



INVITATION FOR BID
Healthy Homes Block 407/408 (Muddy Cluster) Project
June 7, 2019

DESCRIPTION OF SERVICES

The Northern Cheyenne Tribal Housing Authority (NCTHA) is now accepting **LABOR & MATERIAL BIDS** for the Healthy Home Block 407/408 (Muddy Cluster) Project. This work will be performed at the duplex units 407 and 408 located in Muddy Cluster, Montana. Complete Bid Packets must be picked up prior to submitting bids. Bid Packets can be picked up at the NCTHA office in Lame Deer, MT. Contact John Marian, Healthy Homes Program Manager to answer any questions.

The successful bidder shall provide all labor, material, tools, equipment, supervision and other related items required to complete the project as per this Scope of Work and Bid Specifications. All materials must comply with NCTHA Housing Quality Standards. The contract work must be completed within **60 days** of the NCTHA's issuance of the Notice to Proceed to the successful bidder. Contractors are advised to visit the site and verify the existing site conditions to develop their proposal.

Contact John Marian, Healthy Homes Program Manager, at 406-477-6419 or 406-223-4750 to schedule a time to view the unit(s) in this advertisement and any other pertinent information or concerns you may have regarding bid submission.

All bids must include (but are not limited to) the following major projects priced individually. Specifically, NCTHA desires a bid for each major project and for the total block. It is our intent to award the total block to a single contractor. These are not presented in priority order:

- ***Grade/ Lot Drainage (common)***
- ***Roof replacement (common)***
- ***Replace fascia & soffit vents (common)***
- ***Install, Paint Drywall (#407/8)***
- ***Range Hood Replacement (#407/8)***
- ***Bath Ventilation Fan (#407/8)***
- ***Electric Wall Heaters (#407/8)***
- ***Window & Ext. Door Replacement (#407/8)***
- ***Attic Access, Insulation, & Ventilation (common)***

Additional details related to the specific major projects for this project must be requested at the NCTHA Office or from the Program Manager. The Scope of Work (SOW) specifies the process and standards for each major project in this bidding block. NCTHA reserves the right to make an award on the basis of the low line item bid, low total of line items, or any combination that will allow the Healthy Home Program to complete the most renovations for our investment and unit budgets. Please submit your bid to the NCTHA office, which must be stamped in as received by NCTHA on or before **July 8, 2019, prior to 5:00 p.m.** ***All bids must be hand delivered to the NCTHA office and submitted with the company name and marked "Healthy Home Block 407/408 Bids."***

All Bids on this healthy homes bid solicitation will be opened and reviewed at the NCTHA office at **10:00 a.m. on July 10, 2019**. **Only responsive bids** that meet all requirements will be considered. If you have any questions please contact John Marian.

GENERAL REQUIREMENTS

Site Visit: Visit the space and verify the conditions of the existing unit configuration. This means the Contractor shall inspect visually the space and investigate to determine any challenges to completing the major tasks or project. Discuss with the Program Manager to ensure no other information useful for the bid is missing. Provide written recommendations of any required additional work or changes to the present Scope of Work through better alternatives.

Work Included: The Contractor shall provide all materials, labor and equipment necessary to clean and repair this home and provide a complete and usable home ready to occupy as described in the minimum standards set forth in this Scope of Work. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained. Contractor shall keep the site clean and accessible to program staff at all times. Each major task should include time for cleanup.

Major project steps: The Scope of Work specifies each major project and detailed steps, or conditions, for how to complete the work. This Scope of Work is available at the NCTHA offices or electronically by contacting John Marian at john@nptnc.org.

Building Standards: All work shall be in accordance with applicable Federal and Tribal laws/standards, including the NCTHA Building Standards (2006), and Universal Building Code (UBC), as applicable. At a minimum, all materials shall be installed to the manufacturer's instructions.

Contract Completion Time: The Contractor shall complete all work and cleanup within the specified time limits established in the Bid Solicitation, Scope of Work, and Contract. Contractor shall not proceed with next major project until the previous major task is checked and approved by the Program Manager. The duration of the project shall not exceed 60 (sixty) calendar days, approximately 30-days per unit.

Coordination: The Contractor shall submit to daily progress visits by the Healthy Homes Program during each phase of construction to ensure this Scope of Work is being followed, healthy home renovation practices are in use, and proper safety protocols for workers and residents are followed for the duration of the project.

