weight load tickets for same to be provided when requesting retention funds.

LOCATION: In accordance with Sheets A1.0 - A8.0, GSN, S2.1, S3.1, SD1A & SD2 of the approved plans.

00.06-08 FRAMING - WINDOW, DOOR & SLIDER INSTALLATION  12.00 EA

Install new dual glazed, windows, patio slider and doors level, plumb and square into framed opening in accordance with the approved plans and manufacturers specifications.

Specification:

LOCATION: In accordance with Sheets A1.0 - A8.0 of the approved plans.
<table>
<thead>
<tr>
<th>Spec #</th>
<th>Quantity</th>
<th>Units</th>
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<td>16.00</td>
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Furnish, deliver and install 25 year, UL790 Class, fire-rated, 3-Tab fiberglass asphalt shingles with all components and other required accessories as needed for a complete and proper installation, in accordance with the manufacturer's specification.

Install vent flashings, pipe jacks and valley metal where needed. Install 2 layers of 30# roofing felt and asphalt shingles over wood sheathing true from the leading edge of the eave leading to ridge in accordance with the manufacturers specification. Finish by installing coordinating ridge cap. Fasten cap shingles directly to substrate using 1 1/2" ring-shank nails. Paint all metal flashing, pipe vents and electrical conduits to match color of new roofing. Remove, haul and dispose of debris in legal landfill.

Material Specification:
Shingles - TAMKO Elite Glass-Seal, 25 year warranty, self sealing, made with TAMKO fiberglass mat coated on both sides with a layer of weathering-grade asphalt and surfaced with ceramic granules, or approved equal.

Ventilation - TAMKO Roll Ridge Vent, or approved equal.
Ventilation - O'HAGIN Tapered Low-Profile Roof Vent, or approved equal.
Cap Shingles - TAMKO Hip & Ridge, or approved equal.
Color - Weathered Wood.
LOCATION: Entire Roof, in accordance with Sheets A1.0 - A8.0 of the approved plans.
<table>
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<tr>
<th>Trade</th>
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<tr>
<td>Thermal Insulation</td>
<td>INSULATION - WALLS, R-19 FIBERGLASS BATT</td>
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</table>
| Furnish install and secure in place 23" wide, R-19, unfaced fiberglass BATT insulation in to open 2x6 stud wall cavities in accordance with the manufacturer's specifications and to satisfaction of the Owner's Energy Rater/Verifier. Cut and size BATTs to fit even with wall plane, free of pockets, gaps or void. Include installation of air barrier behind tub/shower walls. Separate material where necessary to evenly surround pipes, wiring, blocking or hardware devices. Do not compress. Grade 1 installation and Rater/Verifier approval required. Remove, haul and dispose of debris, broom clean floors, and furnish Owner with Insulation Certificate when complete.  
Specification:  
DOW, Owens Corning, CertainTeed, or approved equal.  
Equal as defined by:  
1) GreenGuard Certification for low chemical emissions  
2) Home Innovation Research Laboratory Green Approval  
3) Certified for recycled content (25% to <50%, or 50% to <75%)  
LOCATION: In accordance with Sheets A7.0 - A8.0 of the approved plans. All exterior walls. |
| 16          | 00.07-25 | 1,053.00 | SF    |            |             |
| * INSULATION - WALLS, ENERGY SEAL COMPLETE | | | | | |
| Completely seal the bottom and top wall plates from air infiltration using a latex based foam sealant, mechanically applied in a continuous bead in accordance with the manufacturer’s specifications and Energy Verifier satisfaction.  
1) Install seal along interior side of the bottom wall plate at the contact point where the plate meets concrete slab, and between the studs along the outside leading edge of the bottom plate between the exterior lath or wood panel.  
2) Install seal along the top double wall plates at the ceiling interface along the contact surface of the plates, and between the studs along the outside leading edge of the top plates between the exterior lath or wood panel.  
3) Install seal around window and door openings.  
Specification:  
Knauf, Owens Corning, or approved equal.  
LOCATION: In accordance with Sheets A7.0 - A8.0 of the approved plans. Entire Residence. |
| 16          | 00.07-35 | 1,713.00 | SF    |            |             |
| * INSULATION - SPRAY APPLIED OPEN-CELL FOAM | | | | | |
| Provide all labor, materials, accessories, services and equipment necessary to install a 7.5" +/- single applied polyurethane open-cell sprayed foam insulation with ignition barrier by broadcasting a contiguous coating to the underside of the entire roof deck, knee and gable walls in accordance with the plans and specifications. Fill cavities evenly and completely to produce a R-Value of 27 or higher. Upon completion and cure, trim excess where necessary, scrape overages and/or spillage from floors, broom clean work ares, remove from site, haul and legally dispose of all debris in a legal landfill.  
Preparation: Contractor to take great care in covering and protecting fixtures, components and material surfaces not to intended to be coated.  
Installation: By certified applicator in accordance with manufacturers specifications, and under observation and approval of the Owner's Energy Rater/Verifier. Cross-coordinate related trades and scheduling with Rater/Verified 48 hours in advance of application.  
SPECIFICATION:  
ICYNENE Classic Max, or approved equal.  
LOCATION: In accordance with Sheets A7.0 - A8.0 of the approved plans. All cavities, knee walls, pockets and voids above the exterior wall plates, and beneath roof sheathing.  
Location Total:  


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<th>Trade</th>
<th>Spec #</th>
<th>Trade</th>
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<td>EA</td>
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<td>* DOOR - EXTERIOR ENTRY - PRE-HUNG, INSUL. FIBERGLASS</td>
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<td>Field measure, supply and install a 1-5/8&quot; pre-hung, 36&quot; raised panel, factory primed, insulated fiberglass entry door into framed opening. Include interior and exterior casing and trim, three (3) 3&quot;x4&quot; butt hinges, zero-step aluminum threshold, door sweep, vinyl weatherstripping, hinge-mounted door stop, and wide angle peep sight. Specification: Jeld-Wen Fiberglass, 6 Panel Exterior Doors, or approved equal. LOCATION: Front entry. Sheet A5.0</td>
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<td>DOOR - EXTERIOR - PRE-HUNG - 90 MIN METAL DOOR</td>
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<td>Field measure, supply and install prehung, B label, 90 minute, 24 gauge metal door and jamb, complete with underwriter's tag on jamb and door, include interior and exterior casing, new lockset hardware with matching single cylinder dead bolt, three (3) 4&quot; self-closing hinges, zero-step aluminum threshold, hinge mounted door stop, door sweep and vinyl weatherstripping. Specification: Door - Therma-tru #500-22 Flush, or approved equal. Hardware - Match to door hardware and deadbolt to style used on front entry door. LOCATION: Carport/Living area passage. Sheet A5.0</td>
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<td>DOOR - EXTERIOR - PRE-HUNG - PRE-HUNG VENTED DOOR</td>
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<td>Field measure, supply and install prehung, 24 gauge metal vented door and wood jamb. Include interior and exterior casing, new lockset hardware with matching single cylinder dead bolt, three (3) 4&quot; butt hinges, a zero-step aluminum threshold, hinge mounted door stop, door sweep and vinyl weatherstripping. Specification: Door - Stevens &amp; Sons #STFV-PR-30-40, or approved equal. Hardware - Match to door hardware and deadbolt to style used on front entry door. LOCATION: Carport, water heater closet. Sheet A5.0</td>
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<td>* DOOR - EXTERIOR - 60&quot; ALUMINUM GLASS SLIDING</td>
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<td>Field measure, supply and deliver new dual pane, vinyl frame clear glass bypass sliding door with locking hardware and bug screen. Include interior and exterior casing. Specification: Jeld-Wen 60 in x 80 in, V-4500 White prehung Right hand Sliding 1 Lite Vinyl Patio Door, or approved equal. Glazing to have a U-Factor less than 0.40 and an SHGC rating of no more than 0.25. Visible Light Transmittance shall be .65 or higher. NOTE: Installation by others under Framing. LOCATION: Patio/Laundry entry. Sheet A4.0</td>
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<td>DOOR - HARDWARE - FRONT ENTRY LOCKSET</td>
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<td>Supply and install exterior door mortise lockset and single cylinder mortised dead bolt sized to fit existing bore locations. Provide 2 sets of keys to the Owner. Specification: Kwikset Tustin Series, single cylinder, Venetian Bronze entry lever and deadbolt set Model #991TNL 11P SMT CP, or approved equal. LOCATION: Front entry, carport and water heater closet. Sheet A5.0</td>
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**Trade: 10 - Carpentry**

**Spec #**

**00.08-32**: **DOOR - PRE-HUNG, 2 PANEL TOP ARCH INT. DOOR w/ B.N. HARDWARE**

Field measure, supply and install new 36" pre-hung, 2-panel arched top, hollow core, masonite door with wood jamb. Include three (3) brushed nickel butt hinges with brushed nickel hinge-mounted door stop and door casing to complement baseboard and trim used elsewhere on the premises.

Specification:
ReliaBilt, 2-panel arched top, 1-3/8" pre-bored, textured, molded # LO796143, or approved equal.

Install privacy lockset w/ 2-1/2" back set on bedroom and bathroom doors and passage lock sets in all other interior locations.

Specification:
Kwikset Model #730TNL, 15 6AL RCS, Tustin Satin Nickel Bed/Bath Lever, or approved equal.

LOCATION: Bedrooms & bathroom. Sheets A3.0, A7.0, A8.0.

**00.08-33**: **DOOR - BIFOLD WARDROBE**

Field measure, supply and install hollow core, wood bi-fold door on aluminum or metal overhead track. Include all hardware, fasteners, side stops and decorative wood valance to conceal upper track hardware. Match top valance to door casing used elsewhere in the residence. Install plumb and centered into drywalled opening. Adjust to open and close smoothly. Match door style to that used elsewhere throughout the residence.

LOCATION: Laundry closet. Sheet A3.0

**00.08-35**: **DOOR - BYPASS MIRROR WARDROBE**

Field measure, supply and install mirror bypass wardrobe door with aluminum or metal overhead and floor tracks. Include all hardware, fasteners, side stops and decorative wood valance to conceal upper track hardware. Match top valance to door casing used elsewhere in the residence. Install plumb and centered into existing opening. Adjust to open and close smoothly.

LOCATION: Bedrooms. Sheet A3.0, A7.0, A8.0.

**00.08-51**: **WINDOWS - VINYL (LOW-E)**

Field measure, supply and deliver new double glazed, low-e, vinyl frame sliding glass window unit with locking hardware and bug screen.

Specification:
Jeld-Wen Fiberglass Vinyl Energy Start, LOWE, Nail Fin Frame, window, or approved equal.

Windows be recessed into the exterior walls at lease 1".

Glazing must have a U-Factor less than 0.40 and an SHGC rating of no more than 0.25. Visible Light Transmittance shall be .65 or higher.

NOTE: Installation by others under Framing.

LOCATION: All window openings. Sheets A3.0 & A5.0.

**Location Total:**  

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Page 11 of 32
### Plan 1053

**Location:** 9 - Ext. Finishes

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#### Trade: 7 Masonry

**00.06-14 ADHERED CONCRETE MASONRY VENEER - BRICK**

Provide manufactured adhered veneer (units size thickness ranging from a minimum 1/4 inch (6 mm) up to a maximum 2-5/8 inches (65 mm) according to 2012 IBC - Chapter 14 Exterior Walls or applicable local building codes for thin adhered masonry veneer), veneer installation materials and accessories as indicated on drawings, as specified herein, and as required for complete and proper installation.

Adhered Masonry Veneer installed over framing, exterior rated sheathing, water resistive barrier, wire lath, floated latex Portland cement mortar, waterproofing membrane, latex Portland cement mortar and latex Portland cement pointing mortar.

Submit shop drawings and manufacturers' product data. Submit samples of each type/style/finish/size/color of ceramic tile, thin brick, manufactured masonry veneer, mosaic, and trim unit.

Specification: Coronado Stone Products Manufactured Stone / Wi recut brick Veneer, La Jolla Blend, or approved equal.

NOTE: Elevation scheme A is selected for this project.

LOCATION: All columns and front porch. Sheets A4.0 and as illustrated on the cover of the bidding document.

#### Trade: 10 Carpentery

**00.06-19 FRAMING - FIBER CEMENT LAP SIDING**

Provide and install, factory primed fiber cement siding over vapor barrier fastened and sealed to wood sheathing/framing. Include 1" x 4" corner and edge trim. Install 2x4 backing and blocking as needed, counter-flash all openings and horizontal seams with sheet metal drip edge, stagger and seal all vertical joints. Seal all edges, nail heads and penetrations with latex caulking. Finish complete to paint ready condition. Remove, haul and dispose of debris in legal land fill.

Specification:

HardiePlank Primed Cedarmill Lap Fiber Cement Siding board, or approved equal.

NOTE: Elevation scheme A is selected for this project.

LOCATION: All exterior surfaces not covered stucco or drywall. Sheets A4.0 as illustrated on the cover of the bidding document.

**00.06-65 TRIM - DECORATIVE WOOD COLUMNS**

Install new paint grade wood columns. Fill all fastener holes, divots, joints, miters or lap splices with latex caulking or epoxy-based sandable/paintable filler. Wipe, sand and remove excess fillers to maintain decorative profile. Leave in paint ready condition.

NOTE: Elevation scheme A is selected for this project.

LOCATION: All columns. Sheets A4.0 and as illustrated on the cover of the bidding document.

**00.08-85 WINDOW - EXT. SHUTTER TREATMENTS**

Install synthetic wood or PVC fixed shutters per manufacturer's specification and the approved elevation. Include all necessary mounting hardware and fastening devices and two coats of Owner selected accent color.

