

CITYSIDE MANAGEMENT

All contractors, their employees and/or sub-contractors are required to wear a badge while performing work at a HUD owned property. The badge must include the individual's photo, name and company name.

(A business card with a passport photo works very well. Most office supply stores will laminate for a nominal fee.)

Also, while on a HUD owned property all vehicles must have a sign with the company's name identified.

(Magnetic signs work very well.)

ALL CONTRACTORS CONSIDERED A GENERAL MAINTENANCE CONTRACTOR OR WILL OTHERWISE BE COMPLETING ANY REPAIRS TO ANY STRUCTURE ON THE PROPERTY IS REQUIRED TO BE FULLY LICENSED AND MUST PROVIDE COPIES OF ALL EPA/RRP/HUD LEAD CERTIFICATIONS.

CITYSIDE MANAGEMENT

Dear Contractor,

Cityside Management is happy to supply you with information about performing work on HUD owned properties. We will be pleased to review your package once properly completed. PLEASE READ EVERYTHING CAREFULLY BEFORE PROCEEDING FURTHER.

The following items are included in this Contractor Application Package:

- 1) **Contractor Information form (2 pages): Complete, sign and return original for our records.**
- 2) **W-9, Request for Taxpayer ID Number & Certification: Complete, sign and return original for IRS records.**
- 3) **Licensee Acknowledgement: If applicable, have completed and return.**
- 4) **Key Personnel, Staff, and Equipment**
- 5) **Contractor Policy- Hot Shot Work**
- 6) **Contractor Policy- Work Orders & Invoices (Sample invoice format provided)**
- 7) **Contractor Policy- Repairs over \$2,000**
- 8) **Contractor Policy- Fails & Suspensions**
- 9) **Checklists for Initial Services**
- 10) **General Specifications**
Items 4-9 are to be initialed, dated and a copy returned for our files. Please make a copy for your records. (Note: individual Specification Sheets will be issued upon receipt of a completed Application Package)
- 11.) **Required Insurance & Certification Statement (& example of same completed) (2 pages): Contractor to sign and give a copy to each insurance agent for their completion, signature and return.**
- 12) **Certificate of Insurance: Example Only. Give a copy to each insurance agent.**
- 13) **Contractor's statement regarding worker's compensation insurance: If applicable, complete and return.**

Thank you for your time and interest. Should you have any questions, please contact this office.

**CITYSIDE MANAGEMENT
22 GREELEY ST., SUITE 5
MERRIMACK, NH 03054
PHONE# 603-423-0313
FAX#603-420-1122
EMAIL: DHANSON@CITYSIDECORP.COM**

CITYSIDE MANAGEMENT

- New application
- Change to existing

CONTRACTOR INFORMATION

Company Name: _____

Owner(s)/ Partner(s)/ Name(s): _____

Officer(s) Name(s) and Title(s): _____

Street Address: _____ **Suite:** _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Person(s): 1) _____ 2) _____

Persons authorized to sign on behalf of company: _____

Type of organization (Individual, Partnership, Corporation, etc.) _____

Federal tax ID or social security #: _____ (Supply only one or the other)

Circle all that apply: (see definitions below) **Small business? Yes or no**
Disadvantaged business? Yes or no **Woman-owned business? Yes or no**

If you, or any of your immediate family members, are related to or have any affiliation with any principle or employee of HUD or CITYSIDE MANAGEMENT, give names and explain relationships?

Please list all available numbers, including area code, where you might be contacted. The time frame associated with some work is limited; therefore, it is important that we are able to contact you quickly.

OFFICE _____ **EMAIL** _____ **MOBILE** _____

HOME _____ **FAX** _____ **OTHER** _____

CONTRACTOR INFORMATION

The following is a list of job categories. Please check the type of work for which you are qualified and wish to perform.

- Auto\ Engine Removal
- Plumbing/winterization
- General Contractor
- Board Up\Screening
- Roofing
- Glass reglazing\replacement
- Debris removal
- Tree services
- Lawn maintenance
- Engineering work
- Environmental\ hazmat
- Defective paint abatement
- Foundation Repair\Site work
- Basement Pump
- Pool Pumps
- General Repairs
- Carpet clean and deodorize
- Septic inspections
- HVAC
- Electrical work
- Well testing
- Painting
- Pest control services
- Initial clean out services

HUD requires your company to supply CITYSIDE MANAGEMENT with a copy of each license required to perform any work selected above. Please list below all contractor licenses, business licenses, etc., held and the corresponding license number that is currently on file with the state. A copy of each that relates to the work you have selected above must be submitted along with this completed form. You must also submit a new copy each time the license(s) renews as you will not be permitted to perform that work type until the current\renewed license is received.

Also, if you use a sub-contractor to perform any of the work requiring a license, you will be required to submit a completed "License Acknowledgement" and to maintain a current copy of their license in our records at all times.

License Type _____ License # _____

License Type _____ License # _____

License Type _____ License # _____

Please list in which city(s) or county(s) you are interested in performing the above-described work: _____

Small business – A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or the other criteria, as prescribed by the Small Business Administration.

Disadvantaged business- means any business concern: 1) which is at least 51% owned by one or more socially and economically disadvantaged individuals or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals; and 2) whose management and daily business operations are controlled by one or more of such individuals. Socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, and other individuals found to be qualified by the SBA under 13 CFR 124.

Woman-owned business- Means a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control and operate the business.

SDV - Service Disabled Veteran Owned or Veteran Owned Small Business

HUB Zone Business

8(A) contractor

**CITYSIDE MANAGEMENT
LICENSEE ACKNOWLEDGEMENT**

This is to confirm that I will be allowing my license to be used for work performed on properties owned by the U.S. Department of Housing and Urban Development (HUD) by _____, who is Contractor for CITYSIDE MANAGEMENT. I understand that I, as well as the Contractor named above, are responsible for meeting all applicable codes, ordinances and permits, as well as one year warranty which is transferred to the new owner if the property is sold prior to the end of that period.

This acknowledgement is for all work performed using the following license(s) between
____/____/____ and ____/____/____:

License Type: _____ License #: _____

License Type: _____ License #: _____

License Type: _____ License #: _____

-Licensee Information-

(A copy of the applicable professional license(s) must be attached to this form)

Name of license holder: _____

Licensee's Company's name: _____

Owner's Name(s)(If different that Licensee): _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Alternate Contact Person: 1) _____
2) _____

Please list all telephone numbers at which you can be reached, including area codes:

Office: _____ Mobile: _____ Pager: _____

Voice Mail: _____ Fax: _____ Home: _____

My signature certifies my awareness of my obligations in allowing the above "Contractor" to submit my license for work on HUD owned properties:

Licensee's Signature: _____ Date: ____/____/____

CONTRACTOR REQUIRED EQUIPMENT AND STAFFING

1. Contractor their employees and sub-contractors shall be equipped with laptop and/or mobile tablet, digital camera and cellular phone whenever completing work assigned to them by Cityside Management. This equipment must have ability to provide information to Cityside Management in “real time”.
2. Contractor shall be equipped with adequate levels of staff and applicable equipment (i.e, lawn maintenance must have sufficient numbers of mowers).
3. Contractor shall provide list of equipment to Cityside Management prior to receiving any work orders for any services.
4. Contractor shall provide list of all Management Personnel, levels of support staff and field laborers.

