

CUYAHOGA COUNTY BOARD OF HEALTH

REQUEST FOR PROPOSAL

RFP # 2023-04

ISSUED August 8, 2023

RFP TITLE: SELECTION OF CONTRACTOR FOR LEAD REMOVAL
ABATEMENT PROJECT

Issuing Department: Administration
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216)201-2000

Sealed proposals will be received until: September 5, 2023 at 9:30 a.m.

All inquiries should be directed to: Judy V. Wirsching, CFO
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext. 1103
(216) 676-1311 (fax)
jwirsching@ccbh.net

ALL RESPONSES SHALL BE MARKED AS

“SEALED BID”

REQUEST FOR PROPOSALS

SELECTION OF CONTRACTOR FOR LEAD REMOVAL ABATEMENT PROJECT

AT 1563 LAKEWOOD AVENUE APT. 1, 2, 3 and 4, LAKEWOOD,

OHIO 44107 FOR THE CUYAHOGA COUNTY BOARD OF

HEALTH

**PROPOSALS ARE TO BE MAILED OR HAND-DELIVERED DIRECTLY TO THE
ISSUING DEPARTMENT SHOWN ABOVE. ANY PROPOSAL RECEIVED AFTER
THE TIME AND DATE SPECIFIED ABOVE WILL BE RETURNED UNOPENED.**

**REQUEST FOR PROPOSALS FOR
SELECTION OF CONTRACTOR FOR LEAD REMOVAL
ABATEMENT PROJECT**

RFP# 2023-04

The Cuyahoga County Board of Health is soliciting sealed proposals for the selection of a licensed lead abatement contractor, registered and in good standing with the Cuyahoga County Board of Health to conduct lead abatement and interim controls at the property referenced by the address of 1536 Lakewood Avenue, Apt 1,2,3 and 4, Lakewood, Ohio 44107. Proposals must be submitted to the Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130 no later than 9:30 A.M local time on Tuesday, September 5, 2023.

A pre-proposal conference is scheduled for Monday, August 14, 2023 at 9:30 a.m. utilizing the CCBH Microsoft Teams platform. Attendance is strongly recommended but not mandatory.

Pre-proposal conference details along with this notice and proposal may be viewed at the following Board website: www.ccbh.net by clicking on the “Business” tab on the home page. Questions prior to the pre-proposal conference must be emailed to bidquestions@ccbh.net.

Judy Wirsching, CFO

Published in the Cleveland Plain Dealer on Friday, August 11, 2023

Proprietary Statement

This specification document in whole and or in part is the property of the Cuyahoga County Board of Health (hereinafter Board) and shall not be used for any purposes other than those expressly defined herein. The reproduction or dissemination of this document is strictly prohibited without the expressed written approval of the Board.

Commencement of Contract Performance

In order to protect the interests of the Board, a contract must be executed by the Board before the application set forth in this specification can be provided. The contract will not be processed and executed by the Board until the documents required in this specification are received by the Board from the successful Respondent. If a contract cannot be negotiated within fifteen (15) days of notification to the designated Respondent, the Board may terminate negotiations with the Respondent and negotiate a contract with another Respondent.

Project Description

The Cuyahoga County Board of Health is soliciting a Licensed Lead Abatement Contractor currently registered, and in good standing, with the Cuyahoga County Board of Health to conduct lead abatement and interim controls at the property referenced by the address of 1536 Lakewood Avenue Apt. 1,2,3 and 4, Lakewood, Ohio 44107

Bidder shall provide an aggregate bid based upon the attached specification.

Specifications are included herein. The winning bidder shall have adequate capacity to complete project within a 90-day period.

I. NOTICE TO RESPONDENTS

Sealed proposals will be received in the Office of the Chief Fiscal Officer of the Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130 until 9:30 A.M., (local time), September 5, 2023 for the following:

Selection of Contractor for Lead Removal Abatement Project at 1536 Lakewood Avenue Apt. 1,2,3 and 4, Lakewood, Ohio 44107

Services are to be provided and completed within ninety 90 days from the date of signing the contract.

II. PROPOSAL REQUIREMENTS

A. PRE-PROPOSAL CONFERENCE

There will be a pre-proposal conference on **Monday, August 14, 2023 at 9:30 a.m.**

It is recommended that interested respondents attend the pre-proposal conference which will be held virtually via Microsoft Teams. The meeting information can be accessed on the Cuyahoga County Board of Health website at www.ccbh.net by clicking on the “Business” tab on the home page.