Specification:

Builders choice vinyl open louver window shutters, or approved equal according to the approved plans and elevation.

NOTE: Elevation scheme A is selected for this project.

LOCATION: Per the approved plans and Sheet A4.0.

#### Trade: 17 Drywall & Plaster

**00.09-25 EXTERIOR - LATH & PLASTER**

Prior to beginning the work, mask and tape all window frames in their entirety with 6 mil plastic sheeting. Cover and protect all electrical boxes, control wiring and pipe appendages in same manner. Protect all exposed concrete surfaces from damage before scaffold installation.
Provide and install a Portland cement based exterior stucco cover over all prepared surfaces in accordance with the approved plan and specification. Include 1" rigid foam insulation over approved vapor barrier/building wrap, all architectural foam plant-ons per plan. Apply per ASTM C926 and C1063 by hand-troweling or machine-spraying to a nominal thickness of 3/8-inch (9.5mm) float even, smooth and plumb to wall framing. Include 26 gauge galvanized sheet metal stucco screed, all corner lath and transition counterflashing between dissimilar materials, control joints and all fasteners as specified or required by the stucco manufacturer. Finish with textured knockdown colorcoat. Take all necessary and reasonable precautions to minimize cracking during curing. Load, haul and remove all associative non-recyclable waste and debris from premises.

NOTE: Color scheme DEC750 Bison Biege.

Specification:
Portland Cement plaster - Western 1-coat, or approved equal.

LOCATION: All exterior surfaces not covered with siding or drywall. Sheets A3.0 - A8.0.

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**Trade: 19**  
**Paint & Wallpaper**

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| Mask, cover and protect all fixtures, materials and surfaces not to be painted. Prepare surfaces to be painted by sealing or filling all divots, splits, checks and miters with approved filler. Scrape and sand surfaces prior to applying latex-based primer/sealer. Sand smooth where necessary and apply 2 top coats of Owner selected exterior paint over all prepared surfaces with brush, roller or sprayer in accordance with manufacturers specification.

Specification:
Dunn Edwards Sparta shield, 100% Acrylic Low-Sheen Paint - SSHL40, or approved equal.

NOTE: Color scheme DEW382 Faded Grey is selected for Trim, facia & Columns.; Color scheme DEC789 Light Grey for Shutters. Provide Owner sample draw downs for approval prior to ordering materials.

LOCATION: Fascia, window/door trim, shutters and columns as they apply. Sheet A4.0 as illustrated on the cover of the bidding document.

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| Cover ground with drop cloth. Wet scrape and sand all loose, scaling, peeling, cracked, or blistered paint from surfaces. Remove any unused fasteners, hooks, hangers and other devices not original to the door. Fill holes, digs, dents and scratches with an expoy-based, sandable filler. Rinse prepared surfaces with hose, spot prime localized repairs and freshly installed fillers and apply two (2) top coats of Owner selected exterior paint with brush, roller or sprayer in accordance with the manufacturers specifications.

Specification:
Dunn Edwards Sparta shield, 100% Acrylic Low-Sheen Paint - SSHL40, or approved equal.

NOTE: Color scheme DEA152 Deep Crimson is selected for front entry door, carport door and water heater door. Provide Owner sample draw downs for approval prior to ordering materials.

LOCATION: Front Entry, Carport/Living area passage door and water heater closet door. Sheet A4.0 as illustrated on the cover of the Bidding Document.

<table>
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| Mask, cover and protect all fixtures, materials and surfaces not to be painted. Prepare surfaces to be painted by sealing or filling all divots, splits, checks and miters with approved filler. Scrape and sand surfaces prior to applying latex-based primer/sealer. Sand smooth where necessary and apply two (2) top coats of Owner selected exterior paint over all prepared surfaces with brush, roller or sprayer in accordance with manufacturers specification.

Specification:
Dunn Edwards Sparta shield, 100% Acrylic Low-Sheen Paint - SSHL40, or approved equal.
### Spec #

**Location:** 9 - Ext. Finishes

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<tr>
<td><strong>Spec #</strong></td>
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**Note:** Color scheme DEC 789 Light Grey is selected for this project. Provide Owner sample draw downs for approval prior to ordering materials.

**Location:** All exterior cement siding surfaces. Sheet A4.0 as illustrated on the cover of the bidding document.

**00.09-36 EXTERIOR - PREP & PAINT, STUCCO**

Mask, cover and protect all fixtures, materials and surfaces not to be painted. Prepare surfaces by scraping or brushing any loose or residual stucco materials. Rinse all surfaces to be coated with water and apply two (2) top coats of Owner selected exterior paint over all surfaces with brush, roller or sprayer in accordance with manufacturers specification.

**Specification:**
Dunn Edwards Spartashield VA, Exterior Flat Paint - SSHV10, or approved equal.

**Note:** Color scheme DEC750 Bison Biege is selected for this project. Provide Owner sample draw downs for approval prior to ordering materials.

**Location:** All exterior surfaces not covered siding or stone work. Sheet A4.0 as illustrated on the cover of the bidding document.

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Inspect framing for suitability prior to installation. Protect surrounding areas and surfaces to preclude damage. Provide and install 1/2" gypsum board in accordance with ASTM C840, GA-216, and manufacturer's instructions. Install drywall sheets over wood framing with nails or screws. Run boards in a horizontal direction, stagger vertical joints between sheets, and allow 3/8" relief between concrete slab surfaces and bottom of wall. Use anti-sag ceiling material over ceiling surfaces. Install 3/4" radius corner bead on wall/soffit corners/edges, doorways/passages, and window openings. Embed fiberglass reinforced tape over all board joints, apply joint compound and two layers of topping to joints and fastener heads. Sand surfaces smooth and apply texture per specification.

Specification:
- Walls - Gypsum Board by National Gypsum, Greenguard Certified, or approved equal.
- Ceiling - Gypsum Board by National Gypsum, Gold Bond® BRAND 1/2" High Strength™ Ceiling Board.

LOCATION: All interior wall and ceiling surfaces not specifically mentioned elsewhere. Sheets A3.0 - A8.0.

Hang and tape 5/8" type X, 1 hour rated, fire resistant drywall. Fasten to wood framing with 1-1/2" course threaded drywall screws. Run boards in a horizontal direction, stagger vertical joints between sheets, and tape all joints using fiberglass reinforced tape, cover tape with two (2) layers of joint compound. Install 3/4" radius corner bead at wall/soffit corners/edges, doorways/passages, and window openings. Finish by covering all screw heads and joints with topping compound, sand smooth to match and blend with surrounding surfaces, texture to match, spot prime all work and apply two (2) coats of latex paint matched to color used elsewhere in the room.

Specification:
- Gold Bond XP Fire-Shield Gypsum Board by National Gypsum, Greenguard Certified, or approved equal.

LOCATION: Fire walls between carport space and living space including carport ceiling in accordance with the approved plans. Sheets A3.0 - A8.0.

Inspect framing for suitability prior to installation. Protect surrounding areas and surfaces to preclude damage. Provide and install 5/8" gypsum board in accordance with ASTM C840, GA-216, and manufacturer's instructions. Install drywall sheets over wood framing with nails or screws. Run boards in a horizontal direction, stagger vertical joints between sheets, allow 3/8" relief between concrete slab surfaces and bottom of wall. Install 3/4" radius corner bead at wall/soffit corners/edges, doorways/passages, and window openings. Embed fiberglass reinforced tape over all board joints, apply joint compound and two layers of topping to joints and fastener heads. Sand surfaces smooth and apply texture per specification.

Specification:
- Gold Bond XP Gypsum Board by National Gypsum, Greenguard Certified, or approved equal.

LOCATION: Bathroom, kitchen sink, laundry closet. In accordance with Sheets A3.0, A7.0, A8.0.

Inspect framing for suitability prior to installation. Protect surrounding areas and surfaces to preclude damage. Provide and install 5/8" gypsum board in accordance with ASTM C840, GA-216, and manufacturer's instructions. Install drywall sheets over wood framing with nails or screws. Run boards in a horizontal direction, stagger vertical joints between sheets. Embed fiberglass reinforced tape over all board joints, apply joint compound and two layers of topping to joints and fastener heads. Sand ceiling surfaces smooth and apply texture per specification.

Specification:
- Gold Bond ESB Gypsum Board by National Gypsum, or approved equal.

LOCATION: Front porch & Carport. In accordance with Sheets A3.0, A7.0, A8.0.
### Location: 11 - Millwork & Finish Carpentry

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| Supply all baseboard material needed to cover the bottom of all exposed wall/floor contact surfaces.

**Specification:**
4" x 5/8" Classic Profile, finger-jointed clear pine, poplar, or approved equal. Contractor to provide material submittal for Owner Approval prior to ordering or purchase.

**LOCATION:** Entire interior.

| 00.06-16 | TRIM- 3-1/2" FINGER JOINTED BASEBOARD | 355.00 | LF    | _______ | _______ |
| Field measure supply and install new 3-1/2" finger-jointed profile baseboard along the bottom of all walls where the drywall transitions to concrete floor. Seal any voids or opening between drywall and concrete slab with latex caulking. Hold baseboards above floor by 3/16", fasten with 1-3/4" finish nails fastened to wood wall framing. Miter all corners and joints. Fill all holes and sand smooth. Apply a bead of latex caulking inside mitered joints, and contact points at tops and bottoms of board/wall surfaces. Wipe excess sealant smooth with damp cloth.

**LOCATION:** Entire interior.

| 00.06-18 | TRIM - CLOSET POLE | 16.00 | LF    | _______ | _______ |
| Field measure supply and install 1-1/4" diameter wood closet pole and metal closet rod sockets, into 1x4 ledgers attached to wall beneath shelf. Include metal closet shelf/rod supports every 4 feet. Fasten hardware to wood framing with screws.

**LOCATION:** Bedroom closets.

| 00.06-27 | * CABINET- WOOD BASE | 18.00 | LF    | _______ | _______ |
| Field measure, supply and install new factory finished, Owner selected, melamine or vinyl lined cabinet bases in accordance with the approved plans and specifications. Apply a clear sealer to all exposed edges of composite woods to prevent out-gassing, prior to installation. Apply construction adhesive bead along the back, top and bottom nailing ledger. Shim, level and plumb, clamp and secure to wall with 2-1/2" min. self-drilling, course threaded screws driven into wood wall framing. Cover visible screws with screw caps matched to interior box finish. Adjust all doors, drawers, hinges and hardware level and true to operate, close and align properly and evenly. Include all fillers, scribe molding, trim pieces, toe-kicks, finished panels, enamel-coated drawer glides and concealed stainless steel, adjustable hinge hardware.

**Specification:**
Cabinetry - Quality Cabinetry, Woodstar Series, Kittery(www.qualitycabinets.com), or approved equal meeting ANSI Standard A208.1 & A208.2.

Sealer - Safecoat Safe Seal - Interior multipurpose clear low-gloss primer/sealer (www.afmsafecoat.com), or approved equal.

Contractor to provide Submittal and color board for Owner approval prior to purchasing or ordering.

Finish to be selected from standard manufacturer color pallette.

**NOTE:** Include 36" high bathroom vanity cabinet.

**LOCATION:** Kitchen and bathroom. Sheets A3.0, A7.0, A8.0.

| 00.06-29 | * CABINET - WOOD WALL | 19.00 | LF    | _______ | _______ |
| Field measure, supply and install new factory finished, Owner selected, melamine or vinyl lined wall cabinets in accordance with the approved plans and specifications. Apply a clear sealer to all exposed edges of composite woods to prevent out-gassing, prior to installation. Apply construction adhesive bead along the back top and bottom nailing ledger. Shim, level, plumb, clamp and secure to wall with 2-1/2" min. self-drilling, course screws driven into wood wall framing. In instances where hollow cavity installation is unavoidable, fasten using Hilti, HTB-S M6x60 anchors, or approved equal. Cover visible screws with screw caps matched to interior box finish. Adjust all doors, hinges and hardware level and true to operate, close and align properly and evenly. Include all fillers, scribe molding, trim pieces, toe-kicks, finished panels, and concealed stainless steel, adjustable hinge hardware.

**Specification:**
Cabinetry - Quality Cabinetry, Woodstar Series, Kittery(www.qualitycabinets.com), or approved equal meeting ANSI...
Plan 1053

Millwork & Finish Carpentry

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**Standard A208.1 & A208.2.**

Sealer - Safecoat Safe Seal - Interior multipurpose clear low-gloss primer/sealer (www.afmsafecoat.com), or approved equal.

Contractor to provide Submittal and color board for Owner approval prior to purchasing or ordering.

Finish to be selected from standard manufacturer color pallette.


**Trim - Closet Shelf**

Apply a clear sealer to all exposed edges of composite woods to prevent out-gassing, prior to installation. Install 1"x 14" MDF closet shelf from wall to wall, supported on three sides by 1x4 ledger attached to framing. If more than 4' span, use center support bracket. Fill and surfaces scatches, chips or divots, sand smooth and leave in paint ready condition.

Sealer - Safecoat Safe Seal - Interior multipurpose clear low-gloss primer/sealer (www.afmsafecoat.com), or approved equal.

LOCATION: Bedroom and laundry closets.