List all applicable equipment:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all Key Personnel

_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)
_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)
_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)
_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)

List all support staff and field laborers

_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)
_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)
_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)
_____ (Name)	_____ (Title)	_____ (Cell)	_____ (Email)

Contractor Policy- HOT SHOT work

“HOT SHOT” work is defined as a repair which must be started within the hour after notification and be completed within 24 hours. Any contractor wishing to be included in opportunities for HOT SHOT work must agree to the criteria below:

- 1) Contractor must have the versatility to handle most general types or repairs.**
- 2) Contractor’s license, or any other license, as required by governing authorities to complete general types of repairs.**
- 3) Contractor must be able to begin work within one (1) hour after being notified of the repair and have the repair completed with 24 hours. CITYSIDE MANAGEMENT reserves the right to issue HOT SHOT work to the contractor that responds first.**
- 4) Contractor is allowed to refuse two (2) HOT SHOT work opportunities within a 2 week period with valid reason. However, due to the circumstances associated with HOT SHOT work, frequent refusal of these work opportunities will cause CITYSIDE to re-evaluate contractor’s right to continue to receive HOT SHOT opportunities.**
- 5) Contractor must provide CITYSIDE with phone numbers that assure receipt of a prompt, if not immediate, response.**

I hereby acknowledge I have read and understand the above criteria for receipt of “HOT SHOT” work opportunities. I further acknowledge my understanding that failure to meet any of these criterion means I may forfeit my right to continue to receive work opportunities of these type:

Contracting Company Name: _____

NAID: _____ Federal Tax ID or SS#: _____

Principal or Sole Owner’s Name Phone for HOT SHOT work: _____

Signature of Principal or Sole Owner

Date Signed

Contractor Policy – Repairs over \$2,000

Any contractor completing a quote for repairs or services that total over \$2,000.00 is responsible for ensuring that all work performed is in accordance with the Davis-Bacon Act; and that any subcontractor hired for the job meets that same provisions. This includes:

- **Ensuring all work is in accordance with all of the Federal Acquisition Regulation (FAR) clauses listed on item 16 of the form “HUD-2452, Purchase Order.”**
- **Completing the quote on the “Standard Form 18, Request for a quote.”**
- **Being required to complete a “Standard Form 1413, Statement and Acknowledgement” (even if a subcontractor is not hired) upon completion of the “Request for Quote” mentioned above.**
- **Posting the Wage Rate sheet included with the Davis-Bacon Act on the job site (if all workers do not speak English, signs must also be posted in Spanish)**
- **Posting at the job site the “Notice to all employees working on federal or federally financed construction projects” included the Davis-Bacon Act.**
- **Realizing that some employees will be subject to an interview by CITYSIDE staff during the job, which will include questions regarding hourly wages and duties. Photos of workers may also be taken.**
- **Completing payroll information on the “WH-347” if any of the work is completed by anyone other than principals of your company. If only principals perform the work you MUST sign a letter stating, “Only principals of the company performed the work required in this purchase order for (property case # and address).**
- **Following all other requirements for completion of a work order and invoice as otherwise instructed by CITYSIDE.**

ALL FORMS MENTIONED ABOVE MAY BE OBTAINED FROM OUR OFFICE

CONTRACTOR POLICY WORK ORDERS & INVOICES

Only Officers, Owners, Partners or Person's authorized to Sign as denoted on the "Contractor Information" form are allowed to sign work orders and invoices on behalf of a contractor. Further, any individual listed on more than one contractor's record in any of these capacities in CITYSIDE'S files will result in all contractors involved being put into a failed status until the discrepancy is resolved (this does NOT apply to sub-contractors working for general contractors).

CITYSIDE WILL NOT ACCEPT ANY MONTHLY INVOICE THAT IS FAXED, IS NOT RECEIVED BY THE 5 BUSINESS DAY OF THE MONTH, AND DOES NOT HAVE BACK-UP FOR ALL WORK COMPLETED DURING THE PRIOR MONTH ATTACHED. ALSO, INVOICE MUST INCLUDE OR SHOW OR THE BACK UP MUST INCLUDE:

- A unique identification number
- The name, address and phone # of contractor.
- Contractors NAID # (If HUD is paying)
- Tax ID or Social Security # (whichever was supplied to CITYSIDE on the Contractor Information Form)
- Made Payable from: CITYSIDE MANAGEMENT
- The work order or purchase order number(s)
- HUD's case number, property address, city, state and zip code for each job completed.
- Amount due for each item/job repaired/serviced, and a total invoice amount due and payable.
- Date(s) each repair/service was completed.
- Signature by an authorized person (as supplied by Cityside on the Contractor Information form)
- IF APPLICABLE (either must state the Work Order number or the HUD case #)
 - A) Permit number, if permit required by any local enforcement agency for type of work performed.
 - B) Proof of legal disposal if work was related to handling or removal of hazardous materials.
- Exact description of work as printed on the Work Order or Purchase Order, including a detailed description of repair/services completed and any parts or materials used. Leave no room for interpretation. (You must include quantities, sizes, brands, locations).
- Photo's of the work site "before" and "after" the work, as requested.

Following are examples of details needed for some common types of work:

- BOARDING- denote size of area, quantity or wood used, locations boarded.
- DOORS-denote size, type of material and style, if painted or prepped or left bare, locations
- WINDOWS-denote quantity, size, single\double\therma pane, location(s) of each
- ROOF- denote number or squares, size of area, type and brand of material\shingles, location(s)
- PAINT/SCRAPE- denote size of area, brand, type, color, quantity used and location(s)

As all repair work carries a one year warranty, the more detailed an invoice the less chance of the contractor being held responsible for work they did NOT perform.

Extensions of "Due Dates" shown on Work Orders will only be considered upon receipt of a written request received prior to the current due date. Work Orders are not considered completed until a written completion date has been received. FAILURE TO DO AS OUTLINED ABOVE WILL RESULT IN THE CONTRACTOR HAVE TO RETURN TO OUR OFFICE TO AMEND OR RESUBMIT AND INVOICE, AND A DELAY IN PAYMENT. *Please do not hesitate to ask for assistance with the first invoice submitted.*

CHECKLIST FOR INITIAL SERVICES

___ Clean all baseboards, doors, light switch\outlet covers, light fixtures, ceiling fans\blades, closet shelves, and all heat and air conditioning vents\ducts.