Craftsmanship: All work shall be crafted in a professional manner. No drips, flaws, or second-rate work will be accepted. If craftsmanship is lacking, the Contractor shall correct the deficiencies at no additional cost to NCTHA.

Dumping: NCTHA will provide a dumpster and the Contractor will be responsible for the cleanup of all renovation-related debris from the unit. Unless otherwise stated, all material scheduled for removal or disposal becomes the property of the Contractor. Burning or burying of debris and/or rubbish on-site or otherwise is prohibited.

Firm Line Item Bid: Price each major project line item separately. Unit price shall be shown and a total price shall be entered for each bid task. Price each major project as a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in the attached Scope of Work and general conditions of the contract. The lump sum price quoted shall be fixed and nothing extra will be considered without prior written consent in a Change Order by both parties.

Health and Safety Policy: Contractor is responsible for the safety of their staff and the occupant and therefore shall implement the *NCHHPG Worker Health and Safety Policy* throughout construction. The NCHHPG Program Manager reserves the right to suspend work when and where Contractor is considered to be operating in an inadequate or non-complying manner with the Policy. Any equipment or work considered dangerous shall be immediately discontinued. Work may also be stopped in case the proper protection equipment is not found in use with the workers and the lapse of time shall be at the Contractor's expense. NCHTA will provide essential Personal Protective Equipment (PPE) including basic respiratory, eye and hand protection, and coveralls for the workers as per the requirement of the site. PPE may include, but is not limited to: vision protection, gloves, durable particulate coveralls, boot covers, properly sized cartridge respirator system, and hearing protection. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants, equipment, or the unit.

Indian Preference: Indian Preference will be in effect. However, responsive bids will be accepted from all interested contractors. Proof of Indian Preference must be submitted with the bid.

Products: All materials must be in new, unused condition unless otherwise specified in the Scope of Work. All materials shall be of "appropriate quality" for purpose intended and shall be manufactured by companies that regularly engage in the manufacturing of the product specified.

Rebates: Any and all rebates available on products used in this project shall be issued to NCTHA.

Site Clean up: Once the contractor completes the Scope of Work major projects, he shall remove all building materials, construction materials and rubbish resulting from work on the site. Submit disposal manifest with final invoice as required.

Site Work: Site work shall be coordinated with all utilities so as to avoid disturbing or destroying utility service lines. The Contractor must verify the location of all utilities prior to commencement of any excavation activities. The Contractor is responsible for all coordination and any liabilities associated with site work.

Storage of Materials and Tools: all materials and contractor tools shall be stored in a proper manner protected from natural elements so as to avoid contamination, deterioration, theft and/or other loss.

Tribal Employment Rights Office Requirements: This project is located within the exterior boundaries of the Northern Cheyenne Indian Reservation. The work performed under this contract is subject to all T.E.R.O. fees and regulations. T.E.R.O. certification is required prior to submitting a bid. Contact the T.E.R.O. Office at (406) 477-6287 for additional information.

Warranty: The Contractor shall guarantee all work under this contract for a period of one (1) year from the date of Final Clearance. The Contractor shall leave the work site in perfect order at completion. The final certificate of payment shall not relieve him of the responsibility for negligence, faulty materials or workmanship, and upon written notice he shall remedy any defects or workmanship that may appear during the warranty period and pay all expenses due.

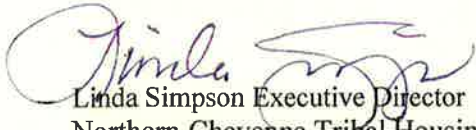
Working Hours: shall be between 7:00 a.m. and 6:00 p.m. Monday to Saturday. No work shall be done on Sundays or holidays (tribal or federal) without prior written approval from the Program Manager.

Workmanship: All work shall be performed by skilled craftsmen that are regularly engaged in work to be performed and shall be at the Journeyman level or directly supervised by a Journeyman.