**Cabinet - Wood Base, Lazy Susan**

Field measure, supply and install new factory finished, Owner selected, melamine or vinyl lined corner base cabinet with double shelf lazy Susan. Match existing layout and configuration. Apply a clear sealer to all exposed edges of composite woods to prevent out-gassing, prior to installation. Apply construction adhesive bead along the back top and bottom nailing ledger. Shim, level, plumb, clamp and secure to wall with 2-1/2" min. self-drilling, course screws driven into wood wall framing. Cover visible screws with screw caps matched to interior box finish. Adjust doors, hinges, turn-style trays and hardware level and true to operate, close and align properly and evenly. Include all fillers, scribe molding, trim pieces, toe-kicks, finished panels, and concealed stainless steel, adjustable hinge hardware.

Specification:
Cabinetry - Cardell Cabinetry, Odyssey or Spectrum 360 Series (www.cardellcabinets.com), or approved equal meeting ANSI Standard A208.1 & A208.2.

Sealer - Safecoat Safe Seal - Interior multipurpose clear low-gloss primer/sealer (www.afmsafecoat.com), or approved equal.


**Cabinet - Wood Wall, Corner**

Field measure, supply and install new factory finished, Owner selected, melamine or vinyl lined corner wall cabinets to match existing layout and configuration. Apply a clear sealer to all exposed edges of composite woods to prevent out-gassing, prior to installation. Apply construction adhesive bead along the back top and bottom nailing ledger. Shim, level, plumb, clamp and secure to wall with 2-1/2" min. self-drilling, course screws driven into wood wall framing. In instances where hollow cavity installation is unavoidable, fasten using Hilti, HTB-S M6x60 anchors, or approved equal. Cover visible screws with screw caps matched to interior box finish. Adjust all doors, hinges and hardware level and true to operate, close and align properly and evenly. Include all fillers, scribe molding, trim pieces, finished panels and concealed stainless steel, adjustable hinge hardware.

Specification:
Cabinetry - Cardell Cabinetry, Odyssey or Spectrum 360 Series (www.cardellcabinets.com), or approved equal meeting ANSI Standard A208.1 & A208.2.

Sealer - Safecoat Safe Seal - Interior multipurpose clear low-gloss primer/sealer (www.afmsafecoat.com), or approved equal.
Contractor to provide Submittal and color board for Owner approval prior to purchasing or ordering.

Finish to be selected from standard manufacturer color pallette.


### 00.06-76 COUNTER TOP - PLASTIC LAMINATE

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td>27.00</td>
<td>LF</td>
<td>27.00</td>
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</table>

Field measure, supply and install 25” preformed, plastic laminate counter top w/rounded waterfall edge band. Apply a clear sealer to all exposed edges of composite woods to prevent out-gassing, prior to installation. Provide cutout for sink. Finish by filling all surface seams, joints or gaps between back splash and wall surface with color matched latex caulking. Polish all surfaces and leave clean and ready for use.

Specification:
Formica, or approved equal. Contractor to submit sample for approval prior to ordering. Owner to select from Standard color/texture line.

Sealer - Safecoat Safe Seal - Interior multipurpose clear low-gloss primer/sealer (www.afmsafecoat.com), or approved equal.


### 00.06-80 COUNTER TOP - NEW SOLID SURFACE VANITY W/SINGLE SINK

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>EA</td>
<td>1.00</td>
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</tbody>
</table>

Field measure, supply and install preformed, solid surface vanity top with full bullnose edge, integral single bowl sink, back and side splashes. Verify sink faucet specification and hole locations. Install new top over base cabinet. Finish by filling all surfaces seams, joints or gaps between back splash and wall surface with color matched latex caulking. Polish all surfaces and leave clean and ready for use.

Specification:
Cultured Marble, or approved equal. Contractor to submit sample for approval prior to ordering. Owner to select from Standard color/texture collection.

NOTE: Allow for lead time between order placement and delivery.

LOCATION: Bathroom.  Sheets A3.0, A7.0, A8.0.
### Location: 12 - Finishes

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade:</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.06-83</td>
<td>10 - Carpentry</td>
<td>1.00</td>
<td>EA</td>
<td></td>
<td></td>
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<tr>
<td>SHOWER CURTAIN ROD</td>
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<tr>
<td>Furnish and install an extruded aluminum nickel plated shower curtain rod using hollow wall toggle anchors or secure in place to framing with screws. Fill holes with latex caulkung before inserting and tightening fasteners. Wipe and shine clean when complete.</td>
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<tr>
<td>LOCATION: Bathroom.</td>
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<tr>
<td>00.06-85</td>
<td>12 - Ceramics</td>
<td>80.00</td>
<td>SF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHOWER/TUB - SOLID SURFACE SURROUND</td>
<td></td>
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<tr>
<td>Field measure and install new solid surface, composite tub surround to 2ft below ceiling. Ease all exposed back and side splash edges. Finish by filling all surfaces seams and joints with color matched silicone caulking. Polish all surfaces and leave clean and ready for use.</td>
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<tr>
<td>Specification: Contractor to provide submittal for Owner approval prior to ordering.</td>
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<tr>
<td>NOTE: Include tub/shower transition seat and side panel.</td>
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<tr>
<td>LOCATION: Bathroom.</td>
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</tr>
<tr>
<td>00.06-86</td>
<td>10 - Carpentry</td>
<td>1.00</td>
<td>EA</td>
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<td></td>
</tr>
<tr>
<td>BATH SET - 3-PIECE SATIN BRUSHED NICKEL</td>
<td></td>
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</tr>
<tr>
<td>Furnish and install a brushed nickel bath hardware set to include two (2) towel rings, 24&quot; towel bar and toilet paper holder, using hollow wall toggle anchors or secure in place to framing with screws. Fill holes with latex caulkung before inserting and tightening fasteners. Wipe and shine clean when complete.</td>
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<tr>
<td>Specification: Delta 3-piece Bathroom Accessory Kit, Model#PHB63-SN, or approved equal.</td>
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<tr>
<td>LOCATION: Bathroom.</td>
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<tr>
<td>00.06-88</td>
<td>10 - Carpentry</td>
<td>1.00</td>
<td>LS</td>
<td></td>
<td></td>
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<tr>
<td>BATH MIRROR</td>
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<tr>
<td>Field measure, supply and install bathroom wall mirror sized to fit the length of the vanity top, and high enough to maintain 3&quot; below fixtures or ceiling. Install mirror level and flush to wall and vanity back splash. Fasten securely using aluminum mirror channel, mirror mastic and clear wall mirror clips. Polish all surfaces to shine, leave clean and ready for use.</td>
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<tr>
<td>LOCATION: Bathroom.</td>
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</tr>
<tr>
<td>00.06-89</td>
<td>10 - Carpentry</td>
<td>1.00</td>
<td>EA</td>
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<tr>
<td>RECESSED MEDICINE CABINET</td>
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<tr>
<td>Furnish and install recessed medicine cabinet with hinged glass mirror door and two adjustable shelves.</td>
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<tr>
<td>Specification: Zenith MM1027, or approved equal.</td>
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<tr>
<td>LOCATION: Bathroom.</td>
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<tr>
<td>00.08-80</td>
<td>12 - Ceramics</td>
<td>8.00</td>
<td>EA</td>
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<tr>
<td>WINDOW - VERTICAL BLINDS</td>
<td></td>
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<tr>
<td>Field measure and install 3&quot; vinyl window blinds with matching valance. Include all hardware and controls.</td>
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<td>LOCATION: All windows and slider openings.</td>
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<tr>
<td>00.09-79</td>
<td>18 - Ceramic</td>
<td>650.00</td>
<td>SF</td>
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<tr>
<td>CERAMIC TILE - FLOORING</td>
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<tr>
<td>Ceramic tile surface preparation and installation shall be performed in accordance with the Handbook for Ceramic Tile Installation or American National Standard Specifications for the Installation of Ceramic Tile published by the American National Standards Institute (ANSI).</td>
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<tr>
<td>Using latex modified thin set bedding over prepared substrate, install new Owner selected ceramic tile level and with 3/16&quot; evenly spaced grout joints. Once set, clean all surfaces with detergent and prepare for grout. Apply Owner selected enhanced grout in to all voids and joints. Use color matched siliconize sanded caulkung where dissimilar materials abut (i.e. floor/baseboard). Wash all surfaces clean and free of film with smooth grout joints, free of voids or pockets. Finish by</td>
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</table>
### Location: 12 - Finishes

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.09-50</td>
<td>* INTERIOR - PREP &amp; PAINT, COMPLETE</td>
<td>7.00</td>
<td>RM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00.09-95</td>
<td>* CARPET - NEW CARPET &amp; PADDING</td>
<td>45.00</td>
<td>SY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00.11-02</td>
<td>* EQUIP. - DISHWASHER (2 CYCLE)</td>
<td>1.00</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00.11-03</td>
<td>EQUIP. - 30” ELECTRIC STOVE</td>
<td>1.00</td>
<td>EA</td>
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</tbody>
</table>

**Trade: 18 - Ceramic Tile**

Sealing grout with moisture and oil resistant penetrating sealer.

**Specification:**
Sealer: Low odor, no VOC, ph neutral penetrating sealer by Custom Building Products #TLGS6Z, or approved equal.

**Tile:** 18" x 18" - ceramic tile only $2.00/Sq.Ft

**NOTE:** Verify color, type, layout and pattern with Designer prior to ordering materials.

**LOCATION:** All exposed floor areas except bedrooms and bedroom closets.

**Trade: 19 - Paint & Wallpaper**

**00.09-50**

*INTERIOR - PREP & PAINT, COMPLETE*

Mask, cover and protect all surfaces and improvement work not ordinarily painted. Prepare all surfaces in accordance with manufacturers specifications. Fill and lightly sand all baseboards, doors, casing, shelving and trim work smooth and free of nail sets, scratches, dents/divots or surface damage of any kind. Sand surfaces smooth where necessary before applying latex-based PVA primer/sealer, allow to dry and cover all prepared surfaces with two (2) top coats of Owner selected paint with brush, roller or sprayer in accordance with manufacturers specification.

**Primary Wall & Ceiling Finish:** #DEW341 Swiss Coffee, Low-sheen satin.

**Secondary Woods/Metals Finish:** #DEW341 Swiss Coffee, semi-gloss. Include walls and ceilings of Bathroom & Kitchen.

**Specification:**
Dunn Edwards EcoShield, Low-Odor, Zero VOC, Interior Latex Paint W-602, or Owner approved equal.

**LOCATION:** Entire interior.

**Trade: 20 - Floor Coverings**

**00.09-95**

*CARPET - NEW CARPET & PADDING*

Install FHA approved, stain guard renewable sourced polymer plush carpet over a 1/2" medium density rebond pad w/ a minimum of seams. Stretch carpet to eliminate buckles, scallops & ripples.

Include tackless strips, metal edge strips, and mending tape to cover all areas including closets.

**Specification:**
Carpet: Aladdin by Mohawk, Accelerator Series or approved equal.

**NOTE:** Owner/Buyer selected color.

**LOCATION:** Bedrooms including closets.

**Trade: 25 - Appliances**

**00.11-02**

*EQUIP. - DISHWASHER (2 CYCLE)*

Install a new 24" Energy Star rated, CEE Tier 2, 3 cycle, built-in dishwasher including all alterations and connections to plumbing and electric system. Secure the dishwasher high loop drain line to the underside of the counter top for air gap.

**Specification:**
24" Frigidaire Dishwasher Model #FFBD2409 or Owner approved equal.

**Color:** TBD

**LOCATION:** Kitchen.

**00.11-03**

*EQUIP. - 30” ELECTRIC STOVE*

Install a 30” freestanding electric range w/ceramic glass cooktop.

**Specification:**
### Appliances

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Appliances</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.11-05</td>
<td>25</td>
<td><strong>EQUIP. - OVERHEAD MICROWAVE</strong></td>
<td>1.00</td>
<td>EA</td>
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<tr>
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<td>Provide and install 30&quot; overhead microwave. Vent to outdoors where possible.</td>
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<td></td>
<td></td>
<td>Specification: Frigidaire Overhead Microwave Model #MWV150KB or Owner approved equal.</td>
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<td></td>
<td></td>
<td>Color: TBD</td>
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<tr>
<td></td>
<td></td>
<td>LOCATION: Kitchen.</td>
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<tr>
<td>00.11-06</td>
<td>25</td>
<td><strong>EQUIP. - REFRIGERATOR</strong></td>
<td>1.00</td>
<td>EA</td>
<td>_______</td>
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<tr>
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<td></td>
<td>Provide and install 2 door 18.2 CF Frost-free EnergyStar Refrigerator.</td>
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<td></td>
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<td>Specification: Frigidaire 18.2 cubic feet EnergyStar Refrigerator Model #FFHT1826LB or Owner approved equal.</td>
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<td></td>
<td></td>
<td>Color: TBD</td>
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<td></td>
<td></td>
<td>LOCATION: Kitchen.</td>
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**Location Total:**

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</table>
The Mechanical Contractor is responsible for meeting the energy performance criteria of this project which include but are not limited to Best Energy Conservation & Air Distribution installation practices compliant with ASHRAE Standard 62.2, in accordance with 2012 National Green Building Standard 11.701.

Verify and approve Manual J Load Calculations, Manual D Duct Sizing, and Manuel S Equipment selection, together with the manufacturers equipment cut-sheets for approval prior to ordering equipment, or beginning any work. Post-construction leakage tests of systems in conditioned space cannot exceed 3% of area and meet minimum blower door test of 0.35 air changes per hour @ 50 pascal pressure, and temperature differential between rooms of no more than 2-3 degrees.