___ Clean all countertops, cabinets and drawers (kitchen\bathroom) to ensure absence of dirt, smudges, grime, and debris. Leave drawers and cabinets open. Remove shelf paper if easily done.

___ Clean all appliances (inside and out) throughout premises. Refrigerator (*remove door and store behind refrigerator*) ___
Range ___ Range Vent ___ Oven ___ Microwave ___ Dishwasher ___ Other(_____)___

___ Clean bathrooms and kitchen thoroughly including all fixtures, sinks and surfaces using a disinfectant cleaner that does not leave residue so as to remove dirt, grime, mildew and odor.

___ Clean toilets and surrounding area thoroughly. Pour anti-freeze into each toilet. Tape down lids when finished. Remove any remaining toilet paper.

___ Clean full view glass doors at front and rear entries or any sliding glass doors.

___ Clean glass in windows on interior to be free from dirt, grime, fingerprints, tape, stickers, etc.

___ Clean window ledges to ensure absence of dirt, grime, smudges, cobwebs and dead insects.

___ Remove cobwebs from ceilings, walls, light fixtures\fans, windows, doors and walkways.

___ Broom sweep porches, patios, garage\carport\ and walkways leading up to the property so as to present a neat appearance.

___ Broom sweep fireplace fireboxes to ensure absence of ashes or residue, and close damper, remove fireplace tools.

___ Dispose of all interior debris at an acceptable dumping area. Check porches, closets, attics, crawl spaces, basements, cabinets.

___ **Install handrails on all interior and exterior stairwells that are missing handrails**

___ **Remove and dispose of all stained and soiled carpets, including tack strips.**

___ **Remove all falling and collapsing ceilings. This includes sweeping up any dust and debris created as a result of the removal**

___ **Board all broken, cracked, and missing windows. Contractor is responsible for complying with all applicable local ordinances regarding boarding**

___ Usable new building materials may be stacked neatly in garage\outbuilding and left (such as matching unused bricks, wallpaper, extra roofing shingles, etc.)

___ Hazardous materials MUST be removed and disposed of according to government ordinances. (includes such items as decayed foods, drugs, and paraphernalia, chemicals, paints, feces, oils, and batteries.)

___ Remove and properly dispose of all personal property, interior or exterior, unless otherwise instructed by CitySide.

___ Cut lawn to maximum of 2" (to the property boundaries unless otherwise instructed by CitySide); mulch or remove all clippings and fallen leaves, include alleys if applicable.

___ Remove and properly dispose of ALL exterior debris at an acceptable dumping area. Check patios, storage sheds and out building(s).

___ Trim shrubs to level and\or away from roof, eaves, walkways, patios and entrances allowing clear access and easy viewing of posted signs. Remove excess weeds from planter areas.

___ Trim around all trees\bushes\planting beds, fences, foundations & outbuildings. Edge and sweep\blow all paved surfaces, not to street.

___ Prior to leaving, ensure that all windows and entry doors (including garage doors) AND all fences or gates locked upon arrival are securely locked.

CONTACT CITYSIDE IMMEDIATELY: FOR FURTHER INSTRUCTIONS IF STRUCTURE IS NOT SAFE TO ENTER; OR TO REPORT ANY HAZARDOUS, UNSAFE OR UNSECURED CONDITIONS AT THE PROPERTY IMMEDIATELY . ILLEGAL DUMPING AND USE OF CITY TRASH PICKUP SERVICES IS NOT ALLOWED.

Cleaning chemicals shall be environmentally safe and leave no surface with any marks and shouldn't deodorize with a lemon, pine or floral scent.

REPORT ALL COMPLETED WORK DAILY BY EMAIL.

Date Completed: ______ Completed By: _____
(Print contractors name)

Case #: _____ Address: _____

CONTRACTORS POLICY-FAILS & SUSPENSIONS

Any contractor in a failed or suspended status is not assigned additional\new work. Only contractors in “ACTIVE” statuses are assigned work opportunities.

FAILED status results when:

- A) Contractor fails to pass inspection for the work performed. A copy of the inspection punch list of any repair\service that fails to meet specifications will be sent to the contractor, along with a 48 hour re-inspect date.
- B) Repair service fails to meet specifications on the first re-inspection date. Replacement contractor will be brought in to complete the work. If cost of work exceeds cost of contractors price/bid, the difference will be deducted from contractor’s subsequent payment.
- C) Contractor has an owner, principal, or authorized signatory also working for another CitySide contractor. Failure will remain until the issue is cleared.(This does not apply to sub-contractors working for general contractors)
- D) Contractor or their employee or sub-contractor, does not “sign in” when performing work at a HUD property. Fail status will be indefinite.
- E) Contractor is considered “primary contractor” and is completing services for competing FSM Contractor.
- F) Contractor is completing interior or exterior repairs to the building or any attached or detached outbuilding, and does not have all required Federal, State, and Local permits, certificates, permits, or licenses. This includes, but is not limited to, all required lead licensing, contractor licenses, electrical licensing, plumbing licensing, etc.

INVOLUNTARILY SUSPENDED status results when:

- A) Repair\service fails the second inspection. The original contractors invoice will be refused by the amount charged by the replacement contractor. The original contractor will be “INVOLUNTARILY SUSPENDED” indefinitely.
- B) Contractor completes a work order more then 2 days late. This will also include \$50 per day deduction from contractors subsequent payment.
- C) Contractor turns in their invoice after 5 business days of a current month, for all work orders completed during the prior month. Suspension will be indefinite.
- D) Contractor fails to obtain a required “Permit” or “Proof of proper disposal” for hazardous materials. Suspension will be indefinite.
- E) Contractor turns in an invoice when the repair service has not yet started, been completed, and has not provided photos of the completed work. Suspension will be indefinite.
- F) Contractor receives 2 or more suspensions within 6 months. Suspension will be permanent.
- G) Contractor is found to be using uninsured workers to perform work. Suspension will be indefinite.
- H) Cityside Management or HUD incurs fines, liens, or assessments due to contractor negligence. This includes, but is not limited to, completing deficient work, not complying with Federal, State, or Local ordinances, and not maintaining required licensing.

INACTIVE status will result when:

- A) Contractor has failed to supply Cityside with updated license or certificate of insurance. Contractor will be sent 1 written notice. Contractor will be given 72 hours to provide documents before being placed in inactive status. Contractor will not receive any work order within that 72 hours until all required documents are received by Cityside Management.
- B) Contractor requests being put into this status until further notice.

Work orders are not considered “COMPLETED” until Cityside has received a written completion date.