Workers' Compensation, Bid Security, and Insurance: The Contractor shall furnish NCTHA with Certificates of Insurance showing the following insurance is in force and will insure all operations under the Contract Agreement at the time of Bid:

1. Workers' Compensation coverage, issued from a company acceptable to the NCTHA.
2. Commercial General Liability insurance with a combined single limit for bodily injury and property of at least \$100,000.00.
3. Due to the efforts to promote small business, the NCTHA will not require any Bid Security or Performance Bond.
4. The Independent Contractor's Exemption is acceptable for work that will require only (1) one person to do. If the Contractor claiming Independent Contractor Exemption is found to have any employees then the Contract will be stopped until the contractor can provide proof of Workers Compensation.

This Advertisement for Bids does not obligate the NCTHA to award a contract, nor to pay any costs incurred by any bidder in the preparation of their bid(s) or to procure supplies, equipment and materials. NCTHA reserves the right to reject any and all bids, and to re-advertise this contract. The NCTHA reserves the right to waive any irregularities and informalities in regard to the bids and the bid process.



Linda Simpson Executive Director
Northern Cheyenne Tribal Housing Authority
P.O. Box 327
Lame Deer, Montana 59043

**CONTRACTOR SCOPE OF WORK & MAJOR PROJECT SPECIFICATIONS
HEALTHY HOME BLOCK 407/408**

EXTERIOR

Common Grounds/ Yard

Grade/ Lot Drainage: Areas on the south side of the foundation show bulk moisture accumulating near the foundation as well as signs of erosion and ruts from water dripping off the roof. **ACTIONS:** The gutter system will assist with some of this moisture movement, however, grade earth to accomplish 5" of slope within the first 10' around the foundation.

A proper grade around the unit is essential to ensuring proper runoff of snowmelt and rainwater from accumulating near the foundation or transferring into the crawlspace.

1. Grade exterior landscape away from building foundation for proper drainage.
2. Furnish and place or remove and dispose of fill as necessary for proper grading.
3. Furnish 2" of blended topsoil on top of rough graded work.
4. Finish grade as necessary for smooth finish and proper drainage.
5. Re-seed lawn area. Infill and fertilize to achieve consistent coverage of grass.

Common Building

Roof Replacement: Review of the roof indicated that many shingles were deteriorated and the ridge vents damaged/compressed. **ACTIONS:** Remove and replace existing roof with a standing metal system.

An effective roof system is the first line of defense against moisture intrusion into the home. Please calculate your bid on a per square foot basis.

1. Tear off existing 'T-lock' roof shingles and roof materials to existing sheathing. Place old materials in the dumpster provided by NCTHA.
2. Replace damaged sheathing or truss material as determined by HHPG Program Manager (PM).
3. Furnish and install ice and water shield a minimum of 3' up from eaves and along all valleys.
4. Installation of steel roofing system, including: titanium underlayment (or equivalent approved materials), complete with metal fascia, gutter apron, drip edge, gable trim, roof caps, vents and all other trim and/or flashing as requested by the PM.
5. Provide new flashing for all mechanical vents penetrating the roof shell.
6. All equipment used to install a steel roof.

Replace fascia boards & soffit vents: Visual inspection revealed moisture damage to the fascia and soffit areas. However, the existing sheathing obstructs the structural lumber from access to air movement. Given the location of the loss, the structural lumber may have elevated moisture levels and potentially dry rot or mold growth. **ACTIONS:** Rotten, wet and/or moldy materials are to be removed and replaced with new products. Work areas are to be cleaned and dry before reinstallation of new building products. Install proper drip edge and flashing.

Intact soffit vents are crucial to allow ventilation to occur and moisture to escape the attic.

1. Carefully remove all gutters and downspouts from building and store to reinstall later.
2. Evaluate existing fascia, soffit and rafter tails for rot, mold, or damage. Remove all deteriorated or rotted wood in the cornice, fascia and soffit boards.
3. If necessary, add 2" x 4", minimum, SPF or Doug Fir to repair all deteriorated rafter tails, to keep with existing roof line and design using a time and materials formula.
4. Install new fascia board. New material shall be 1" x 6" #2 white pine, or with material in kind of the same dimension, type wood profile and design of original pieces, keeping with design and dimension and re-nailing all loose boards.

5. Furnish continuous metal soffit vent. Install all necessary materials to install metal vent soffit to the house. All side edges should lap and interconnect to top plate and fascia.
6. Install sub-framing, furring, and other miscellaneous support members and anchorages according to industry practice.
7. Fasten panels to supports with fasteners at each lapped joint location and at spacing recommended by Universal Building Code ("UBC"). Apply panels and associated items true to line for neat and weather-tight enclosure.
8. Apply flashing and trim to manufacturer's instructions.
9. This lumber should be primed and painted to match the existing structure.