Subsequent to the pre-proposal conference, refer to the Cuyahoga County Board of Health website www.ccbh.net by clicking on the “Business” tab on the home page, for current updates, forms, and questions and answers.

No questions will be permitted or answered after the pre-proposal conference concludes.

B. ADDENDA

Any changes or additions to the specifications will be delineated in the form of an addendum which will be mailed to all interested Respondents who are known to the Office of the Chief Financial Officer to have received a complete set of proposal documents. No addenda will be issued later than seventy-two (72) hours prior to the date for receipt of proposals.

All prospective respondents shall be responsible for routinely checking the Cuyahoga County Board of Health website (www.ccbh.net) for issued addenda and other relevant information.

The Board shall not be responsible for the failure of a prospective respondent to obtain addenda and other information issued at any time, related to this RFP.

C. PROPOSAL SUBMISSION DEADLINE

The proposal documents must be received at the following location no later than 9:30 A.M. local time on the date below:

September 5, 2023
Cuyahoga County Board of Health
Office of the Chief Fiscal
Officer 5550 Venture Drive
Parma, Ohio 44130

LATE PROPOSALS WILL NOT BE ACCEPTED

The official clock for the determination of 9:30 A.M., Local Time shall be the time clock located in the Board's Administrative Offices at the address shown above.

The proposal documents shall be submitted in a sealed envelope which is clearly identified with the above address and a description of the work to be performed as provided in the specification.

Proposals sent by facsimile or email will not be accepted.

D. TECHNICAL REQUIREMENTS

Refer to Appendix 1-4.

Only Licensed Lead Abatement Contractors currently registered, and in good standing, with the Cuyahoga County Board of Health will be considered.

E. PROPOSAL DOCUMENT REQUIREMENTS

The Respondent shall submit the following documents with the proposal:

1. Pricing Document(s) **(ORIGINAL SIGNATURE ONLY)**

All Respondents submitting proposals must submit this document signed. The pricing document is Appendix 1-4.

2. Non-Collusion Affidavit **(ORIGINAL SIGNATURE & NOTARIZED)**

All Respondents submitting proposals must submit this signed and notarized document for the proposal to be considered.

3. Respondent's Reference Sheet – Appendix 1-1.

All Respondents submitting proposals must submit this document for the proposal to be considered.

4. All Bidders are required to submit a Bid Guaranty with their bid proposal in order to be considered in the evaluation process.

§153.54 of the Ohio Revised Code [Bid guaranty to be filed with bid] provides that (A) Each person bidding for a contract with the state or any political subdivision, district, institution, or other agency thereof, excluding therefrom the department of transportation, for any public improvement shall file with the bid, a bid guaranty in the form of either:

(1) A bond in accordance with division (B) of this section for the full amount of the bid;

(2) A certified check, cashier's check, or letter of credit pursuant to Chapter

1305 of the Revised Code, in accordance with division (C) of this section. Any such letter of credit is revocable only at the option of the beneficiary state, political subdivision, district, institution, or agency. The amount of the certified check, cashier's check, or letter of credit shall be equal to ten per cent of the bid.

Bid Guaranty's will be returned, to all unsuccessful bidders, immediately. The bid guaranty will be returned to the successful bidder upon execution of a contract.

Blank copies of documents listed under Items 1, 2, and 3 above have been included in the Appendix of this specification for completion and submission by the Respondent.

DOCUMENTS LISTED UNDER 1 AND 2 MUST HAVE ORIGINAL SIGNATURES.

COPIES WILL BE ACCEPTABLE ONLY IF THEY CONTAIN ORIGINAL SIGNATURES IN BLUE INK.

IN ADDITION, ONLY THE NON-COLLUSION AFFIDAVIT SHALL BE NOTARIZED.

PROPOSALS THAT DO NOT CONTAIN THE PRICING DOCUMENT WITH AN ORIGINAL SIGNATURE, A NOTARIZED NON-COLLUSION AFFIDAVIT WITH AN ORIGINAL SIGNATURE, AND THE RESPONDENT'S REFERENCE SHEET WILL BE REJECTED.