CITYSIDE WILL TAKE INTO CONSIDERATION THE WEATHER AND OTHER ELEMENTS THAT PROHIBIT TIMELY WORK PRIOR TO ENFORCING THESE POLICIES

Repairs not completed to specifications the first time cost the contractor and Cityside time and money. This policy is an attempt to eliminate substandard work and contractors that continually invoice for work that does not meet specifications.

Invoice

Contractors Name: _____

Contractors Address: _____

Contractors Phone # _____

Federal Tax ID or SS#: _____

Invoice #: _____ Date: _____

To: The U.S Department of Housing and Urban Development (HUD)
Cityside Management
22 Greeley St.,
Suite 5
Merrimack, NH 03054

RE: This MONTHLY INVOICE. Below is a SUMMARY of the different types of work completed the past month with a Sub-total for each type. Attached are back-up documents, grouped by showing a property case number, address, work performed and date completed for all amounts with this invoice.

OR

This invoice is for one work order only and all information is contained on this page:

a) Cityside work order or purchase order # GLD: _____

b) Property Address: _____

c) HUD Case #: _____

d) IF A MONTHLY IVOICE-SUMMARY of different types of work completed

OR

If an invoice for one work order- detailed a description of work performed (this should report any description on the work order plus details about materials, quantity, sizes, locations, etc.)

Date work was completed : _____ (if for one work order)

Check if applicable: Permit # attached: _____ Proof of legal disposal attached

Total Amount Due.....\$ _____

Payment Terms Desired: Net 30 10 days, with a 5% discount of total amount due.

Signature of Contractor (or approved signatory): _____

Bid Deadline: _____

WORK TO BE STARTED WITHIN ___ DAYS AND COMPLETED WITHIN ___ DAYS OF NOTIFICATION AWARD.

GENERAL SPECIFICATIONS

All specifications include the main dwelling and all appurtenances, such as detached garages, outbuildings, etc unless stated otherwise.

1. **MATERIALS:** All materials shall be furnished by contractor and shall be new and of equal or better quality than existing materials unless otherwise approved or stated by Cityside.
2. **CODES AND PERMITS:** Procedures, installations, materials, accessories, fittings, fixtures and equipment MUST comply with standards of governing utility companies, federal, state and/or municipal codes, ordinances and/or laws. Contractor shall without additional charge, be responsible for obtaining any and all license and permits necessary for performance of work, and to provide a copy when invoice is submitted for payment.
3. **UTILITIES:** Should utilities be required to perform a test or to complete work, the utility must be turned on _____ in the contractor's name, turned off immediately upon completion of the work or test, and be paid by the _____ contractor without additional charge to Cityside failure of contractor to pay the utility company for such usage _____ will result in an off-set charge for the full amount, plus late charges if any, against and unpaid work order.
4. **PERFORMANCE:** A contractors continued failure to complete work in accordance with specifications and within the time specified will result in suspension or removal for Cityside's work opportunities. Requests for extensions beyond the specified completion date MUST be submitted in writing before the current completion date in order to receive consideration.
5. **REPORTS:** Require 2 copies submitted on a separate piece of paper from the invoice. Reports must include a detailed description of the finding, list all repairs and parts if any needed with an estimated cost of each, and a total estimated cost required to make the item function properly as originally intended. The contractor that completes a report is not allowed to complete the work order to correct the funding without additional approval from Cityside.
6. **WARRANTIES:** Contractor must guarantee all work performance and materials used to complete the work order for a minimum period of 12 months. Any manufacturer's warranty, operational manuals and contractors warranty must be included with the invoice submitted for payment. Any repairs performed to the electrical, plumbing or septic, well or HVAC systems must be tested upon completion, with utilities on per 3 above, and a report submitted with a contractors invoice.
7. **SALVAGE AND PROOF OF PROPER DISPOSAL:** All old appliances, equipment or materials replaced or removed by contractor must be removed from the premises properly disposed of according to any governing federal, state or municipal guidelines\ordinances, and shall be considered as "salvage" and therefore the soul possession of the contractor. Removal or disposal of any item considered hazardous will require proof of proper disposal to be submitted with invoice.
8. **SECURITY:** Contractor is responsible for property security any time they visit a property, especially to ensure all means of access through doors, windows, etc are secured each time they leave the property. If the contractor is unable to properly secure the premises at any time, they are responsible for contacting Cityside's office immediately to report this. Contractor may receive directive from Cityside to repair immediately.
9. **SAFETY:** Contractor shall take proper safety and health precautions to ensure that the work, the property, the workers, the public and the property of others are protected during their presence at the property. Contractor is responsible for all damages to self, workers, other persons property, and anything that may occur as a result of their presence or work at the property.
10. **COMPLETION:** Contractor must leave property and premises clean and free of debris. Contractor is also responsible for re-winterizing when work performed destroys a previous winterization, unless otherwise instructed.

\$ _____
TOTAL BID AMOUNT

COMPANY NAME OF BIDDER

HUD CASE NUMBER

BIDDERS NAME

PROPERTY STREET ADDRESS

BIDDERS STREET ADDRESS

PROPERTY CITY, ST, ZIP

BIDDER'S CITY, ST, ZIP

CONTRACTOR ACKNOWLEDGEMENT I, the contractor supply this bid, acknowledge that I have read and understand off of the above "general" and any additional Specification Sheets including in this bid and agree to the provisions and all as requirement of my bid. I also confirm that I have made a visual inspection of the property and have signed the "Sign in" sheet with each property visit.

Signature of Bidder (same as above)

Date Signed

MISCELLANEOUS SPECIFICATIONS

_____ Debris: Remove properly dispose of off site- Interior, including attic, crawl spaces, etc. and leave “broom clean” Exterior, up to property boundaries, including outbuildings, patios, carports\garages, etc.

_____ Mow: Grass over 3” high All grounds house and any detached outbuilding

_____ Shrubs\trees\limbs dispose of clippings off site, and: cut down all dead\damaged
Trim away from roof, eaves, walkways\entrances, gates and windows. Ensure all posted signs and notices are visible from street. Shrubs are level to conform to neighborhood.

_____ Fence: Wood Metal Other: _____
 Secure with chain & combination lock at: _____
 Repair: __ Fence __ Gate at _____
 Replace: __ Fence __ Gate at _____
Hasp install at _____

_____ Personal property: Store for 30 days at public storage facility, send copy of receipt and key or combination for lock with completion date.
 Remove and dispose of off site at proper dumping area.

_____ Hazardous materials\items-dispose of according to related EPA\Federal, State or Municipal ordinances. Provide proof of proper disposal with invoice for: _____

_____ Appliance Repair\Replace at closing- Gas Electric Cook top Dishwasher Disposal
 Microwave Range\oven Vent-a-hood Other: _____

_____ Water Heater: Enclose in closet with tight fitting vented door including hardware. Install 6”x 6” screen vent in ceiling of closet. Raise water heater _____” off floor to meet code.