Attic (common)

Attic Access, Insulation, & Ventilation: Unclear the conditions in the attic space – I did not have ladder access. **ACTIONS:** Verify insulation level and general quality of the space. If the case requires, create a contiguous air and thermal barrier at the unit's lid. Insulation shall be evenly installed with no voids, gaps, misalignments, or compression issues. Precautions must be taken when insulating around or on electrical boxes and/or heat producing fixtures.

1. Remove existing contaminated loose-fill insulation.
2. Seal visible air leaks, plumbing and electrical penetrations in attic with expanding foam. Mark all junction boxes and ventilation fans with an appropriate flag.
3. Install soffit chutes/ baffles to keep insulation out of soffit vents and to deter windwash. Install attic rulers throughout to ensure proper insulation depth.
4. Build plywood retaining wall around attic hatch. Install five R-10 OwensCorning Foamular (or similar R-value foam board) boards stacked on attic hatch (total R-value of 50, to match attic blow). Seal hatch opening with latex foam weather-stripping.
5. Blow in cellulose insulation to achieve a minimum R-49 rating.
6. Complete all work to manufacturers' specifications.
7. Ensure all ventilation ductwork is in good repair and exits to the exterior of the building.

INTERIOR

Unit 407

Install & Paint Drywall: Numerous holes exist in the interior walls of the unit. Holes may allow entry for pests and increases heat loss/gain. **ACTIONS:** Repair holes with new drywall of appropriate type (1/2", 5/8" or green) two coats of gyp mud, sanding after each coat to smoothly transition with existing wall. Orange peel texture to match surrounding wall area; prime and paint to match wall color.

1. Contractor shall furnish and install all materials and labor to repair damaged gypsum board.
2. All materials herein specified shall be as manufactured by USG, Goldbond or approved equal and shall be applied in accordance with the **6th edition of the USG Gypsum Construction Handbook**.
3. Joint compound shall be USG Sheetrock brand joint compound or an approved equal.
4. Joint reinforcement shall be Sheetrock Brand Joint Tape or an approved equal.
5. Fasteners shall be 1-1/2" minimum, high thread screws.
6. All damaged areas in the drywall are to be cut out to size (holes 4 sq. in. or less) or stud-to-stud (damage greater than 4 sq. in.) and new drywall installed.
7. Apply joint treatments to match the existing wall surface before texturing.
8. Texture all holes in "orange peel" style to match the exiting wall surface.
9. Prime/paint all holes to match existing wall color.

NOTE: The contractor shall insure that the space in which drywall is being installed is adequately heated. Temperature shall be maintained at not less than 55 degrees during and following joints treatment application.

Range Hood Replacement: the fan in the kitchen appeared inoperable. **ACTIONS:** Replace hood/fan, ensure vent is clear and vents to the exterior, with a proper cover. Wrap the vent stack with R-6 insulation in unconditioned spaces.

1. Contractor shall install a new vented 30 inch range hood as manufactured by Broan or an approved equal, shall be supplied and installed as per the manufacturer's directions. Allow \$100 for this new range hood.
2. The existing range hood shall be disconnected and disposed of properly.
3. The contractor shall place the new range hood in the existing opening and/ or do all the necessary work to cabinet to fit the range hood in the proper manner.
4. All electrical work shall conform to the National Electrical Code (NEC).
5. All necessary duct connections are to be installed to exhaust air to outside. Use 4" rigid PVC or aluminum duct with proper cover exiting the structure. All ductwork in unconditioned spaces will be insulated to R-6.
6. All seams must be sealed together in a durable fashion using duct mastic or metal backed tape. Trim, caulk and seal all penetrations through the air barrier and exterior shell. Pipe sections should not be screwed together.
7. Vent should pass through an exterior wall and include a backdraft damper/ exterior cover.
8. The contractor will check and clean, and if necessary replace the range hood vent ductwork to the exterior.

Bath Ventilation Fan: the fan in the bathroom is inefficient, maybe even broken. **ACTIONS:** Replace fan, ensure vent is clear and vents to the exterior, with a proper cover. Wrap the vent stack with R-6 insulation in unconditioned spaces.