Install a new 15-SEER 9 HSPF complete heating and cooling package in accordance with the approved plans and specifications. System to include manufacturer matched indoor and outdoor equipment as specified, all necessary R-8 insulated rigid metal plenums and flexible branch duct distributions, adjustable dampers, jumper ducts and mixing boxes per plan, include condensate drain pan and drain line with secondary overflow, use all specified metal duct transition pieces, c-cans, register and diffusers of all kind needed to produce a fully functioning and complete system as designed. Seal all duct joints, c-can seams, register boxes and connection point airtight with a liberal coating of latex duct sealant. Seal all gaps or openings between c-can boxes and ceiling drywall with latex caulking.

Continuous purge with nitrogen when brazing copper line-sets. Separately insulate liquid and suction lines. Land all thermostat and equipment wiring and power to disconnect. Pressure test system for leaks prior to drywall installation.

Furnish and install specified registers and trim, install new hypoallergenic pleated air filters in returns. Install a 5-1-1 programmable, Wi-Fi enabled thermostat, supply refrigerant, charge and startup system to factory specifications. Run system under load capacity for 1 hour, recheck pressures/temperatures differential after 1 hour of continuous load, optimize refrigerant and balance air and room pressure/temperature as needed.

Set thermostat schedule to the following settings:
6:00 a.m. - 8:00 a.m. 78 degrees F
8:00 a.m. - 4:30 p.m. 82 degrees F
4:30 p.m -10:30 p.m. 78 degrees F
10:30 p.m. - 6:00 a.m. 79 degrees F.

Include 180 day post-occupancy inspect/service/adjust visit and verify performance. Include precast concrete outdoor equipment pad, ground mounted full height security cage constructed of tubular steel, covered with expanded steel fabric, embedded into concrete footer, hinged on one side, lockable on at the opposite. Provide Owner with keys to locking device at Project Acceptance.

Provide Owner all manufacturers’ specification data, energy verifications, complete all warranty and rebate paperwork with equipment model and serial numbers in a closeout binder when requesting final payment.

Specification:
Outdoor Equipment - Trane, Model No. XR15 4TWR5024G1, or approved equal.
Indoor Equipment - Trane, Model No. TEM3A0B24S21SA+TDR+TXV, or approved equal.
NOTE: Coordinate with Owner’s Energy Rater/Verifier.

LOCATION: Entire residence. Sheets M0.1, M1.1, in accordance with the approved plans.

Install a new continuous run high-efficiency exhaust fan with damper in to specified locations in accordance with the manufacturer's specifications. Program CFM settings based upon residence size and in accordance the Energy Rater/Verifier's instruction at test-out. Install new ducting to outdoor air. Land all electrical connections to existing wiring and test for proper operation.

Specification:
Panasonic WhisperGreen Ventilation Fan #FV-08VKME3 80 CFM, or approved equal.
<table>
<thead>
<tr>
<th>Spec #</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
<td>HVAC</td>
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</tbody>
</table>

NOTE: Coordinate this activity Owner's Energy Rater/Verifier.

LOCATION: Entire residence. Sheets M0.1, M1.1, E0.0, E1.0, E2.0, in accordance with the approved plans.

Location Total: ___________________
## Location: 14 - Electrical

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade: Electric</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
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</thead>
<tbody>
<tr>
<td>00.26-02</td>
<td></td>
<td>1.00</td>
<td>EA</td>
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<td></td>
</tr>
<tr>
<td>ELECT. - NEW 200 AMP SERVICE PANEL INSTALLATION</td>
<td>Field locate and install new 200 amp, main disconnect, 120/240 volt, electric service panel with separate metering socket and pull compartment in accordance with the approved plans and specifications. Include required grounding rods, grounding bond wire, conduits, feeder wiring, main and branch circuit breakers with all required connectors. Coordinate with local power company to connect service. Land all connections, hot-check entire residence, label all breakers and coordinate municipal inspections. LOCATION: In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/18/17, Sheets 1-4 of the approved Grading, Drainage and Offsite Improvement Plan, Sheets A3.0, E0.0, E1.0, E2.0 of the approved project plans, and Sheets 1 of the Arizona Public Service (APS) Power Plan dated 5/23/2017, (Exhibits B &amp; C respectively). Field verify panel location with utility agency prior to installation.</td>
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<tr>
<td>00.26-03</td>
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<td>7.00</td>
<td>RM</td>
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</tr>
<tr>
<td>ELECT. - WIRING</td>
<td>Verify layout requirements outlets heights and switch locations with Owner prior to beginning any work. Install NM-B copper wiring and PVC plastic outlet and switch boxes in accordance with the approved plans and specifications. Land all connections to main service panel, ground all outlets and switches including hard wired smoke detectors. Fire-stop/seal top plate penetrations. Install all GFCI outlets, arc-fault breakers, fittings, straps, fasteners, switches, outlets receptacles, plugs, cover plates and wall or ceiling trim of all kind, as necessary to provide for a full and complete job. Includes all low-voltage communication and CATV wiring. Coordinate inspections with local municipality. LOCATION: Entire residence. Sheets A3.0, E0.0, E1.0, E2.0, in accordance with the approved plan.</td>
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<tr>
<td>00.26-04</td>
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<td>19.00</td>
<td>EA</td>
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<tr>
<td>ELECT. - 6&quot; RECESSED CAN LIGHT FIXTURE</td>
<td>Provide and install new fixture flush and secure to ceiling in compliance with the manufacturers specification. Land all wiring connections, install light bulbs and test for proper operation. Provide Owner with installation instruction and manual prior to project closeout. Specification: Elite Lighting B6IC 6&quot; Universal recessed can light fixture, with Hyperikon EnergyStar LED bulb, light kit and trim, or approved equal. Contractor to provide submittal for Owner approval prior to purchase and installation. LOCATION: Sheet E0.0, E1.0, E2.0, in accordance with the approved plan.</td>
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<tr>
<td>00.26-05</td>
<td></td>
<td>1.00</td>
<td>LS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECT. - SMOKE/CO DETECTORS &amp; LED BULBS</td>
<td>Provide and install ceiling-mounted hardwired combination smoke/carbon monoxide detectors with battery back up in accordance with the approved plan. Include LED light bulbs in all light fixtures throughout the premises. NOTE: LED bulbs installed in chandeliers, vanity lights, recessed can and outdoor lights are to be decorative closed globe type. Specification: First Alert Combination Smoke &amp; Carbon Monoxide Alarm, Model #BRK SC7010BV LOCATION: Sheet E0.0, E1.0, E2.0, in accordance with the approved plan.</td>
<td></td>
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</tr>
<tr>
<td>00.26-06</td>
<td></td>
<td>7.00</td>
<td>RM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECT. - SEAL WALL SWITCH &amp; PLATE OUTLET BOXES</td>
<td>Seal outlet box with fire retardant, UL Listed, pre-punched foam wall plate sealers. Trim to fit behind switch plate and outlet trim. Install flush, level and squared to wall. Seal trim plate to wall with latex caulking where gaps exceeding 1/16&quot; are present. Specification: Frost King, Thermwell, or approved equal. LOCATION: Sheet E0.0, E1.0, E2.0, in accordance with the approved plan.</td>
<td></td>
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</tr>
<tr>
<td>00.26-17</td>
<td></td>
<td>1.00</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECT. - FLUSH MOUNT CEILING LIGHT FIXTURE</td>
<td>Provide and install new fixture flush and secure to ceiling in compliance with the manufacturers specification. Land all wiring connections, install light bulbs and test for proper operation. Provide Owner with installation instruction and manual prior to project closeout. LOCATION: Sheet E0.0, E1.0, E2.0, in accordance with the approved plan.</td>
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</tr>
<tr>
<td>Spec #</td>
<td>Trade</td>
<td>Quantity</td>
<td>Units</td>
<td>Unit Price</td>
<td>Total Price</td>
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<td>-------------</td>
</tr>
<tr>
<td>23</td>
<td>Electric</td>
<td>3.00</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Closeout.**

**Specification:**
Progress Lighting 1-Light flush mount brushed nickel light fixture, model #P3408-09, or approved equal.

**Contractor to provide submittal for Owner approval prior to purchase and installation.**

**Location:** Water Heater Closet. Sheet E0.0, E1.0, E2.0, in accordance with the approved plan.

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.26-18</td>
<td>ELECT. - CEILING FAN FIXTURE W/LIGHT KIT</td>
<td>3.00</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Provide and install new fixture flush and secure to ceiling in compliance with the manufacturers specification. Confirm direction and visible color side of blades with Owner prior to installing. Land all wiring connections and install light bulbs and test for proper operation. Provide Owner with installation instruction and manual prior to project closeout.**

**Specification:**
Sahara Fans; Ardmore, 52" Brushed Nickel, reversible blade ceiling fan with light kit, Energy Star rated, model #10040, or approved equal.

**Contractor to provide submittal for Owner approval prior to purchase and installation.**

**Location:** Bedrooms and family room. Sheet E0.0, E1.0, E2.0, in accordance with the approved plan.

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.26-23</td>
<td>ELECT. - EXHAUST FAN/LIGHT COMBO (Nutone)</td>
<td>1.00</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Furnish and install a single bulb light switched fan/light combo kit with damper capable of 70 cfm, duct to outdoors, land all wiring connections, include light bulb, test for proper operation.**

**Specification:**
NuTone 70 cfm, 3.0 sone exhaust fan with light Model #769RL, or approved equal.

**Location:** Laundry closet. Sheets E0.0, E1.0, E2.0, M0.1, M1.1 of the approved plans.

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.26-30</td>
<td>ELECT. - VANITY FIXTURE</td>
<td>1.00</td>
<td>EA</td>
<td></td>
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</tr>
</tbody>
</table>

**Provide and install new fixture flush and secure to wall in compliance with the manufacturers specification. Land all wiring connections and install light bulbs and test for proper operation. Provide Owner with installation instruction and manual prior to project closeout.**

**Specification:**
Possini Euro Deco Nickel Collection 13 3/4" Wide Wall Sconce, Style # 06256 or approved equal.

**Contractor to provide submittal for Owner approval prior to purchase and installation.**

**Location:** Bathroom. Sheets A3.0, E0.0, E1.0, E2.0, in accordance with the approved plan.

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.26-65</td>
<td>ELECT. - CARPORT SHOP LIGHT</td>
<td>1.00</td>
<td>EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Provide and install new fixture flush and secure to ceiling in compliance with the manufacturers specification. Land all wiring connections and install lightbulbs and test for proper operation. Provide Owner with installation instruction and manual prior to project closeout.**

**Specification:**
Design House, linear ceiling mount 32-watt, Energy Star rated light fixture, or approved equal.

**Contractor to provide submittal for Owner approval prior to ordering.**

**Location:** Carport. Sheets A3.0, E0.0, E1.0, E2.0, in accordance with the approved plan.

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.26-71</td>
<td>ELECT. - OUTDOOR COACH LIGHT</td>
<td>3.00</td>
<td>EA</td>
<td></td>
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</tr>
</tbody>
</table>

**Provide and install new fixture flush and secure to wall in compliance with the manufacturers specification. Land all wiring connections and install light bulbs and test for proper operation. Provide Owner with installation instruction and manual prior to project closeout.**

**Specification:**
Design House, linear ceiling mount 32-watt, Energy Star rated light fixture, or approved equal.

**Contractor to provide submittal for Owner approval prior to ordering.**

**Location:** Carport. Sheets A3.0, E0.0, E1.0, E2.0, in accordance with the approved plan.
Hampton Lumsden Outdoor Black LED Motion Sensor Wall Mount Lantern, Energy Star Rated, Model #NTSW30030LBL-MS, or approved equal.

Contractor to provide submittal for Owner approval prior to ordering.

LOCATION: Front entry door, carport passage door and slider door. Sheets A3.0, E0.0, E1.0, E2.0, in accordance with the approved plan.
### Location: 15 - Plumbing

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade: 22 Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>00.22-01</strong></td>
<td>PLMG. - UNDERGROUND SANITARY WASTE SYSTEM</td>
</tr>
<tr>
<td>Quantity</td>
<td>Units</td>
</tr>
<tr>
<td>1.00</td>
<td>LS</td>
</tr>
</tbody>
</table>

Coordinate all pipe locations with foundation contractor prior to installation of reinforcement cables.

Excavate, provide and install new ABS under slab sanitary waste system and lateral sewer line with two-way clean out surrounded by 6" of sand top and bottom in accordance with the approved plans and specifications. Connect new pipe to existing sewer main and install trace wire per code to the pipe and expose at the "Bullhorn" clean out. Provide and install all necessary connectors, couplings, fittings, hack outs, strapping and fasteners as necessary to provide for a full and complete job. Include any permit fees, road, curb, gutter or sidewalk replacement work to the satisfaction of the municipal authorities. Backfill and compact trench excavation to rough grade in accordance with, and under supervision of the project Soils Engineer.

LOCATION: Entire residence. In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/18/17, Sheets 1-4 of the approved Grading, Drainage and Offsite Improvement Plan, Sheets P0.1 - P1.1 of the approved plumbing plans.

| **00.22-02** | PLMG - WATER METER & SERVICE LINE |
| Quantity | Units | Unit Price | Total Price |
| 1.00 | LS | | |

Provide and install new Type K, 3/4" soft temper copper main water supply line from new City of Phoenix meter in accordance with the approved plans and specifications. Coordinate meter installation with City of Phoenix Water Department. Install ball type shutoff valve at residence and bury remaining line 18" below grade with 6" layer of sand top and bottom. Backfill and compact open trench to rough grade in compliance with, and under supervision of the project Soils Engineer. Include permit fees and installation of all required couplings and fittings or road, curb, gutter or sidewalk replacement work to the satisfaction of the municipal authorities.