_____ Pool\Spa In ground Above Ground(cut liner and drain) Include Spa Drain pool and pump Cover according to diagram specifications after removing debris. Frame must be capable of supporting at least 80-100 lbs Remove decking and dispose of off site. other: _____

_____ Well Secure by covering access Perform test and report on results.

_____ Septic: _____

_____ Automobile, dispose of off site: Remove vehicle, VIN# _____
 Remove engine\parts OTHER _____

ADDENDA: _____

FLOORING SPECIFICATIONS

- ___ Carpet Remove all, including tack strip, and dispose off of site.
 Clean\Steam in _____
 Replace in _____
 Stretch in _____
 Install sculptured\ smooth close loop pile carpet over new 3/8" pad with a minimum weight of 24 oz per square yard, per FHA standards. Color to be NEUTRAL SHADE. Location shall be all previously carpeted areas.

- ___ Hard Clean, wax and polish all- Hardwood in _____
 Linoleum in _____
 Install\replace with like in _____

ADDENDA: _____

DOOR & WINDOW SPECIFICATIONS

(ALL BOARDING TO BE PER THE SPECIFICATION DIAGRAMS)

- ___ WINDOWS Board all, including any in garage\ carport\ outbuildings
 Board at _____
Remove all broken glass extending from frame and in surrounding area inside and out.
- ___ Doors Reglaze\replace with like at _____
Exterior doors shall be solid core like type of existing and painted with primer seal
- ___ Garage Doors Repair\replace with type\ material to match existing and paint with primer to seal
 Paint to match trim

___ Install HUD locks at _____

- ___ Burglar Bars: Remove and dispose of off site- All Only those without interior release mechanism
 Install quick-release mechanism to the interior of burglar bars at _____

ADDENDA: _____

PAINTING SPECIFICATIONS

PREPARATION: Surfaces shall be properly cleaned and prepared before painting. All hardware, fixtures, switches, plugs and covers shall be removed or protected and when finished must be reinstalled if removed, and left in clean condition. Scrape, scale, sand, clean and dust all peeling or flaking and defective surfaces. When applying more than one coat, woodwork shall be sanded between coats with fine sandpaper. Remove any loose siding, cornice and trim; putty joints, caulk openings, apply putty around windows. Replace decaying wood with new material of similar type and of sufficient length to be securely nailed or fastened to framing member. Apply a primer to new material. Remove protruding nails, hooks or screws and seal holes with caulk, putty or spackling compound of matching color. Apply pigmented shellac to waxy or oily marks and to all knotholes in new care wood.

PRODUCT AND APPLICATION: Paint shall be first quality line of a standard brand applied according to manufacturer's directions. No paint shall contain lead content more than 6/100 of 1% lead by weight, based on lead metal in solids portion of the paint. All finish coats shall be thick enough to give complete coverage over existing materials.

SPRAY PAINTING IS PROHIBITED. Finish shall be washable so as to permit easy cleaning of ordinary household soiling. Finishes on bath, kitchen and laundry walls and cabinets shall be smooth and resistant to damage from grease, water and ordinary household cleaning agents. Remove paint misapplied to non-painted surfaces without causing damage to the surface area. Finish shall not be smeared, spattered or over adjoining colors or materials.

EXTERIOR SERVICES: Latex may be used on wood and metal. Acrylic latex shall be used on masonry, stucco, asbestos or composition. Use the same color throughout except the trim that may be white, where siding is not white. Remove foundations vent covers. Paint vent stacks white or aluminum. Leave house number clear and visible from the street.

INTERIOR SERVICES: Latex shall be applied to textured walls and ceilings and semi-gloss latex to wood. Match existing colors or use white, beige, cream or light gray, whichever best coordinates. Use the same paint color for all surfaces in a room, except the trim that may be painted white where walls and ceilings are not white. Sheet rock shall be repaired and surfaces treated so as to match existing texture to surrounding walls or ceilings. All interior wall or ceiling texture is to match and be uniform throughout the house. This includes any previous poorly patched areas on any walls or ceilings that are existing at the time of the quote. All vent covers require painting or replacing with like to match existing if painting will damage function or appearance.

- A) Acoustic Ceilings: IF NEVER PREVIOUSLY PAINTED these may be spray painted, provided surrounding areas are protected from over spray.
- B) Varnished surfaces: Where varnish on wood is applicable, satin finish varnish, sanded between coats, must be used.

CLEANUP: REMOVE ALL PAINT CHIPS, DEBRIS, ETC. FROM INTERIOR AND EXTERIOR, AND LEAVE INTERIOR IN BROOM CLEAN CONDITION. Dispose of paint cans off site in a manner approved by the EPA.