Fans present in the unit must be vented to the exterior of the building shell.

1. Remove existing exhaust fan and replace with Broan 70 CFM fan with light or higher capacity.
2. Any modifications to drywall must be patched and finished to match the existing ceiling surface.
3. Smooth wall vent pipe (4" PVC or metal piping) shall be used whenever possible. Flexible vinyl ducts shall not exist on any portion of a vent run.
4. Flexible aluminum materials are only allowed if the installation of rigid materials is not possible, as a short (≤ 2 linear ft.) takeoff from the fan to a rigid exhaust pipe, or to transition from the end of a rigid exhaust pipe to an exhaust cover.
5. All seams must be sealed together in a durable fashion using duct mastic or metal backed tape. Pipe sections should not be screwed together. Trim, caulk, and seal all penetrations through the air barrier and exterior shell.
6. Vent should pass through an exterior wall and include a backdraft damper/ exterior cover. Whenever possible a 1/8" to 1/4" pitch down toward the exhaust outlet at the exterior building shell shall be maintained to minimize the potential for condensation to accumulate in the duct.
7. All vent piping sections located in the attic shall be insulated to minimum R-6.

Shower/Tub Enclosure and Drywall Repair: visual review of the bath indicated extensive damage to the shower enclosure, missing tile and drywall, exposed studs, and wet insulation. Deterioration of drywall surrounding the tub is evident. **ACTIONS:** Remove tile and drywall around tub, inspect space for water damage or dry rot, repair as necessary, clean and dry out wall cavities, reinstall green board and tile.

1. Protect the tub from scratches and debris. Remove tile and drywall up to the ceiling around tub and surrounding area; and dispose of.

2. Clean the area with mild soap and biocide. Inspect for dry rot or other structural damage. Repair as necessary using a time and materials formula.
3. Install mold-resistant drywall on all open walls. Install corner bead on all outside corners. Tape and treat joints according to the **6th edition of the USG Gypsum Construction Handbook**.
4. Install ceramic tile, soap dish, and grout per design.
5. Reinstall cove molding as necessary to complete the finish.

Electric Wall Heaters: all heating appliances in this unit are badly damaged and likely only minimally efficient. **ACTIONS:** Replace all units and install programmable thermostats.

1. Remove existing wall heaters (60", 48" x3, 36" x2).
2. Install new 220V heaters in existing locations.
3. Install new thermostats at each control point.

Windows: Inspection revealed that every window in this unit had broken panes. **ACTIONS:** Remove and replace all windows, flashing, trim, and seal according to industry best practices.

1. Remove existing windows, exterior, and interior trim.
2. Evaluate rough in for rot, mold, or deterioration and repair as needed, using a time/materials formula.
3. Install new replacement vinyl frame double-pane low-E windows, similar in form, color, and function to those currently existing. All replacement windows shall include a bug screen. Installation shall comply with all manufacturer instructions.
4. The window shall be installed plumb, true, and square with equal margins. All voids between the window frame and rough in shall be filled with low-expansion foam (door/window).
5. Seal installation with Tite Seal (or equivalent) self-sealing adhesive window flashing.
6. Use a sealant like DuPont, AirTite, or Siliconized Acrylic, or an approved equal, for all interior and exterior weather tight sealing.
7. Install interior and exterior trim for each window of form and fit to complement existing finish that shall include priming and painting the trim.
8. Clean up and dispose of properly all removed material, construction debris, nails/staples, and other materials used during the course of project. Clean up includes removal of nails/staples/glass and debris on the ground around the perimeter of the building and inside the unit.

Exterior Doors: Surveying doors in this unit revealed that one door was ripped off its hinges. The second/back door is similarly not functional. Doors for tenant storage and crawlspace access are badly damaged – puncture holes and graffiti. **ACTIONS:** Replace four steel doors and properly flash and seal all cracks according to best practices.