III. PROPOSAL EVALUATION

A. CRITERIA TO BE EVALUATED

1. REQUIRED DOCUMENTS

All documents required in Section II.E. PROPOSAL DOCUMENT REQUIREMENTS must be submitted.

2. TECHNICAL REQUIREMENTS

All specifications outlined in Section II.D. TECHNICAL REQUIREMENTS must be met.

B. METHOD OF EVALUATION

The Board will review all information submitted by the Respondent and compare it to the requirements outlined in this RFP. All documents which are submitted as part of the sealed proposal process shall be evaluated. The Board reserves the right to negotiate further with one or more Respondents who submit proposals that are responsive to the requirements herein. The contract shall be awarded to the Respondent with whom the Board negotiates the best and/or lowest proposal. No consideration will be given to proposals which offer incentives or concessions.

Responses must be submitted with one (1) original and two (2) copies. All proposals submitted will become the property of the Board and will not be returned. The original proposals shall be postmarked as such or be readily identifiable as the original.

The following terms and conditions shall apply to the proposals:

1. No proposal shall be withdrawn after it has been deposited with the Board of Health.
2. All proposals submitted will be in effect for ninety (90) calendar days from the due date. Proposals will be accepted or rejected within this period.
3. The Board assumes no responsibility or liability for costs incurred in the preparation and/or submission of any proposal.
4. Corrections of errors in a proposal after the opening of proposals shall not be allowed except for extension errors and/or math errors which are clearly evident.

Correction of errors allowed by this paragraph must be accomplished within two (2) working days after the opening of proposals.

5. The Board reserves the right to consider all elements entering into the question of determining the responsibility of a Respondent.
6. The Board reserves the right to reject any or all proposals for any reason.
7. Any proposal which is incomplete, conditional, obscure, or which contains additions or deletions not called for or irregularities of any kind shall be rejected.
8. To ensure fair consideration for all respondents the Board **prohibits** prospective respondent's communication with any department or employee during the submission process. Questions relative to the specifications on the proposal shall be addressed during the pre-proposal conference.
9. Pursuant to Section 149.43 of the Ohio Revised Code, the proposal may be considered a public record and be released upon request.

The Board will treat any documents submitted with the proposal as a public document unless informed in writing by Bidder that it considers the document to contain trade secrets under Ohio law. The Board may require additional information in support of such a claim.

10. It is understood that time is of the essence and this provision applies to all terms and conditions contained herein.

IV. CONTRACTING REQUIREMENTS

See attached Appendix 1-3 for Contract Terms and Conditions.

A. CONTRACT PROCESSING

Upon notification of award, the Board will forward the completed agreement to the successful Respondent for signature via email. The selected Respondent shall email back the signed copy of the agreement to the Board for review.

B. PAYMENT PROCESSING

The Board will pay the successful Respondent per the terms of the agreement.

C. MISCELLANEOUS

If any Respondent finds any perceived conflict, error, omission or discrepancy on or between any provision of this RFP or between any part of the RFP and any applicable provision of law, the Respondent shall submit a written request for interpretation or clarification to **Judy V. Wirsching at jwirsching@ccbh.net**.

Appendix

Respondent's Reference Sheet	1-1
Non-Collusion Affidavit	1-2
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Board of Health Specifications/Respondent Pricing Sheet.....	1-5

Appendix 1-1

RESPONDENT'S REFERENCE SHEET

INSTRUCTIONS: List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	
ORGANIZATION'S NAME:	CONTACT PERSON'S NAME:
ORGANIZATION'S FULL ADDRESS:	CONTACT PERSON'S TELEPHONE NUMBER: DATE SERVICE(S) PROVIDED:
SPECIFY THE SERVICES PROVIDED:	

Appendix 1-2

NON-COLLUSION AFFIDAVIT

(THIS AFFIDAVIT MUST BE EXECUTED FOR THE PROPOSAL TO BE CONSIDERED)

STATE OF OHIO)
)
COUNTY OF CUYAHOGA) SS.

_____ being first duly sworn, deposes and says that he/she is _____ of the party making the foregoing proposal: that such proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

FURTHER AFFIANT SAYETH NAUGHT.

AFFIANT

Sworn to and subscribed before me this _____ day of _____ 2023.