____ Scrape and paint all currently painted INTERIOR surfaces. Repair sheet rock where needed.

____ Scrape and paint these INTERIOR surfaces: _____

____ Clean these non-painted surfaces: _____

____ Re-varnish these surfaces: _____

____ Scrape and paint all currently painted EXTERIOR surfaces (including all structures and detached buildings)

____ Fill EXTERIOR mortar cracks at: _____

ADDENDA: _____

TREATING DEFECTIVE PAINT SURFACES SPECIFICATIONS

- 1) **PREPARATION:** Protective coverings shall be used to protect the ground or any items that cannot be moved beyond that distance. The site shall be cleaned daily and debris and protective coverings stored in a secure area until the work is finished.
- 2) **TREATMENT METHODS:** Machine sanding with HEPA exhaust ventilation or use of propane or gasoline torches (open flame methods) are PROHIBITED.
 - A) *Dry Scraping/Sanding:* This method may only be used for –areas totaling NO MORE THAN 2 SQUARE FEET IN ANY ONE INTERIOR ROOM OR SPACE OR TOTALING NO MORE THAN 20 SQUARE FEET ON THE EXTERIOR SURFACES OF A STRUCTURE; limited surface areas around electrical circuits, removal of paint that is softened with infrared or coil-type heat gun, provided the temperatures of the paint is kept below 1100 degrees Fahrenheit to preclude exposure to lead fumes.
 - B) *Wet scraping/sanding:* This method requires preparing work site with protective coverings on floors, stairs, carpets and the exterior grounds up to a minimum of 10 feet out from the work area to ensure that debris and chips are not tracked throughout. Work a few square feet at a time thoroughly moistening surface but being careful not to have water run onto floor or ground surface. A spray bottle, plant mister, garden sprayer or similar moistening device is acceptable as is a wet sponge attached to a scraper. DO NOT MOISTEN SURFACES NEAR ELECTRICAL OUTLETS.
 - C) *CHEMICAL STRIPPING:* Permitted provided that (1) the stripped components are thoroughly cleaned to remove leaded and paint remover residues, and (2) proper precautions are taken to ensure that wherever paint removed contains methylene chloride, workers or others are NOT exposed to hazardous fumes.
 - D) *HEPA METHODS:* Machined sanders or grinders are permitted provided they are equipped with high efficiency particulate air exhaust ventilation. If equipped with a HEPA vacuum, high pressure water wash, contained hydroblastings, a needle gun or abrasive/sandblasting methods are permitted.
- 3) **CLEANUP:** Waste collection and disposal of the defective paint that has been removed shall be in accordance with existing federal and local laws and regulations. Interior shall be cleaned with a wet wash to dislodge and remove dust particles. This is to be performed on all hard, uncarpeted surfaces (except some wallpapers) in the area of treatment. Floors are to be wet washed within ten feet of the treated surfaces. For all other surfaces that require cleaning wet washing, shall extend at a minimum five feet in all directions from the treated surfaces (excluding the ceiling unless it was treated). Appropriate equipment, such as cleaning solution spray bottles, wringer buckets, mops, hand sponges, brushes or rags are to be used. A detergent known to be effective in lead dust removal such as trisodium phosphate or other solution of comparable or better effectiveness must be used. Exercise judgment so as not to cause water damage to surfaces or substrates or fragile surfaces near or in treated area (i.e. some wallpapers should not be wet washed). Small defective paint debris not collected when protective coverings are removed shall be misted with water, swept up, collected and disposed of properly.

____ Remove all defective paint from currently painted INTERIOR areas noted _____

____ Remove all defective paint from currently painted EXTERIOR areas noted (including structures and detached buildings) _____

ADDENDA: _____

ROOFING SPECIFICATIONS

1) **DECKING:** If 2 layers are presently on a house. It must be stripped down to the decking before installing new roofing materials. Replace all rotted, decaying/deteriorated and damaged decking. ALL roof jacks are to be replaced with new covers. IF decking material is replaced it must be C-D grade 1/2" exterior plywood or better over field with 15# felt.

2) ROOFING MATERIAL AND INSTALLATION REQUIREMENTS:

- A) Asphalt shingles must be square built, 3-tab style of uniform thickness, 12-1/4" by 36" weighing at least 235# per 100 square feet, self sealing with factory applied adhesive meeting UL requirements for Class C wind resistant shingles with a minimum 20 year warranty. Fastening will be with nails: use 4 hot galvanized steel or aluminum sharp pointed conventional barbed shank roofing nails, 11 or 12 gauge, with at least 3/8" head. Nails are to be installed by hand or preferably, with a coil roofing gun for uniformity. Nails are to be of sufficient length so as to penetrate decking 3/4". Drive nails straight, heads flush with shingle surface. Do not drive nail heads into shingles, Asphalt plastic cement must conform to Federal Specifications SS-C0153C, Type 1 or latest version thereof.
- B) Fiberglass shingles should weigh at least 220#, carry a minimum of a 20 year warranty and a UL class "A" fire resistant rating, and meet UL standards for wind resistance. Fiberglass shingled should be installed according to the manufacturer's recommendations (consult manufacturer's representative for installation procedures.)
- C) Flashing shall be a minimum of 26 gauge galvanized 1-1/2X 1 1/2 metal. Composition (asphalt) and fiberglass shingles will not be installed on roofs with less than a 3 in 12 pitch. Any guttering or downspout removed to complete installation must be reinstalled.
- D) ROOFS WITH LESS THAN 3 IN 12 PITCH DOWN TO 1" DROP PER FOOT SHOULD BE DOUBLE COVERED WITH SELVAGE EDGE, ROLLED ROOFING, WITH A MINIMUM OF 19"(asphalt and fiberglass shingles shall NOT be installed on these roofs) IT IS IMPORTANT THAT, SELVAGE EDGE AND ALL LAPS BE CEMENTED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS. THERE SHALL BE NO NAILS ON THE 17" OF EXPOSED ROOFING MATERIAL.
- E) A flat roof, or one with less than a 1" drop per foot should have a built-up roof of 4 ply type IV fiberglass asphalt with a 400 # of washed gravel per 100 square feet while hot. Marble and crushed stones are not acceptable.
- F) WOOD SHINGLES ARE NOT ACCEPTABLE. Existing wood shingle roofs must be torn off. New decking and asphalt composition singles are to be installed. Ventilation to be added as needed to meet all applicable codes.
- G) Finished roof shall be free of splits, cracks, broken shingles and other defects and shall be water and weather tight.
- H) All roofing work performed must include all currently shingled, attached structures and be guaranteed for a period of 12 months.
- I) A copy of the manufacturer's warranty for the installed shingles must be provided.
- J) Any antenna or satellite dish removed to complete the roof work must be stored in the garage.

3. LAYOVER VS TEAR-OFF

- Layover requires installation of new 235# or heavier, seal tab, asphalt (composition or new 235 # or heavier fiberglass shingles on house and outbuildings, sheds, detached garages, etc. as noted including metal edging)
- Tear off requires removal of all old shingles or built up roof to bare wood or decking. Replacement of decking as in 1 above and installation of new 235# or heavier, seal tap, Asphalt (composition) OR new 220# or heavier fiberglass singles on house and outbuildings, sheds, detached garages, etc. As noted including metal edging.

4. **REPAIRS:** Roof repairs will use similar materials to those already existing whenever possible and feasible at a minimum must match.

5. **REPORTS:** Require 3 copies be submitted on a separate piece of paper from the invoice. Reports must include a detailed description of the findings. List all repairs and parts (if any) with an estimated cost of each and a total estimated cost required to make the item function properly as originally intended. Contractor who completes a report is not allowed to complete the work order to correct the report findings without additional approval.

6. **CLEANUP:** All roofing debris shall be removed from the property: AND DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL GUIDELINES.

___ REPLACE: Wind Vent Turbine(s): _____
 Electric Ventilator: _____
 Missing or broken shingles with shingles to match. Appr. ___ Sq.

___ Examine roof and valleys for leaks; repair as needed and lave weather tight: _____

___ Mop bare spots; apply washed gravel APPRX. _____ square feet

___ Remove gravel and gravel guard from roof to wood decking and re-roof. APPRX. _____ squares

___ Install roof by ___ Layover APPRX. ___ Squares
 ___ Tear-Off APPRX. ___ Squares APPRX. ___ sq ft decking

___ Install ___ New timberline, woodline or comparable roofing material
 ___ Metal guttering along: _____
 ___ Metal downspouts (minimum extension of 6") and splash guards at: _____

Contractor is required to check with any Homeowner's Association and ensure roof repair/replacement complies with all existing deed restrictions, covenants, or bylaws of the subdivision, townhouse project or condominium complex. This verification will take place prior to any commencement of work. Contractor is totally responsible for the compliance of any restrictions relating to roof repair/replacement. Contractor shall check with all applicable reason to permit requirements, and obtain and submit a copy of permit, if required with invoice.