1. Remove existing pre-hung exterior metal door, frame, and exterior and interior trim.
2. Evaluate rough in for rot, mold, or deterioration and repair as needed.
3. Install new pre-hung manufactured pre-primed metal door, similar in form and function to those currently existing. Installation shall comply with all manufacturer instructions.
4. The pre-hung door unit shall be installed plumb, jamb head level and square to itself from the wall it is placed in. It shall be placed in the rough opening with equal margins at each jamb, and on each side. The contractor shall place a minimum vapor barrier of 15 lbs. felt paper, on all 4 attachment areas, sill, 2 jamb sides and the header. All voids between the doorframe and rough in shall be filled with low-expansion foam (door/window).
5. Each jamb shall be packed out to snug / plumb using cedar shakes only, being careful not to bow the jamb. Double nailing shall be placed at each pack out.
 - a) The doors shall fit tightly against each stop and have no play in strike plate/lock

assembly.

b) Contractor shall install new entry lockset master keyed to Housing's keys.

c) Butt plates shall be as per the manufacturer instructions.

6. Use a sealant like DuPont, AirTite, or Siliconized Acrylic, or an approved equal, for all interior and exterior weather tight sealing.
7. Install interior and exterior trim for each window of form and fit to complement existing finish that may include priming and painting the trim.
8. Clean up and dispose of properly all removed material, construction debris, nails/staples, and other materials used during the course of project. Clean up includes removal of nails/staples/glass and debris on the ground around the perimeter of the building.
9. Install knob and deadbolt using Weiser or Kwikset locksets. Both deadbolt and knob and both doors should be keyed alike. Keys should be dropped off to the Maintenance Dept. upon completion of work.

Unit 408

Install & Paint Drywall: Numerous penetrations exist in the interior walls of the unit. Holes may allow entry for pests. **ACTIONS:** Repair holes with two coats of gyp mud, sanding after each coat to smoothly transition with existing wall. Orange peel texture to match surrounding wall area; prime and paint to match wall color.

1. Contractor shall furnish and install all materials and labor to repair damaged gypsum board.
2. All materials herein specified shall be as manufactured by USG, Goldbond or approved equal and shall be applied in accordance with the **6th edition of the USG Gypsum Construction Handbook**.
3. Joint compound shall be USG Sheetrock brand joint compound or an approved equal.
4. Joint reinforcement shall be Sheetrock Brand Joint Tape or an approved equal.
5. Fasteners shall be 1-1/2" minimum, high thread screws.
6. All damaged areas in the drywall are to be cut out to size (holes 4 sq. in. or less) or stud-to-stud (damage greater than 4 sq. in.) and new drywall installed.
7. Apply joint treatments to match the existing wall surface before texturing.
8. Texture all holes in "orange peel" style to match the exiting wall surface.
9. Paint all holes to match existing wall color.

NOTE: The contractor shall insure that the space in which drywall is being installed is adequately heated. Temperature shall be maintained at not less than 55 degrees during and following joints treatment application.

Range Hood Replacement: the fan in the kitchen appeared inoperable. **ACTIONS:** Replace hood/fan, ensure vent is clear and vents to the exterior, with a proper cover. Wrap the vent stack with R-6 insulation in unconditioned spaces.

1. Contractor shall install a new vented 30 inch range hood as manufactured by Broan or an approved equal, shall be supplied and installed as per the manufacturer's directions. Allow \$100 for this new range hood.
2. The contractor shall place the new range hood in the existing opening and/ or do all the necessary work to cabinet to fit the range hood in the proper manner.
3. The existing range hood shall be disconnected and disposed of properly.
4. All electrical work shall be completed by a licensed electrician and conform to the NEC
5. All necessary connections are to be installed to exhaust air to outside. Using 4" rigid PVC or aluminum duct with properly exiting the structure with cover. All ductwork will be insulated to R-6.

6. All seams must be sealed together in a durable fashion using duct mastic or metal backed tape. Trim, caulk and seal all penetrations through the air barrier and exterior shell. Pipe sections should not be screwed together.
7. Vent should pass through an exterior wall and include a backdraft damper/ exterior cover.
8. The contractor will check and clean, and if necessary replace the range hood vent ductwork to the exterior.

Bath Ventilation Fan: the fan in the bathroom appeared inoperable. **ACTIONS:** Replace fan, ensure vent is clear and vents to the exterior, with a proper cover. Wrap the vent stack with R-6 insulation in unconditioned spaces.

Fans present in the unit must be vented to the exterior of the building shell.