LOCATION: Entire residence. In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/16/17, Sheets 1-3 of the approved Grading, Drainage and Offsite Improvement Plan, Sheets P0.1 - P1.1 of the approved plumbing plans.

| **00.22-03** | PLMG. - PERMANENT WATER SERVICE, ANTI-SIPHON & BACKFLOW DEVICE |
| Quantity | Units | Unit Price | Total Price |
| 1.00 | EA | | |

Provide and install new pressure vacuum breaker leading to irrigation. T-out irrigation in advance of 1/4 turn ball style main water shutoff valve. Include new pressure regulator and new brass hose bib with backflow preventer. Snap-off setscrew of backflow preventer once secured in place. Secure grounding bond wire to pipe with clamp. Finish by painting all exposed piping and fittings to match the body color of the residence.

Specification:
- Pressure Regulator - Wilkins 70-C 1" 25-75 LB, or approved equal.
- Pressure Vacuum Breaker - Wilkins WK720A-075 Brass body, or approved equal.

LOCATION: Entire residence. Sheets P0.1 - P1.1 in accordance with the approved plan.

| **00.22-04** | PLMG. - WHOLE HOUSE - DRAIN/WASTE & WATER |
| Quantity | Units | Unit Price | Total Price |
| 4.00 | RM | | |

Provide and install new PEX water supply distribution and ABS sanitary sewer, drain and vent system in accordance with the approved plumbing plans and specifications. Include bath tubs, all piping, fittings, couplings, valves, strapping, fasteners, blocking, backin & clean-outs. Install all piping under floor, in-wall cavity or overhead. Pressurize and test for leaks. Remove, recycle where possible, or haul and dispose of debris in legal landfill.

Specification:
- Water lines: PEX
- Waste lines: ABS
- Bath tub/shower: Sterling Accord® 61041110-0 60W x 72H in, or approved equal.

LOCATION: Entire residence. Sheets P0.1 - P1.1 in accordance with the approved plan.

| **00.22-10** | * PLMG. - NEW WATER CLOSET |
| Quantity | Units | Unit Price | Total Price |
| 1.00 | EA | | |

Provide and install 1 piece, white, vitreous china, water saving toilet complete. Include matching plastic seat, new steel braided supply line, BrassCraft 1/4 turn angle stop and wax ring.

Specification:
- Glacier Bay 1 piece High Efficiency Dual Flush Complete Elongated Toilet, Model # N2420, or approved equal.
Contractor to provide submittal for Owner Approval prior to ordering.

LOCATION: Bathroom. Sheets P0.1 - P1.1 in accordance with the approved plan.

00.22-12  * PLMG. - SINGLE CONTROL SHOWER FIXTURE  1.00  EA  ________  ________
Provide and install new single lever, diverter valve with 15 year drip-free warranty. Include new control trim, tub spout and 2.0 gpm @ 80 psi low flow shower head. Brushed Nickel finish or approved equal. Finish by sealing trim pieces to surround with color matched latex caulking.

Specification:
Delta Lahara 1-Handle Tub and Shower Faucet Trim Kit Only in Stainless, Model #T14438-SS, or approved equal.

Contractor to provide submittal for Owner Approval prior to ordering.

LOCATION: Bathroom. Sheets P0.1 - P1.1 in accordance with the approved plan.

00.22-13  * PLMG. - NEW BATHROOM FAUCET  1.00  EA  ________  ________
Install new 3-hole, 4" spread, center set, single lever, 1.2 GPM, ADA compliant bathroom faucet. Include new BrassCraft 1/4 turn angle-stops, steel braided supply lines, drain extensions, p-trap, trim and escussions.

Specification:
Delta 4 in centerset, 2 handle Bathroom Faucet in Brushed Nickel Model #25984LF-BN-ECO, or approved equal. Stainless finish or approved equal.

Contractor to provide submittal for Owner Approval prior to ordering.

LOCATION: Bathroom. Sheets P0.1 - P1.1 in accordance with the approved plan.

00.22-18  * PLMG. - KITCHEN SINK COMPLETE  1.00  EA  ________  ________
Install new 33"x 22"x 8" double bowl, self rimming, stainless steel kitchen sink. Include new metal body, 1.5 gpm @ 60 psi kitchen faucet with life time drip-free warranty. Include new drain and drain extensions to wall, p-trap, steel braided supply lines, and BrassCraft 1/4 turn angle stops with chrome wall escussions. Cap hot water dishwasher supply port for later use.

Specification:
Faucet - Moen Spot resist stainless single handle pull-down Kitchen Faucet with soap dispenser, Model 7594SRS, or approved equal.

Sink - KFG802SNK1T, Double-Basin 20 gauge stainless steel, top mount kitchen sink, or approved equal.

Contractor to provide submittal for Owner Approval prior to ordering.

LOCATION: Kitchen. Sheets P0.1 - P1.1 in accordance with the approved plan.

00.22-25  * PLMG. - 50 GAL ELECTRIC HEAT PUMP WATER HEATER  1.00  EA  ________  ________
Install a new 50 gallon, 10 Year, 5000 Watt, 240 Volt Electric heat pump water heater with wall-mounted power disconnect. Include condensate drain line to outdoors, new smitty pan and pressure relief valve piped to outdoors or to within 6" of garage concrete floor. Install new corrugated stainless steel flexible supply lines with cold supply ball type shutoff valve. Land all electrical connections, test and adjust temperature setting to 115 degrees.

Specification:
GE GeoSpring Hybrid Water Heater, Model #GEH50DEEDSR or approved equal.

Contractor to provide submittal for Owner approval prior to ordering.

LOCATION: Carport water heater closet. Sheets P0.1 - P1.1 in accordance with the approved plan.

Trade: 22  Plumbing

00.11-01  EQUIP. - DISPOSAL (1/2 HP)  1.00  EA  ________  ________
Install a 1/2 horsepower, PVC chambered, quick disconnect, garbage disposal with reset button and hand crank. Remove dishwasher drain knockout and cover opening with cap or plumbers putty to protect from water spillage. Include electrical
Location:  15 - Plumbing

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Spec</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Appliances</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

whip and connections. Operate and test for leaks, cover and protect sink drain opening from debris when finished. Leave disposal key below sink.

Specification:
InSinkErator Badger 500 or approved equal.

Contractor to provide submittal for Owner approval prior to ordering.
LOCATION: Kitchen. Sheets P0.1 - P1.1 in accordance with the approved plan.

Location Total: ___________________
### Site Improvements

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Spec</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>00.31-10</strong></td>
<td>* XERISCAPE IRRIGATION &amp; PLANTING (FRONT)</td>
<td>635.00</td>
<td>SF</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td></td>
<td>Import/export soils as necessary to provide for positive sheet-flow drainage to within 6” of FF elevation. Treat site surfaces with defoliant and pre-emergent in accordance with manufacturers' specifications.</td>
<td></td>
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<tr>
<td></td>
<td>Install irrigation system in accordance to the new planting scheme. Include 2-gallon per hour (2-pgh) drip or emitter heads inserted into buried supply line w/1/4” open drip feeder tubes 6” above grade of plant / shrub. Integrate and install all necessary irrigation supply lines, valves and backflow for new vegetation and control seasonal watering schedule by wall mounted electric central irrigation timer. Fine grade away from building structures in accordance with the Approved Grading Plan.</td>
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<tr>
<td></td>
<td>Specification:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>1 EA. / PC-300 - Rain Bird or approved equal, 3 Station Outdoor Controller/Timer.(3) valves to front yard and (1) to future back yard.</td>
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<tr>
<td></td>
<td>After installation of irrigation system and completion of fine grading, and over clean, moisture conditioned soil, broadcast a single layer of polyester spun-fiber bloc fabric, w/min. 6” sheet overlap between sheets. Secure in with 90lb. drum roller and 8” 10ga. irrigation hooks every 24” at the seams and 48” in the field. Avoid over saturation during rolling.</td>
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<tr>
<td></td>
<td>Purchase and install three (3) colored decorative boulders. Import and place sufficient quantity of 1/2” screened, crushed granite to provide a 2.5” minimum broadcast of ground cover, with crushed granite color To Be Determined (TBD). Plant and irrigate specified quantities and types of trees and/or shrubs. Location and placement of decorative boulders and new plant materials will be determined on site, at the time of installation and with the Owner. All new plantings shall be guaranteed for period of 12 months after installation. Stake all trees straight with 8’ x 2-1/2” pre-treated landscaping poles, w/main stock of tree, rubber-strapped and tied to poles in both directions.</td>
<td></td>
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<td></td>
<td>Planting schedule to include:</td>
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<tr>
<td></td>
<td>1 EA. drought tolerant, native species, 24” box, 2-1/2 caliper shade tree.</td>
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<tr>
<td></td>
<td>6 EA. mixed variety, drought tolerant 15-gallon plants.</td>
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<tr>
<td></td>
<td>Provide written care instructions to Owner and set automatic timer to seasonal watering schedule. Replace all dead or seriously distressed items up to 12 months after planting.</td>
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<tr>
<td></td>
<td>LOCATION: Front yard. In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/16/17, Sheets 1-3 of the approved Grading, Drainage and Offsite Improvement Plan, and Sheet L-1 of the approved landscape plan.</td>
<td></td>
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</tr>
<tr>
<td><strong>00.31-11</strong></td>
<td>* XERISCAPE IRRIGATION &amp; PLANTING (BACK)</td>
<td>721.00</td>
<td>SF</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td></td>
<td>Import/export soils as necessary to provide for positive sheet-flow drainage to within 6” of FF elevation. Treat site surfaces with defoliant and pre-emergent in accordance with manufacturers' specifications.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Install irrigation system in accordance to the planting scheme. Include 2-gallon per hour (2-pgh) drip or emitter heads inserted into buried supply line w/1/4” open drip feeder tubes 6” above grade. Integrate and install all necessary irrigation supply lines for new vegetation and control seasonal watering schedule by central irrigation timer. Fine grade away from building structures in accordance with the Approved Grading Plan.</td>
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</tr>
<tr>
<td></td>
<td>After installation of irrigation system and completion of fine grading, and over clean, moisture conditioned soil, broadcast a single layer of polyester spun-fiber bloc fabric, w/min. 6” sheet overlap between sheets. Secure in with 90lb. drum roller and 8” 10ga. irrigation hooks every 24” at the seams and 48” in the field. Avoid over saturation during rolling.</td>
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</tr>
<tr>
<td></td>
<td>Import 1/2” crushed granite as necessary to provide for a minimum 2.5 inch even coverage across all ground surfaces. Color of material to approved by Owner prior to ordering or placement.</td>
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<tr>
<td></td>
<td>Plant and irrigate specified quantities and types of trees and/or shrubs. Location and placement to be determined on site, at the time of installation and with the Owner. All new plantings shall be guaranteed for period of 12 months after installation. Stake all trees straight with 8’ x 2-1/2” pre-treated landscaping poles, w/main stock of tree, rubber-strapped and tied to poles in both directions.</td>
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</tbody>
</table>
Plan 1053

Location: 16 - Site Improvements

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Trade</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
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<tr>
<td>00.04-13</td>
<td>7</td>
<td>Masonry</td>
<td></td>
<td>55.00</td>
<td>LF</td>
</tr>
</tbody>
</table>

Survey property lines and verify placement of new wall before beginning work. Install new standard CMU Block with solid pilasters and 2” pilaster cap.

Work to include: A continuous 8” deep 12” wide concrete fence line footing with 1 ea. #4 continuous horizontal rebar with 3” suspended clearance from bottom of footing. Minimum lap splice shall be 40 diameters.

Pilaster footing to be 36” deep (including 12” cont. fence line footing) x 12” wide. flared 30” from bottom of 12” fence footing to 12” at bottom of pilaster footing w/ (2) #4 vertical rebar at each face looped in footing 12” deep and terminated 3” from bottom of 2” block cap and pilaster grouted solid. Pilasters to be constructed of 8” x 8” x 16” CMU. Columns to be a maximum of 12” on center (o.c.), equally spaced. Include 9 gauge ladder joint horizontal reinforcement at 8” o.c. (on top 5 rows only). 4” fence block w/ mortared bed joints and open head joints.

All horizontal and vertical joints are to be struck. Mortar shall be a minimum of 1800 psi at 28 days. Concrete for footings to be a minimum of 2500 psi at 28 days.

Include one 4-foot pedestrian gate and one double 4-foot RV gate (8 feet overall) constructed of metal frame with 5/8” pickets with redwood or cedar privacy slats, iron hinges and lockable latches. With clearance for drainage, drain blocks (decorative) to be installed at front panels and fence line as required and per project grading and drainage plans.

Evenly rake, clean and taper grade from excess dirt spoils (compacting if necessary to avoid any ponding) on either side of new wall. Maintain positive sheet flow drainage away from building structures in accordance with the approved grading plan. Remove, haul and dispose of associative spoils in legal landfill.

LOCATION: Lot perimeter and returns. In accordance with Vann Engineering, Inc. Geotechnical Investigation Report dated 1/16/17, Sheets 1-3 of the approved Grading, Drainage and Offsite Improvement Plan, and Sheet L-1 of the approved landscape plan.

Location Total: __________________________
### General Conditions

<table>
<thead>
<tr>
<th>Spec #</th>
<th>Spec Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.01-50</td>
<td>DIRECT CONSTRUCTION CONTINGENCIES (OWNER)</td>
<td>1.00</td>
<td>AL</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

The minimum Direct Construction Contingency Allocation for renovation and rehab work with approved plans and specifications is 5% of the estimate.