ENGINEER'S REPORT & FOUNDATION REPAIR SPECIFICATIONS

- 1)**REPORTS:** A current Engineer's License issued by the Texas Board of Professional Engineers is required to complete a report. They require 3 copies be submitted on a separate piece of paper from the invoice. Reports must include a detailed description of the findings, list all repairs and parts with an estimated cost of each, and a total estimated cost required to make the item function properly, as originally intended. Contractor who completes a report is not allowed to complete the work order to correct the report findings without additional approval. In addition, report is to include:
- A) Drawing of structure with notations of where movement was found and work is to be performed.
 - B) If any major drainage correction is recommended, include an elevation drawing.
 - C) If structure is pier & beam, engineer must access crawl space.
 - D) **SPREAD FOOTINGS AND PRESSED PILINGS ARE PROHIBITED MEANS OF CORRECTION.**
 - E) If structure has had previous corrective work performed, comment on what, where and if corrections appear to have been and currently are successful.
 - F) If corrective work is recommended, include estimate of cost for work, and a detailed description of work to be performed, exact locations and estimated quantity if fill required. This information will be provided to the repair contractor. If work is performed, engineer may be required to perform both interim and final inspections, which will be ordered separately.

- 2)**REPAIR WORK:** All work is to be performed exactly to specifications of the engineers report.
- ___ Repair foundations according to attached specifications.
 - ___ Re-contour existing grade. Slope soil approximately 1" per foot to drain at least 3-4 feet away from perimeter of foundation.
 - ___ Place fill dirt at perimeter grade beams. Soil should be from 4" below the top of the perimeter grade beams on slab foundations.
 - ___ Install _____ type guttering at _____
 - ___ Downspouts require concrete Splash Blocks at _____

ADDENDA: _____

PEST CONTROL SPECIFICATIONS

- 1.**LICENSE REQUIRED:** A current business license issued by the Structural Pest Control Board of Texas is required to perform reports and/or treatments.
- 2.**REPORTS:** Require 3 copies by submitted on a separate piece of paper from the invoice. Reports must be completed on the State certified WDI form and are to include a detailed description of the findings. Contractor who completes a report is not allowed to complete the work order to correct the report findings without additional approval. In addition, report is to include:
- A) Drawing of structure with notations of where evidence of infestation was found and work is to be performed.
 - B) If treatment is recommended, include estimate of cost for work and a detailed description of work to be performed. And the exact location
Whether the treatment should include fencing, detached garage, sheds, outbuildings, etc.
- 3.**TREATMENTS**
- A) To include submissions of completed ADI report with drawing indicating the drill and rod holes. Drill holes should be no farther than 12-18 inches apart.
 - B) Property is to be completely treated including attached fences, sheds, outbuildings, etc. if included in treatment. **SPOT TREATMENTS OF ANY SORT ARE NOT ALLOWED.**
 - C) Drill holes are to be plugged and filled with mortar, if applicable
 - D) Provide 2 copies of written guarantee.
- ___ Treat for Termites Ants Roaches Rodents OTHER: _____

ADDENDA: _____

Heating & Air Specifications

1. **LICENSE REQUIRED:** A current air conditioning and refrigeration contractors license issued by the Texas Department of Licensing and Regulation is required to perform this work.
2. **REPORTS:** Require 3 copies be submitted on a separate piece of paper from this invoice. Reports must include a detailed description of the findings, list all repairs and parts with an estimated cost of each and a total estimated cost required to make the item function properly as originally intended. Contractor who completes a report is not allowed to complete the work order to correct the report findings without additional approval.
3. **GENERAL:** Furnish all materials, equipment and accessories with that of equal or better quality and/or type. Work performed must place the heating and/or cooling system or unit heater in proper and legal operating condition per all governing ordinances. Moveable parts or equipment are to be adjusted to assure performance at rated capacity and so as to eliminate objectionable noise and vibration. Controls and air dampers are to be adjusted to provide the most efficient operations and balanced temperatures and air flow into all rooms. Lubricate all moving parts within the system upon completion. The heating unit, evaporator coil and condensing unit must be the same tonnage. Any discrepancy in the tonnage of these items needs to be brought to the attention of the office authorizing the repair. Upon completion of work Contractor is to thoroughly test entire HVAC system with electricity "on" and report findings as outlined above and on general specification sheet.
4. **SERVICE:** Contractor is to complete and submit with their invoice one of Property Manager's "HVAC Service Checklist" reports.
5. **THERMOSTAT:** Provide Thermostat to match existing for type of operations, style and service rating. Thermostat and control wiring shall be line voltage or low voltage to match existing. If low voltage, provide transformer as required for proper operation.
6. **MATERIALS:** Materials, equipment, fixture, fittings and systems shall comply with National Fire Protection Association (NFPA) requirements and recommendations, National Board of Fire Underwriters (NBFU) recommendations and all applicable local and state codes. Materials and equipment shall comply with standards of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. (ASHRE); The Sheet Metal and Air Conditioning Contractors National Association, Inc.(SMACNA); and the American Society for Testing and Materials (ACTM) where such standards are specifically listed in connection with such materials and equipment.
7. **INSTALLATION:** Do not cut structural framing members, wiring or mechanical work. Provide sleeving for rough in work. Restore cut or damaged surfaces to original finish to match surrounding work. Install chrome-plated escutcheons where piping extends through finished surfaces exposed to view. Install sheet metal flanges where ductwork passes through finished surfaces.
8. **CLEANUP:** All debris related to the repair or installation shall be removed from the property AND DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL GUIDELINES.