NOTARY PUBLIC

My commission expires:

Appendix 1-3

CUYAHOGA COUNTY LEAD REMEDIATION CONTRACT

between

Cuyahoga County Board of Health

And

XXX

Property Address: 1563 Lakewood Ave., Lakewood, Ohio 44107

This Contract, made and entered into by and between the **Cuyahoga County Board of Health (“Board”)**, and XXX (“Contractor”), an Ohio Limited Liability Company, located at XXX.

- 1) **SCOPE OF WORK:** The scope of work for this contract is set forth in the completed Cuyahoga County Lead Remediation Specifications, attached hereto and incorporated herein by reference.
- 2) **EFFECTIVE DATE OF CONTRACT:** The Contract shall become binding upon the parties concerned when both parties have properly signed the Contract and a written Proceed Order has been issued. If a Proceed Order is not issued within 90 calendar days of submission of the contractor’s proposal, the Contractor may withdraw its proposal.
- 3) **TIME FOR PERFORMANCE:** All work to be performed by the Contractor shall be completed in accordance with the Contract **within Ninety (90) calendar days after the date of the Proceed Order**. Notwithstanding the aforesaid, the Contractor is excused from the performance time requirement if, during the progress of the work, an extension for a definite period of time is authorized in writing by the Board, or delay is caused by strikes, lockouts, fire, unusual delay in transportation, unavoidable casualties, or any other causes completely beyond the Contractor’s control.
- 4) **WORK PRACTICES:** The Contractor is to provide all labor, material and equipment necessary to complete all aspects of the work in the Contract. All materials and equipment shall be installed in accordance with the manufacturer’s specifications applicable. All labor shall be done by skilled mechanics, qualified and competent to perform the best grade of workmanship as usually recognized in the building industry. The work shall also comply with requirements of all current versions of applicable national, state and local regulations. Where there is a conflict between this Specification and the cited federal, state or local regulations or guidelines, the more restrictive or stringent requirements shall prevail. The Board reserves the right to have personnel removed from the job who are not performing their services in a workmanlike manner.

The Contractor will follow all “HUD Guidelines for the Evaluation and Control of

Lead Based Paint Hazards in Housing”, found at 24 CFR Parts 35, 36, 37. All lead remediation work shall be supervised by State of Ohio Licensed Lead Abatement Contractors and carried out by State of Ohio Licensed Lead Abatement Workers. The Contractor will not use open-flame burning, chemical strippers containing methylene chloride, dry scraping, uncontained hydro-blasting or hydro-washing, uncontained abrasive blasting, or machine sanding without HEPA attachments or heat stripping above 1100 degrees (F) at any time.

The Contractor will observe the procedures for worker protection established by the Federal Occupational Safety and Health Administration, including but not limited to:
29 CFR 1910 General Industry Standards
29 CFR 1910.1025 Lead Standards for General Industry
29 CFR 1910.134 Respiratory Protections
29 CFR 1910.1200 Hazard Communications
29 CFR 1910.245 Specifications for Accident Prevention (Sign and Tags)
29 CFR 1926 Construction Industry Standards
29 CFR 1926.62 Construction Industry Lead Standard

The contractor will dispose of waste resulting from abatement in accordance with all applicable local, State, and Federal regulations.

The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health and the Cuyahoga County Department of Development prior to payment under this contract.

- 5) **COMPLIANCE WITH CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS:** Congress has enacted Pub. L. 112-239, January 2, 2013 which mandates a pilot program entitled, "Pilot Program for Enhancement of Contractor Employee Whistleblower Protections." Pursuant to this law, the Contractor shall certify that it is in compliance with this law which certification shall verify that the Contractor did require all of its grantees, their subgrantees and subcontractors to:
1. Inform their employees working on any Federal award they are subject to the whistleblower rights and remedies of the pilot program;
 2. Inform their employees in writing of employee whistleblower protections under 41U.S.C. 4712 in the predominant native language of the workforce; and,
 3. Contractors and grantees will include such requirements in any agreement made with a subcontractor or subgrantee.
- 6) **SUBSTITUTIONS/CHANGES:** It is not the desire of the Board to exclude any products or materials of equal or greater merit to those specified herein. Trade names are designated to establish the quality desired. Contractors wishing to make substitutions under the provisions of “or equal,” will provide the Board with complete information and samples where required. All changes in the Contract (material, labor, etc.) shall be approved in advance by the Board and Contractor on a written Change Order Document.