**BIDDER MUST INCLUDE A 5% DIRECT COST CONTINGENCY ALLOWANCE IN THE LUMP SUM BID PRICE.**

THE USE OF THESE FUNDS IS RESTRICTED TO THE OWNER. THESE FUNDS ARE NOT INCLUDED AS PART OF THE CONTRACT AMOUNT, UNTIL SUCH TIME THEIR USE OR DISTRIBUTION BECOMES AUTHORIZED BY THE OWNER.

**Location Total:**

---

**Address Grand Total for 1028 E. Pierce Street, Phoenix, AZ 85006:**

**Bidder:**
EXHIBIT A
CONSTRUCTION REQUIREMENTS

(included under separate cover)
EXHIBIT B
SOILS REPORT

(included under separate cover)
EXHIBIT C
Site Grading, Drainage, Offsite & Utility Plans, Building, Structural & MEP Plans, and Specifications
EXHIBIT D
Sample Form of Contract
DRAFT AIA Document A105™ – 2007

Standard Form of Agreement Between Owner and Contractor/Subcontractor for a Residential or Small Commercial Project

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Trellis Community Development (and/or herein “Trellis”, “Developer”) and/or its successors and assigns
1405 E. McDowell Rd
Phoenix, AZ, 85006

and the Contractor / Subcontractor:
(Name, legal status, address and other information)

SAMPLE - TBD
Address
City & State
License No.

for the following Project:
(Name, location and detailed description)

New Construction of a Single Family Residence on an infill vacant parcel of land
Address: as appears in the left header of the bidding document
Phoenix, AZ, 85041

The Owner and Contractor/Subcontractor agree as follows.
TABLE OF ARTICLES

1 THE CONTRACT DOCUMENTS
2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE
3 CONTRACT SUM
4 PAYMENT
5 INSURANCE
6 GENERAL PROVISIONS
7 OWNER
8 CONTRACTOR / SUBCONTRACTOR
9 ARCHITECT – OMITTED (NOT USED)
10 CHANGES IN THE WORK
11 TIME
12 PAYMENTS AND COMPLETION
13 PROTECTION OF PERSONS AND PROPERTY
14 CORRECTION OF WORK
15 MISCELLANEOUS PROVISIONS
16 TERMINATION OF THE CONTRACT
17 OTHER TERMS AND CONDITIONS

ARTICLE 1 THE CONTRACT DOCUMENTS
§ 1.1 The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of:

1. this Agreement signed by the Owner and Contractor / Subcontractor;

2. the drawings and specifications prepared by the Owner, dated «(»), and enumerated as follows:

<table>
<thead>
<tr>
<th>Drawings:</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit C of the bidding</td>
<td>Standard Plan as appears in the</td>
<td>Exhibit C of the bidding</td>
</tr>
<tr>
<td>documents and enumerated</td>
<td>left header of the bidding</td>
<td>documents and enumerated</td>
</tr>
<tr>
<td>accordingly in final Agmt.</td>
<td>document</td>
<td>accordingly in final Agmt.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specifications:</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans &amp; Designs, Scope of Work, Exhibits A thru I</td>
<td>Per Project Bidding Document</td>
<td>varies – per discipline</td>
</tr>
</tbody>
</table>

3. addenda prepared by the Owner as follows:

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enumerated</td>
<td>Issue Date</td>
<td>varies – per discipline</td>
</tr>
<tr>
<td>accordingly in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>final Agmt.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. written orders for changes in the Work issued after execution of this Agreement; and

5. other documents, if any, identified as follows:

«Lump Sum Bid Form»

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The number of calendar days available to the Contractor or Subcontractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor/Subcontractor shall substantially complete the Work, no later than «TBD» («TBD») calendar days from the date of commencement, subject to adjustment as provided in Article 10 and Article 11.

(Insert the date of commencement, if it differs from the date of this Agreement.)

Per Exhibit 1 – Project Schedule

ARTICLE 3 CONTRACT SUM

§ 3.1 Subject to additions and deductions in accordance with Article 10 and Article 11, the Contract Sum is:

TBD – Zero Dollars and Zero Cents ($ 0.00)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:

(Identify the Contract Sum among the major portions of the Work.)

<table>
<thead>
<tr>
<th>Portion of Work</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on progress of work in place</td>
<td>Progress Draw 1 25% = $ TBD</td>
</tr>
<tr>
<td></td>
<td>Progress Draw 2 50% = $ TBD</td>
</tr>
<tr>
<td></td>
<td>Progress Draw 3 15% = $ TBD</td>
</tr>
<tr>
<td></td>
<td>Retention Draw = 10% of Contract</td>
</tr>
</tbody>
</table>

§ 3.3 Unit prices, if any, are as follows:

(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)
§ 3.4 Allowances included in the Contract Sum, if any, are as follows:
(Identify allowance and state exclusions, if any, from the allowance price.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>inserted if applicable</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4 PAYMENT
§ 4.1 Based on Contractor or Subcontractor’s Applications for Payment when certified by the Owner’s Real Estate Development Director, the Owner shall pay the Contractor, Subcontractor or Vendor in accordance with Article 3.2 and Article 12, as follows:

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest 30 days from the date the Payment Certificate is accepted and approved by the Owner at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

ARTICLE 5 INSURANCE
§ 5.1 The Contractor/Subcontractor shall provide general liability and other insurance as follows:
(Insert specific insurance requirements and limits.)

<table>
<thead>
<tr>
<th>Type of insurance</th>
<th>Limit of liability ($0.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Exhibit E of the Project Bidding Document</td>
<td>Per Exhibit E of the Project Bidding Document</td>
</tr>
</tbody>
</table>

§ 5.2 The Owner shall provide property insurance to cover the value of the Owner’s property, including any Work provided under this Agreement. The Contractor or Subcontractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner’s property insurance.

§ 5.3 The Contractor/Subcontractor shall obtain an endorsement to its general liability insurance policy to cover the Contractor’s or Subcontractor’s obligations under Section 8.12 and Exhibit E.

§ 5.4 Each party shall provide certificates of insurance showing their respective coverages prior to commencement of the Work.
ARTICLE 6  GENERAL PROVISIONS
§ 6.1 THE CONTRACT
The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 THE WORK
The term “Work” means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment and services provided, or to be provided, by the Contractor or Subcontractor to fulfill their obligations.

§ 6.3 INTENT
The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 OWNERSHIP AND USE OF OWNER'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS
Documents prepared by the Owner are instruments of the Owner's service for use solely with respect to this Project. The Owner shall retain all common law, statutory and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and material or equipment suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner.

ARTICLE 7  OWNER
§ 7.1 INFORMATION AND SERVICES REQUIRED OF THE OWNER
§ 7.1.1 If requested, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees that are the responsibility of the Contractor or Subcontractor under the Contract Documents, the Owner shall obtain and pay for other necessary approvals, easements, assessments and charges.

§ 7.2 OWNER'S RIGHT TO STOP THE WORK
If the Contractor or Subcontractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor or Subcontractor in writing to stop the Work until the correction is made.

§ 7.3 OWNER'S RIGHT TO CARRY OUT THE WORK
If the Contractor or Subcontractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a three day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Contract Sum shall be adjusted to deduct the cost of correction from payments due the Contractor.

§ 7.3.1 Performance and expediency of the work without compromise to quality standards and project goals is expected. Subsequent to the issuance of a 72-hour Notice by the Owner, the Owner may invoke their right to supplement the Contractor, Subcontractor or Vendor resources and carry out the Work to the extent they deem necessary, when (1) performance expectations are unacceptable, (2) if quality expectations are not realized (3) if work progress fails to maintain project schedule. The Owners supplementation of the Work is exercised at the sole expense of the Contractor, Subcontractor or Vendor who is issued and receives the 72-hour Notice. Back chargeable costs including but not limited to increased labor and crew size, accelerated related trade or vendor scheduling/rescheduling, materials, equipment and mark-up charges, delivery, storage, loss of Owner's use, rents, or sale, together with additional interest payments, increased construction administrative expenses or any other monetary loss to the Owner, will be recovered from any Final Contract Payment and/or Retention.

§ 7.4 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS
§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.
§ 7.4.2 The Contractor/Subcontractor shall coordinate and cooperate with the Owner’s own forces and separate contractors employed by the Owner.

§ 7.4.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible therefor.

ARTICLE 8  CONTRACTOR / SUBCONTRACTOR
§ 8.1 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR / SUBCONTRACTOR
§ 8.1.1 Execution of the Contract by the Contractor or Subcontractor is a representation that they have visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor/Subcontractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor or Subcontractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor or Subcontractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to the Owner.

§ 8.2 CONSTRUCTION SCHEDULE
The Contractor/Subcontractor, promptly after being awarded the Contract, shall prepare and submit for the Owner’s information a construction schedule for the Work.

§ 8.3 SUPERVISION AND CONSTRUCTION PROCEDURES
§ 8.3.1 The Contractor/Subcontractor shall supervise and direct the Work, using their best skill and attention.

§ 8.3.2 The Contractor/Subcontractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner the names of vendors or suppliers for each portion of the Work. The Contractor/Subcontractor shall not contract with any vendor or supplier to whom the Owner makes a timely reasonable objection.

§ 8.4 LABOR AND MATERIALS
§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor/Subcontractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor/Subcontractor shall enforce strict discipline and good order among their employees and other persons carrying out the Contract Work. The Contractor/Subcontractor shall not permit employment of unskilled persons or persons not skilled in tasks assigned to them. The Owner reserves the right to immediately remove from the project any employee(s) of a Contractor/Subcontractor who willfully neglects to comply with construction industry safety practices, presents a hazard, commits theft or robbery, is under the influence of drugs or alcohol, fails to adhere to the specification of Work, or is unsuitable to project supervision.

§ 8.5 WARRANTY
The Contractor/Subcontractor warrants to the Owner that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents.

§ 8.6 TAXES
The Contractor/Subcontractor shall pay sales, consumer, use and similar taxes that are legally required when the Contract is executed.

§ 8.7 PERMITS, FEES AND NOTICES
§ 8.7.1 The Owner shall obtain and pay for the building permit and other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor/Subcontractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor or Subcontractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor or Subcontractor shall
assume full responsibility for such Work and shall bear the attributable costs. The Contractor/Subcontractor shall promptly notify the Owner in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules and regulations.

§ 8.8 SUBMITTALS
The Contractor/Subcontractor shall promptly review, approve in writing and submit to the Owner Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.

§ 8.9 USE OF SITE
The Contractor/Subcontractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents and the Owner.

§ 8.10 CUTTING AND PATCHING
The Contractor/Subcontractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 CLEANING UP
The Contractor/Subcontractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At completion of the Work, the Contractor/Subcontractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

§ 8.12 INDEMNIFICATION
To the fullest extent permitted by law, the Contractor/Subcontractor shall indemnify and hold harmless the Owner, Owner’s consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 10 CHANGES IN THE WORK
§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly in writing. If the Owner and Contractor/Subcontractor cannot agree to a change in the Contract Sum, the Owner shall pay the Contractor/Subcontractor its actual cost plus 15% overhead and profit.

§ 10.2 The Owner will have authority to order minor changes in the Work not involving changes in the Contract Sum or the Contract Time and not inconsistent with the intent of the Contract Documents. Such orders shall be in writing and shall be binding on the Owner and Contractor/Subcontractor. The Contractor/Subcontractor shall carry out such orders promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME
§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor/Subcontractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unavoidable casualties or other causes beyond the Contractor’s or Subcontractor’s control, the Contract Time shall be subject to equitable adjustment.
ARTICLE 12. PAYMENTS AND COMPLETION
§ 12.1 CONTRACT SUM
The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 APPLICATIONS FOR PAYMENT
§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor/Subcontractor shall submit to the Owner an itemized Application for Payment for Work completed in accordance with the values stated in the Agreement. Such Application shall be supported by data substantiating the Contractor’s or Subcontractor’s right to payment as the Owner may reasonably require. Progress Payments shall be made on account of materials and work “in place” or at the site, and shall include 10% retention on each payment requested. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor/Subcontractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor/Subcontractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor’s/Subcontractor’s knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner’s interests.

§ 12.3 CERTIFICATES FOR PAYMENT
The Owner, within seven days after receipt of the Contractor’s/Subcontractor’s Application for Payment, either issue the Certificate for Payment, for such amount as the Owner determines is properly due, or notify the Contractor or Subcontractor in writing of the Owner’s reasons for withholding certification in whole or in part.

§ 12.4 PROGRESS PAYMENTS
§ 12.4.1 After a Certificate for Payment is approved, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor/Subcontractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 The Owner shall not have responsibility for payments to a material suppliers or vendors used by the Contractor/Subcontractor.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 SUBSTANTIAL COMPLETION
§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Work or designated portion thereof is substantially complete, the Owner will make an inspection to determine whether the Work is substantially complete. When the Owner determines that the Work is substantially complete the Owner shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish the responsibilities of the Owner and Contractor/Subcontractor, and shall fix the time within which the Contractor/Subcontractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 FINAL COMPLETION AND FINAL PAYMENT
§ 12.6.1 Upon receipt of a final Application for Payment, the Owner will inspect the Work. When the Owner finds the Work acceptable and the Contract fully performed, the Owner will promptly issue a final Certificate for Payment.
§ 12.6.2 Final payment shall not become due until 30 days after the Notice of Completion is recorded and the Contractor/Subcontractor submits to the Owner releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY
The Contractor/Subcontractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor/Subcontractor shall take reasonable precautions to prevent damage, injury or loss to employees on the Work, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor/Subcontractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor/Subcontractor, or by anyone for whose acts the Contractor/Subcontractor may be liable.

ARTICLE 14 CORRECTION OF WORK
§ 14.1 The Contractor/Subcontractor shall promptly correct Work rejected by the Owner as failing to conform to the requirements of the Contract Documents. The Contractor/Subcontractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement and additional testing.