__ Replace\Install ton air condenser unit
 ton heat pump unit
 heating unit __gas __electric
 Location __central __floor __wall

___ Repair, replacing parts as needed Air condenser unit Heating unit

___ Duct work Replace Repair

___ Install\replace\repair registers and grilles to match existing ones as to type, style, size and color

___ Install\replace\repair Thermostat

ADDENDA: _____

ELECTRICAL SPECIFICATIONS

1. **LICENSE REQUIRED:** a current Master Electricians License is required to perform this work.
2. **REPORTS:** Require three copies to be submitted on a separate piece of paper from the invoice. Reports must include a detailed description of the findings, list all repairs and parts (if any) with an estimated cost of each, and a total estimated cost required to make the item function properly, as originally intended. Contractor who completes a report is NOT allowed to complete the work order to correct the report findings without additional approval.
3. **GENERAL:** All materials, accessories, fittings, fixtures and equipment are to be furnished by the Contractor. Work is to be performed as required to place the electrical systems in complete, proper and legal operating condition including relamping. Make any necessary arrangement with the electric utility company for services or work required on it's equipment or system. Upon completion of work Contractor is to thoroughly test entire electrical system with electricity "on" and report findings as outlined above and on General Specification Sheet.
4. **MATERIALS:** All materials, accessories, fittings, fixtures, equipment and systems shall comply with the National Electric Code(NEC), the National Electrical Manufacturers Association (NEMA), Underwriters Laboratories (UL), and all local and state codes and requirements or the electric utility company. Materials and equipment shall be clearly marked to identify manufacturer, model and UL rating. All devices shall be suitable for use with copper conductors. Wire material for repair or replacement work shall be the same as the wire on which work is required. Where equipment to be demolished is wired directly from a junction box, remove connections and wiring and tie off a junction box. Where equipment to be demolished is connected by drop cord to an appliance outlet, leave such outlet intact. Use aluminum wiring only where existing wiring is aluminum if allowed by city code.
5. **INSTALLATION:** Cut and patch adjacent materials only as needed to install electric work. Do not cut structural framing members, piping, or ductwork. Where such items are cut accidentally, restore them to sound condition. Restore cut or damaged surfaces to original finish to match surrounding surfaces.
6. **CLEANUP:** All debris related to the repair or installation shall be removed from the property AND DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL GUIDELINES.

___ Cap all exposed exterior and interior wires.

___ Install ___ Light Fixtures ___ Plugs ___ Switches ___ Ceiling Fans
___ Switch plug plates &\or covers with like color at following locations: _____

___ Install ___ Bath Heaters ___ Range Hood Fan
___ GFCI outlets at kitchen, baths, garage and exterior to meet local code.

___ Inspect Electrical System with electricity "on" at _____
Complete a detailed report with a list of repairs, parts, and estimate of each.

___ Install amp service with amp mains to include circuit breakers

___ Breaker Box: Replace Repair

___ Sump Pump: _____

ADDENDA: _____

PLUMBING SPECIFICATIONS

1. **LICENSE REQUIRED:** A current Master Plumbers License issued by the Texas State Board of Plumbing Examiners is required to perform this work.

2. **REPORTS:** Require three copies be submitted on a separate piece of paper from the invoice. Reports must include a detailed description of the findings, list all repairs and parts if any with an estimated cost of each and a total estimated cost required to make the item function properly as originally intended. Contractor who completes a report is NOT allowed to complete the work order to correct the report findings without additional approval.

3. **GENERAL:** Perform work required to place plumbing system in complete, proper, sanitary, and legal operating condition. Piping and equipment shall operate safely, without leakage, undue noise, vibration, or water hammering. Make any needed arrangements with the utility service company for service, or for work required on their equipment or systems. Upon completion of work Contractor is to thoroughly test entire plumbing system with utilities "on" and report findings as outlined above and on General Specifications Sheet.

4. **INSTALLATION:** Perform cutting and patching or materials which are essential to the installation. Provide sleeving for rough-in work. Do not cut or damage structural framing members, wiring or mechanical work. Restore cut or damaged surfaces to original finish to match surrounding work. Install chrome-plated escutcheons where piping passes through finished surfaces which are exposed to view. Copper pipe and fittings for reconditioning work shall have the National Sanitation Foundations (NFS) seal of approval. Store stainless steel, copper and plastic pipe on a flat surface evenly supporting the pipe barrels and in a well-ventilated area free from excessive heat and protected from damage.

5. **CLEANUP:** ALL debris related to the repair or installation shall be removed from the property AND DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL GUIDELINES.

___ Cap all exposed gas jets without "turn-off" valves.

___ Install ___ gallon water heater gas electric Dispose of old heater
 inside living area: enclose in closet with tight fitting vented door, including hardware vent as needed to meet city code where applicable in garage raise _____" off floor or as needed to meet city code where applicable

___ Repair water heater, replacing parts as needed.

___ Install new T&P relief valve on water heater and ensure line is to code

___ Locate and repair water leak in _____

___ Inspect plumbing systems at _____ Complete a detailed report with list of repairs, parts and estimate of cost for each

___ Replace\Repair ___ Toilets ___ Lavatories ___ Tubs ___ Kitchen Sink ___ Faucets located at _____

___ Where septic tank exists, clean and checks all lateral lines for proper operation. If city sewer lines are available, notify property manager and provide estimate for installation and certification of compliance with country and or city codes.

ADDENDA: _____

CITYSIDE MANAGEMENT

Any contractor that wishes to perform work on HUD properties is required to have the following insurance certifications submitted prior to any work being awarded. This is in accordance with the clause of FAR 52.2228-5, insurance-Work on a Government installation. Each time a contractor submits for a work category to be added, a revised Insurance Certificate MUST be received which includes the new category prior to any of that type of work being awarded. Each time a Contractor renews a policy; this form must be submitted along with the applicable Certificates of Insurance.

Check	TYPE OF INSURANCE	REQUIRED MINIMUM COVERAGE
_____	General Liability	\$1,000,000 per occurrence
_____	Automobile Liability (comprehensive form)	\$1,000,000 per person
	Bodily Injury	\$300,000 per occurrence
	Property damage	\$20,000 per occurrence
_____	Workers Compensation	\$100,000

Contractor is required to obtain and maintain the above amounts of minimum insurance coverage's throughout the period that work is performed on HUD owned properties. Contractor also agrees to obtain identical certificates from any and all sub contractors used in the performance of said work. Copies of the subcontractors' certificates must also be provided to CITYSIDE, who must issue copies to HUD. If contractor uses different insurance agents to provide each different type of insurance then each agent MUST sign a separate copy of this form.

My signature below certifies my understanding and obligation to provide documentation of the above insurance certificates for myself and any subcontractor that I may use in performance of work on HUD owned properties for CITYSIDE.

Signature of principal or owner of insured

Date Signed

INSURANCE AGENTS STATEMENT:

My signature below certifies that _____ (insert name of insured) has been issued an insurance policy for the above (checked) insurance and limits. Proof of this policy will be forthcoming in the form of a Certificate of Insurance from a licenses insurer with a current rating of "A" or better and a financial size category of least Class IV. Furthermore, such policy(s) will list as Certificate Holder, "US Department of HUD c/o CITYSIDE," and state the Insurer shall provide 30 days written notice to Certificate Holder Prior to cancellation. Liability and Worker's Compensation Certificates will specifically list the following work categories in which the Insured has requested to perform work: _____

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF FALSE, FICTITIOUS OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

AUTHORIZED FOR INSURANCE AGENT

COMPANY NAME OF AGENT

DATE