1. Remove existing exhaust fan and replace with Broan 70 CFM fan with light or higher capacity.
2. Smooth wall vent pipe (PVC or metal piping) shall be used whenever possible. Flexible vinyl ducts shall not exist on any portion of a vent run.
3. Flexible aluminum materials are only allowed if the installation of rigid materials is not possible, as a short (≤ 2 linear ft.) takeoff from the fan to a rigid exhaust pipe, or to transition from the end of a rigid exhaust pipe to an exhaust cover.
4. All seams must be sealed together in a durable fashion using duct mastic or metal backed tape. Trim, caulk and seal all penetrations through the air barrier and exterior shell. Pipe sections should not be screwed together.
5. Vent should pass through an exterior wall and include a backdraft damper/ exterior cover. Whenever possible a 1/8" to 1/4" pitch down toward the exhaust outlet at the exterior building shell shall be maintained to minimize the potential for condensation to accumulate in the duct.
6. All vent piping sections located in the attic shall be insulated to minimum R-6.

Electric Wall Heaters: all heating appliances in this unit are badly damaged and if they work are likely only minimally efficient. **ACTIONS:** Replace all units and install programmable thermostats.

Due to the complexity of repairing and cleaning these heaters, compared to purchasing new, all units will be replaced.

1. Remove existing wall heaters (60", 48" x3, 36" x2).
2. Install new 220V heaters in existing locations.
3. Install new thermostats at each control point.

Windows: Inspection revealed that most windows in this unit had either broken panes or their hardware was minimally functional. **ACTIONS:** Replace all windows, flashing and seal according to industry best practices.

1. Remove existing windows, exterior, and interior trim.
2. Evaluate rough in for rot, mold, or deterioration and repair as needed, using a time/materials formula.
3. Install new replacement vinyl frame double-pane low-E windows, similar in form, color, and function to those currently existing. All replacement windows shall include a bug screen. Installation shall comply with all manufacturer instructions.
4. The window shall be installed plumb, true, and square with equal margins. All voids between the window frame and rough in shall be filled with low-expansion foam (door/window).
5. Seal installation with Tite Seal (or equivalent) self-sealing adhesive window flashing.
6. Use a sealant like DuPont, AirTite, or Siliconized Acrylic, or an approved equal, for all interior and exterior weather tight sealing.
7. Install interior and exterior trim for each window of form and fit to complement existing finish that shall include priming and painting the trim.

8. Clean up and dispose of properly all removed material, construction debris, nails/staples, and other materials used during the course of project. Clean up includes removal of nails/staples/glass and debris on the ground around the perimeter of the building and inside the unit.

Exterior Doors: Surveying doors in this unit revealed that one door was ripped off its hinges. The second/back door is similarly not functional. Door for tenant storage is badly damaged – puncture holes and graffiti. **ACTIONS:** Replace three steel doors and properly flash and seal all cracks according to best practices.

1. Remove existing pre-hung exterior metal door, frame, and exterior and interior trim.
2. Evaluate rough in for rot, mold, or deterioration and repair as needed.
3. Install new pre-hung manufactured pre-primed metal door, similar in form and function to those currently existing. Installation shall comply with all manufacturer instructions.
4. The pre-hung door unit shall be installed plumb, jamb head level and square to itself from the wall it is placed in. It shall be placed in the rough opening with equal margins at each jamb, on each side. The contractor shall place a minimum vapor barrier of 15 lbs. felt paper, on all 4 attachment areas, sill, 2 jamb sides and the header. All voids between the doorframe and rough in shall be filled with low-expansion foam.
5. Each jamb shall be packed out to snug / plumb using cedar shakes only, being careful not to bow the jamb. Double nailing shall be placed at each pack out.
 - a) The doors shall fit tightly against each stop and have no play in strike plate/lock assembly.
 - b) Contractor shall install new entry lockset master keyed to Housing's keys.
 - c) Butt plates shall be as per the manufacturer instructions.
6. Use a sealant like DuPont, AirTite, or Siliconized Acrylic, or an approved equal, for all interior and exterior weather tight sealing.
7. Install interior and exterior trim for each window of form and fit to complement existing finish that may include priming and painting the trim.
8. Clean up and dispose of properly all removed material, construction debris, nails/staples, and other materials used during the course of project. Clean up includes removal of nails/staples/glass and debris on the ground around the perimeter of the building.
9. Install knob and deadbolt using Weiser or Kwikset locksets. Both deadbolt and knob and both doors should be keyed alike. Keys should be dropped off to the Maintenance Dept. upon completion of work.

END SCOPE OF WORK