§ 14.2 In addition to the Contractor’s/Subcontractor’s other obligations including warranties under the Contract, the Contractor/Subcontractor shall, for a period of one year after Sale/Occupancy, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor/Subcontractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS
§ 15.1 ASSIGNMENT OF CONTRACT
Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 TESTS AND INSPECTIONS
§ 15.2.1 At the appropriate times, the Contractor/Subcontractor shall arrange and bear cost of tests, inspections and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Owner requires additional testing, the Contractor/Subcontractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections or approvals that do not become requirements until after the Contract is executed.

§ 15.3 GOVERNING LAW
The Contract shall be governed by the law of the place where the Project is located.

ARTICLE 16 TERMINATION OF THE CONTRACT
§ 16.1 TERMINATION BY THE CONTRACTOR
If the Owner, without cause, fails to certify payment as provided in Section 12.3 for a period of 60 days through no fault of the Contractor or Subcontractor, or if the Owner fails to make payment as provided in Section 12.4.1 for a period of 60 days, the Contractor/Subcontractor may, upon seven additional days’ written notice to the Owner, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 TERMINATION BY THE OWNER FOR CAUSE
§ 16.2.1 The Owner may terminate the Contract if the Contractor/Subcontractor

.1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
.2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between sub-subcontractors material suppliers or vendors;
.3 persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
.4 routinely fails to meet quality standards, timeframes or project goals
.5 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, may without prejudice to any other rights or remedies and after giving the Contractor/Subcontractor and the surety, if any, seven days’ written notice, terminate employment of the Contractor/Subcontractor and may
.1 take possession of the site and of all materials thereon owned by the Contractor/Subcontractor, and
.2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor/Subcontractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor/Subcontractor. If such costs exceed the unpaid balance, the Contractor/Subcontractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 TERMINATION BY THE OWNER FOR CONVENIENCE
The Owner may, at any time, terminate the Contract for the Owner’s convenience and without cause. The Contractor/Subcontractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the completed Work.

ARTICLE 17 OTHER TERMS AND CONDITIONS
§ 17.1 Applicable Federal Laws
A. During the continuance of the work under this Contract, the Contractor and all subcontractors shall:
1.) Comply with Executive Order 11246 of September 24, 1965 entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 C.F.R. §3). The provisions of the foregoing Executive Orders and regulations are attached to this contract as Exhibit “D” and incorporated herein to the extent required therein.
3.) Comply with Sections 103 and 107 of the contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 C.F.R. §5).
4.) Provide access to the City of Phoenix, Owner the Department of Housing and Urban Development and the Comptroller General of United States, or any of their duly authorized representatives, to any books, documents, papers and records of the Contractor or sub-contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, exemplars and transcripts.
5.) Retain all required records for three years after Owner, the Contractor or sub-Contractors make final payments and all other pending matters are closed.
6.) Comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act (42 U.S.C. §1857 (h)), section 508 of the Clean Water Act (33 U.S.C. §1368), Executive Order 11738 and Environmental Protection Agency regulations (40 C.F.R. 1).
7.) Comply with all mandatory standards and policies relating to energy efficiency which are contained in this state energy conservation plan issued in compliance with the energy Policy and Conservation Act (Pub L. 94-163).

B. The Contractor hereby provides the following certifications to the City and to the Department of Housing and Urban Development in connection with this Contract.
1.) No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the execution of this Contract.
2.) If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of
According to the document, the Contractor will complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor must not pay or give, any third party any money or other consideration for obtaining this contract, other than normal costs of conducting business and costs of professional services such as architects, engineers and attorneys.

The Contractor will require that the language in Subsections (a), (b), and (c) above be included in the award documents for all subcontractors and that all subcontractors shall certify and disclose accordingly.

§ 17.2 Wrongful diversion of Public Funds, a Public Offense

Any person who receives money for the purpose of obtaining or paying for services, labor, materials or equipment and willfully fails to apply such purpose by either willfully failing to complete the improvements for which funds were provided or willfully failing to pay services, labor, materials or equipment provided incident to such construction and wrongfully diverts the funds to a use other than that for which funds were received, shall be guilty of a public offense and shall be punishable by a fine not exceeding five thousand dollars ($5,000), or by imprisonment in the state prison, or in the county jail not exceeding one year, or by both such fine and such imprisonment if the amount diverted is in excess of one thousand dollars ($1,000), the person guilty of a misdemeanor.

§ 17.3 False Voucher, Embezzlement

Any person who receives money for the purpose of obtaining or paying for services, labor, materials or equipment incident to construction improvements on real property and willfully rebates any part of the money to or on behalf of anyone contracting with such person, for provisions of the services, labor, materials of equipment for which the money was given, shall be guilty of a misdemeanor, provided, however that normal trade discount for prompt payment shall not be considered a violation of this section.

§ 17.4 Remedies

All remedies hereunder are cumulative, are in addition to any other remedies provided by law and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed to be an election of such remedy or to preclude the exercise of any other remedy. No failure or delay in exercising any right or remedy shall operate as a waiver thereof or modify the terms of this Agreement.

§ 17.5 Severability of Agreement

Should any part of this Agreement for any reason be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of any remaining portion, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion eliminated and it is hereby declared the intention of the parties that they would have executed the remaining portions of this Agreement without including a part, parts or portions which may, for any reason, be hereafter declared invalid.

(Insert any other terms or conditions below.)

This Agreement entered into as of the day and year first written above.

(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)
EXHIBIT E
Insurance Requirements
Exhibit E – Insurance Requirements

INDEMNIFICATION CLAUSE:
The General Contractor agrees to indemnify and save harmless Trellis Community Development, Trellis “the Owner”, and the City of Phoenix, Arizona its officers, agents and employees, and any jurisdiction or agency issuing permits for any work included in the project, their officers, agents and employees, hereinafter referred to as indemnities, from all suits and claims, including attorney's fees and cost of litigation, actions, loss, damage, expense, cost or claims of any character or any nature arising out of the work done in fulfillment of the terms of this Contract or on account of any act, claim or amount arising or recovered under workers' compensation law or arising out of the failure of the General Contractor to conform to any statutes, ordinances, regulation, law or court decree. It is agreed that the General Contractor will be responsible for primary loss investigation, defense and judgment costs where this contract of indemnity applies. In consideration of the award of this contract, the General Contractor agrees to waive all rights of subrogation against the Owner or the City of Phoenix, Arizona its officers, officials, agents and employees for losses arising from the work performed by the General Contractor for the Owner or the City of Phoenix, Arizona.

INSURANCE REQUIREMENTS:
General Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the General Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract.

The Owner nor the City of Phoenix, AZ in no way warrants that the minimum limits contained herein are sufficient to protect the General Contractor from liabilities that might arise out of the performance of the work under this Contract by the General Contractor, his agents, representatives, employees, or subcontractors. General Contractor is free to purchase such additional insurance as may be determined necessary.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE – General Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a “following form” basis.

1. Commercial General Liability – Occurrence Form
   Policy shall include bodily injury, property damage, broad form contractual liability and XCU coverage.
   - General Aggregate $2,000,000
   - Products – Completed Operations Aggregate $1,000,000
   - Personal and Advertising Injury $1,000,000
   - Each Occurrence $1,000,000

   a. The policy shall be endorsed to include the following additional insured language: "Trellis Community Development, Trellis, and the City of Phoenix” shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the General Contractor, including completed operations".
2. **Automobile Liability**
   Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

   Combined Single Limit (CSL)
   $1,000,000

   a. The policy shall be endorsed to include the following additional insured language: "Trellis Community Development, Trellis, and the City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the General Contractor, including automobiles owned, leased, hired or borrowed by the General Contractor".

3. **Worker's Compensation and Employers' Liability**

<table>
<thead>
<tr>
<th>Workers' Compensation</th>
<th>Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employers' Liability</td>
<td></td>
</tr>
<tr>
<td>Each Accident</td>
<td>$100,000</td>
</tr>
<tr>
<td>Disease – Each Employee</td>
<td>$100,000</td>
</tr>
<tr>
<td>Disease – Policy Limit</td>
<td>$500,000</td>
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</table>

   a. Policy shall contain a waiver of subrogation against Trellis Community Development, Trellis, and the City of Phoenix.

   b. This requirement shall not apply when a General Contractor or subcontractor is exempt under A.R.S. 23-901, AND when such General Contractor or subcontractor executes the appropriate sole proprietor waiver form.

4. **Builders' Risk Insurance or Installation Floater**

   In an amount equal to the initial Contract Amount plus additional coverage equal to Contract Amount for all subsequent change orders.

   a. Trellis Community Development, Trellis, and the City of Phoenix, the General Contractor and subcontractors, shall be Insureds on the policy.

   b. Coverage shall be written on an all risk, replacement cost basis and shall include coverage for soft costs, flood and earth movement.

   c. Policy shall be maintained until whichever of the following shall first occur: (1) final payment has been made; or, (2) until no person or entity, other than the Owner and the City of Phoenix, has an insurable interest in the property required to be covered.

   d. Policy shall be endorsed such that the insurance shall not be canceled or lapse because of any partial use or occupancy by the Owner or the City of Phoenix.

   e. Policy must provide coverage from the time any covered property becomes the responsibility of the General Contractor, and continue without interruption during construction, renovation, or installation, including any time during which the covered property is being transported to the construction installation site, or awaiting installation, whether on or off site.

   f. Policy shall contain a waiver of subrogation against Trellis Community Development, Trellis, and the City of Phoenix.

   g. General Contractor is responsible for the payment of all policy deductibles.
B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the Owner and the City of Phoenix is named as an additional insured, Trellis Community Development, Trellis, and the City of Phoenix shall be an additional insured to the full limits of liability purchased by the General Contractor even if those limits of liability are in excess of those required by this Contract.

2. The General Contractor’s insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to:

   Trellis  
   1405 E. McDowell Road, Suite #100  
   Phoenix, AZ 85006  
   ATTN: Director of Real Estate Development

   AND

   The City of Phoenix  
   Neighborhood Services Department  
   200 W. Washington Street, 4th Floor  
   Phoenix, AZ 85003  
   ATTN: Project Manager

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an “A.M. Best” rating of not less than B+ VI. The Owner nor the City of Phoenix in no way warrants that the above-required minimum insurer rating is sufficient to protect the General Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** General Contractor shall furnish the Owner and the City of Phoenix with certificates of insurance (ACORD form or approved equivalent) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the Owner and the City of Phoenix before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to:

   Trellis Community Development  
   Community Development  
   1405 E. McDowell Road, Suite #100  
   Phoenix, AZ 85006  
   ATTN: Director of Real Estate Development
AND

The City of Phoenix
Neighborhood Services Department
200 W. Washington Street, 4th Floor
Phoenix, AZ  85003
ATTN: Project Manager

The project/contract number, property address and project description shall be noted on the certificate of insurance. The Owner or the City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

F. **SUBCONTRACTORS:** General Contractors’ certificate(s) shall include all subcontractors as additional insureds under its policies or subcontractors shall maintain separate insurance as determined by the General Contractor, however, subcontractor's limits of liability shall not be less than $1,000,000 per occurrence / $2,000,000 aggregate.

G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Law Department, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
EXHIBIT F
Fund Control Policy
Exhibit F

**DISBURSEMENT POLICY & PROCEDURE AGREEMENT**

Trellis is committed to ensuring that prudent project management on behalf of the Department of Housing and Urban Development (HUD), City of Phoenix (COP), and our stakeholders is maintained throughout the project. All construction projects are administered in the best interest of the Owner and the City of Phoenix. Our fiduciary duty to HUD and COP is to produce a renovated property that is lien free and constructed in compliance with the Approved Scope of Work, Plans and Specifications. Your obligation as the General Contractor is to provide the same; therefore, a cooperative relationship is essential in meeting our similar objectives.

Supplemental to the provisions listed in the General Conditions and Contract Agreement, and specific to the procedures, formats, forms, and documents to be provided to Trellis as a condition of, and pre-requisite to, the approval and disbursement of funds under the terms of the Contract Agreement the following stipulations apply to this project:

1. Unless instructed otherwise, the following disbursement policy will be utilized during the construction period. Trellis may at any point, exercise their rights under the Agreement to modify the disbursements as deemed necessary to protect their interests. Failure to observe the following may result in more restrictive procedures, including, but not limited to, individual payments directly to Subcontractors or Vendors.

2. In the event of conflict between the following provisions and Program specific requirements, the more restrictive provision will prevail.

3. During the administration, control and disbursement of funds, Trellis does not have the latitude to approve disbursements of funds except as obligatory reimbursements in accordance to the Contract Agreement and Program Specific Requirements, per the Structured Draw Schedule, under Provision 8 of the Contract Agreement. Discretionary disbursements of funds under which there is no obligation to make, require pre-approval by Trellis and the City of Phoenix prior to appearance on a Draw Request.

4. Each disbursement request is subject to satisfaction of the conditional requirements identified below, together with any supplemental requirements developed during the course of construction.

**THE FOLLOWING DISBURSEMENT PROCEDURES WILL APPLY:**

1. Contractor’s Preliminary 20 Day Notices may be sent directly to Trellis.

2. Disbursements of funds will only be considered so long as the Project remains diligently prosecuted, free of liens, stop notices and encumbrances.

3. Trellis will furnish the General Contractor with a pre-formatted Excel Spreadsheet in an industry standard AIA G702-703 format. All Draw Request are to be submitted to the Owner using the formatted spreadsheet provided.

4. The General Contractor will advise Owner with 5-days advance notice of the point to which the project approaches meeting the requirements of each successive Draw. Subject to the satisfaction of any conditional and supplemental requirements, and once a Draw Request is received in an acceptable and approved format, that includes all required supportive documents, Trellis will schedule a Draw Inspection to occur in conjunction with that week’s construction progress meeting.

5. All draw packages and disbursement of funds are subject to Owner and City of Phoenix approval. Once the Draw Request is properly submitted and accurate in content (w/ disbursement request form, invoices, correct lien
waiver, material receipts if self-performed etc.), and the inspection is complete, regulatory approval signatures must be granted, once obtained, disbursement of funds is made through a Title Company generally within 3-5 days. Allow a 10-15 day full processing and approval process.

6. In normal circumstances, and unless the General Contractor has made their own arrangements to pick-up checks from the Title Company, a single reimbursement check will be mailed directly to the General Contractor for reimbursement and/or distribution to their subcontractors, vendors and material suppliers.

7. Checks will be mailed via: USPS to:

   TBD

8. The General Contractor will be solely responsible for providing; maintaining and mailing copies all necessary Federal/State Tax Identification forms (W-9 & 1099’s) for payments made to Subcontractors or Material Suppliers and W-2 forms for individual payments.

9. The FINAL Draw will only be released after 30-days subsequent to the recordation of a “Notice of Completion”, receipt of “Unconditional Final Lien Releases” from all material suppliers, vendors and/or subcontractors for Full Contract Amounts, copies of all final projects documents i.e. Inspection Records, Certificate of Occupancy, 2 copies of the Project Close-out Documents and a 122 “date-down” title policy endorsement is issued from the Title Company.

10. Trellis may require other methods or procedures for disbursement of funds if deemed necessary to protect their interests, as allowed by or required by the provisions of the Construction Agreement.

The preceding policies outlined in this document are standard. You will be notified of supplementary conditions or program requirements (if any). By signature of the General Contractor in the space provided below, the General Contractor acknowledges Trellis’s obligations and responsibilities as defined above and agrees to and accepts the above conditions, which in concert with the Contract Document govern disbursement of funds subsequent to execution of a Final Contract Agreement. All records are open to random audit, thus all project documents are to remain readily accessible when requested for a (7) year period.

Prior to any disbursement of funds, the following submittals are required:

1) Signature by General Contractor, in the space provided below, acknowledging and agreeing to the above outlined provisions.

2) Owner’s receipt of “Approved” Plans, Specifications and Building Permits.

ACKNOWLEDGEMENT/AGREEMENT:

________________________________________  ____________
General Contractor               Date
EXHIBIT G
SUPPLEMENTAL GENERAL CONDITIONS
OF THE CONTRACT AGREEMENT
Exhibit G
SUPPLEMENTAL GENERAL CONDITIONS
OF THE CONTRACT AGREEMENT

001.01 CONTRACTOR PRE-BID SITE VISIT
It is the Bidder's responsibility to make arrangements for visiting the property to examine the conditions thereon. Visits to the property can be scheduled by contacting the Owner at 602-424-4024.

001.04 MANUFACTURER'S COMPLIANCE
All materials shall be installed in full compliance with the manufacturer's specifications for working conditions, surface preparation, methods, protection and testing.

001.05 SELECTION OF FINISHES
The Owner shall select finish, colors, styles & types of materials from pre-mixed, in stock options. The General Contractor shall submit to Owner, color samples, cut-sheets of the in stock options for their selection and approval prior to project mobilization.

001.06 SUBSTITUTION APPROVAL PROCESS
Any requests for material substitutions of specified proprietary items must accompany the Bid proposal and shall include: the manufacturer's specifications; full installation instructions, product catalogues, cut-sheets, brochures, unit prices, warranties and/or photos. The Owner will notify the General Contractor of their decision upon award of the contract.

001.07 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.

001.08 WORKMANSHIP STANDARDS
The General Contractor shall:
1. See that all work is performed by mechanics skilled in their respective trades and in accordance with the best practices of the trade and in compliance with all applicable codes.
2. Provide competent superintendence on the project at all times.
3. Keep, maintain and provide the Owner with copies of all respective job site Records, Daily Activity Logs, Batch Tickets, Bill of Lading and Post all Federal and Jurisdictionally Required Notices.
4. Perform the work without unnecessary interfering with the Owner's activities.
5. Protect all surfaces as long as required to eliminate damage.
6. Maintain a working standard in compliance with the manufacturer's specifications, Standard Trade Practices and ROC Rule 4-9-108 Minimum Guidelines of Workmanship. Likewise, the Owners maintains the right to reject material product and work in place that does not meet with their satisfaction. Materials and/or workmanship failing to meet the Owners acceptance and Approval shall be replaced at the General Contractors expense. Acceptance of materials and/or workmanship by the Owner prior to completion of the contract does not relieve the General Contractor from the obligation to produce materials and/or workmanship in first class condition at completion and acceptance of the project.
7. Shall notify the Owner 2-weeks in advance of their intent to request City of Phoenix Final Inspection.

001.09 CODES AND ORDINANCES

Environmentally sensitive operations regarding lead-based paints, asbestos and hazardous waste removal are governed by, and shall be executed in compliance with Federal Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ) and local jurisdictional protocols and procedural dictates.

001.10 BUILDING PERMIT REQUIRED
The General Contractor is responsible for procuring and paying for any completing any permit application and submittals to the City of Phoenix Development Services Department, procuring and paying for all applicable building permits prior to starting any work.

001.11 CLOSE-IN INSPECTIONS REQUIRED
The General Contractor is responsible for contacting the appropriate municipal authority for progressive and final inspection of all work that will be concealed from view before it is closed in.

During the course of construction, the General Contractor shall notify the Owner of any concealed conditions or repairs outside of the Scope of Work which become necessary for satisfactory completion of the project. Concealed conditions, which become evident during the path of construction shall be photographed and reported at the earliest possible moment, and prior to covering the particular area of concern.

001.16 ENERGY STAR FIXTURE & EQUIP. RATING
ALL WORK PERFORMED and FIXTURES used on this project will be of the highest available Energy Star rating available at the time of construction.

001.17 INSPECT, TEST, REPORT & CERTIFY ELECTRICAL SYSTEM
Restore power service to premises. Electrician to inspect all wiring, sub-feeds, conduit, wiring insulation, panels, breakers and boxes for malfunction, shorts and housing code compliance. Check for the safe operation of all light switches, outlets, fixtures and fans.

Identify defects and submit report to Owner outlining any deficiencies requiring repair to comply with the national and local electrical and fire codes referenced herein under the General Conditions section. Recommend energy efficiency improvements and provide price to change out all incandescent bulbs to CFL Light Bulbs. Certify the safe and compliant condition of the Electrical Fire/Life Safety systems after Owner repair work is complete.

001.18 INSPECT, TEST, REPORT & CERTIFY DOMESTIC WATER SYSTEM
Restore water service to structure. Identify defects and submit report to Owner for repairs required to bring water supply into compliance with the national and local plumbing code referenced herein under the General Conditions section.

001.19 INSPECT, TEST, REPORT & CERTIFY – SANITARY WASTE SYSTEM
Test sanitary sewer, greywater waste and check for proper venting. Identify defects and submit report to Owner for repairs required to bring sewer and vent into compliance with the national and local plumbing code, referenced herein under the General Conditions section.

001.26 1-YEAR GENERAL WARRANTY
In addition to all warranty stipulations set out elsewhere in the Agreement, the General Contractor warrants that the work performed conforms to the contract requirements and is free of any material or workmanship or defect whether performed by the General Contractor or any of their subcontractors and suppliers. Such warranty shall continue for a
period of 1 year from date of original sale commensurate with the Arizona Registrar of Contractors statutory maximum on consumer protection complaint filing beginning from the date of Final Inspection and Acceptance by the Owner.

Under this warranty the General Contractor shall remedy at their own expense, any damage to Owners and/or end user's controlled real or personal property, when damage is the result of the General Contractor or their subcontractors failure to conform to Contract Provisions for any such defect in equipment, material workmanship or design.

In addition to the other rights and remedies provided by this clause, all subcontractors', manufacturers' and suppliers' warranties, expressed or implied, with respect to any work and/or material components, shall be furnished to the Owner in their completed form. The General Contractor assumes the full and complete responsibility for all subcontractors' guarantees and completed manufacturers warranties being delivered to the Owner as part of project close-out and Final Retention Payment. The warranty specified herein shall not limit the Owner's rights under the Inspection and Acceptance clause of the Agreement with respect to latent defects, gross mistake, or fraud.

001.28 CERTIFICATE OF OCCUPANCY
Prior to final payment, the General Contractor shall comply with and complete all items necessary to receive a Certificate of Occupancy for the project.

001.29 PROJECT CLOSE OUT
Prior to any Final Payment, the General Contractor shall provide to the Owner a "Project Closeout Manual containing Building Dept. Permits, Inspection records, Certificate of Occupancy, EPA Closure Certificate (if applicable), Subcontractor Warranty Statements, completed Manufacture Warranty Registrations and Owners Manuals.

001.32 PRE-CONSTRUCTION WALK-THRU
The General Contractor and the Owner will perform a walk-thru of the property together to clarify the work to be performed before construction begins. At the Preconstruction Walk-Thru, The General Contractor will provide the Owner with a copy of their organization's OSHA Compliant Safety Plan, together with copies of MSDS Sheets for specified products to be used at the property during the path of renovation. All work shall be supervised by a qualified individual in compliance with the Occupational Safety and Health Act of 1970.

001.34 WORK TIMES
Subsequent to execution of a Contract Agreement, the General Contractor shall have full and free access to all parts of the premises during the hours of 8:00 AM to 5:00 PM unless otherwise stated. Should this access be limited in any way by the Owner, the General Contractor will be notified in advance so adjustments can be made. Unless otherwise called to the site, observation and/or inspection of the work by the Owner, their agents and public authorities will be coordinated in advance, and/or limited to weekly progress meetings when necessary.

001.36 JOB BEHAVIOR
The following behaviors in any worker will not be permitted and may result in the Owner terminating the Contract for cause:

Insubordination towards the Owner or Public Authority, drug or alcohol use, robbery or theft, safety violations, neglectful acts, abusive or intolerant language, fighting, eating or consuming beverages inside of residences and playing loud music on the premises.

001.38 JOB SIGN
The General Contractor shall install and maintain an Owner provided sign where directed.

001.40 WORK SITE CONDITIONS & DEBRIS REMOVAL
General Contractor to provide Owner with a copy of their Construction Waste Management program. A copy of this plan is to be posted on site with enforcement and participation incumbent by all project personnel, subcontractors,
vendors and crews. All paper, cardboard, glass, plastic, metal and plant waste materials must be sorted, held in separate containers picked-up and/or hauled to a local recycling center. The program goal is to recycle or salvage a minimum of 50% (by weight) of project waste. Weight load tickets and/or receipt of goods donated will be collected at the end of the project to substantiate Contractor compliance with this specification. Failure to recycle project waste as specified can result in forfeiture of retentions held for demolition activities.

All non-recyclable or otherwise non-renewable debris shall be removed and disposed of in a legal landfill as required by EPA and local regulations. These weight load tickets combined with those collected from the recycling center are added together when calculating total project waste.

General Contractor to provide Summary Results cover indicating total weight generated, less total donated, recycled or otherwise re-purposed with their Retention Draw request.

All construction debris shall be removed from the jobsite daily and/or contained in a proper container at the end of each day. Building interiors will be kept in a "broom" cleaned condition at all times. Food and beverages are not allowed inside during construction.

**001.42 MATERIAL INVENTORY & CODE LEGAL LANDFILL CERTIFICATION**
For each class of demolition material, the contractor shall provide an inventory list of materials and/or components donated or recycled and include the organization or agency name and quantity of materials they accepted.

The General Contractor shall certify that all remaining non-environmentally sensitive building materials otherwise not donated or recycled was disposed of in a legal landfill, and in compliance with local, state and federal requirements for permanent disposal. In this instance, weight load tickets from the landfill site shall suffice as the certification instrument.

**001.46 PORTABLE TOILET**
The General Contractor shall provide and maintain temporary toilet facilities from job start until approval of permanent facilities.

**001.48 SITE FENCE RENTAL**
General Contractor shall Rent, install and maintain a 6' high chain link fence with bottom and top rails and a 10' gate to enclose the property during construction. The Gate shall be kept on a lockbox and the combination provided to the Owners at the time of installation.

**001.50 SECURITY**
The General Contractor shall take all prudent and reasonable precaution to insure that all materials, products and fixtures are protected from vandalism and/or theft.

The General Contractor is responsible for maintaining constant weather protection against wind, rain and other elements and to maintain work, material, apparatus, and fixtures, free from injury or collateral damage.

The General Contractor shall adequately protect the work, adjacent property and the public at all times of operations, and is responsible for damage or injury due to acts of negligence.

Damages or losses attributable to aforementioned conditions are not a chargeable cost to the Owner, and time frame extensions to the Project Schedule for these circumstances will not be considered.
EXHIBIT G
Request for Information
REQUEST FOR INFORMATION  
Limit RFI to one issue requiring response from Owner

Date: ____________________________
Project: ______________________________________________________________________
Requesting Contractor: ____________________________________________________________
RFI Number (assigned by Owner) ________

1. Reference Drawing(s) / Detail / Specification: ______________________________________

2. RFI Question:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please Respond by Fax: ____________________________________________
by E-mail: ____________________________________________________________

REPLY / RESPONSE TO RFI

Date: ____________________________ Response By: ________________________________
Reply / Response:
______________________________________________________________________________
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