- 7) **SAMPLES:** The Contractor shall furnish, for the approval of the Board, all samples as directed. The work shall be in accordance with the approved samples.
- 8) **MATERIAL REMOVAL/RETAINAGE:** The Contractor shall keep the premises clean and orderly during the course of the work and remove all debris upon completion of the work. Materials and equipment that have been removed as part of the work shall belong to the Contractor unless otherwise stated in the Contract. New materials remaining after installation shall belong to the Contractor and are given to the property owner solely at the discretion of the Contractor.
- 9) **UTILITIES:** The contract price is based on the Contractor using, at no cost, existing utilities such as light, heat, power and water necessary to the completion of the work.
- 10) **PERMITS/LICENSES:** All permits and licenses necessary for the completion and execution of the work shall be secured and paid for by the Contractor. All work shall be performed in conformance with all applicable federal, state, and local laws, regulations, codes and requirements. If the Contractor performs contrary to such laws, ordinances, etc., he shall bear all costs to correct the work.
- 11) **INSURANCE AND INDEMNIFICATION:** The Contractor shall maintain such insurance as will protect him from claims under Worker's Compensation Acts and other employee benefits acts, from claims for damages to property which may arise both out of and during operations under the Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by either of them. Public liability insurance protecting the Contractor and the Board shall be written for not less than \$1,000,000 per occurrence for injury to persons and not less than \$2,000,000 for damages to property. Additional pollution liability insurance for the lead remediation work will be required for not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate for injury to persons or damage to property. Certifications of proof of such insurance shall be filed with the Board prior to executing the Contract. The Contractor shall defend, indemnify and hold harmless the Board, its officers and employees, for liability and claim for damages because of bodily injury, death, property damages, sickness, disease, or loss and expense arising from the Contractor's operations under the Contract.
- 12) **SUPERINTENDENCE:** The Contractor shall furnish the Board with the name and telephone number of one State Licensed Lead Abatement Contractor who will represent the Contractor and be responsible for all the Lead Remediation Work under this contract.

Name of State Licensed Abatement Contractor (Person):

Daytime Phone Number:

- 13) **INSPECTION OF WORK:** The Board or its inspector shall at all times have access to the work. If the contract plans, instructions, law, ordinances, other applicable assistance program, or any public authority requires any work to be specifically inspected, tested or approved, the Contractor shall give the Board timely notice. Hidden work that has not been inspected may be uncovered for examination at the Contractor's own expense. If such work should be found not in accordance with this contract the Contractor shall pay such cost.
- 14) **SUBCONTRACTING:** Because this work requires a State of Ohio Lead Abatement Contractor License, subcontracting of the work is not permitted without prior written consent of the Board.
- 15) **ANTI-KICKBACK RULES:** Salaries of architects, draftsmen, technical engineers, and technicians performing work under the Contract shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 STT. 108; Title 18 U.S.C., Section 874; and Title 40 U.S.C., Section 276 c). The Contractor shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under the Contract to insure compliance by Subcontractors with such regulations, and shall be responsible for the submission of affidavits required of Subcontractors thereunder except as the Secretary of Labor may specifically provide for variation of or exemption from the requirements thereof.
- 16) **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of the Contract, the Contractor agrees as follows:
- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.
 - B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.
 - C. The Contractor will cause the foregoing provisions to be inserted in all Subcontracts for any work covered by the Contract so that such provisions will be binding upon each Subcontractor provided that the foregoing provisions shall not apply to Contracts or Subcontractors for standard

commercial supplies or raw materials.

- D. The Contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, advising the said labor union or workers' representative of the Contractor's commitments under this section and shall post copies of the notice in conspicuous place available to employees and applicants for employment.
- E. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor or the Secretary of Housing and Urban Development, or pursuant thereto, and will permit access to his books, records and accounts by the Secretary of Housing and Urban Development, or his designee, and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of the Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for future Government contractors or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

17) **DEFAULT AND TERMINATION FOR CAUSE:** In case the Contractor fails to furnish materials or execute work in accordance with the provisions of the Contract, or fails to proceed with or complete the work within the time specified in the Contract, or if the provisions of the Contract are otherwise violated by the Contractor, then in any case upon ten (10) days written notice to the Contractor, the Board shall have the right to declare Contractor in default in the performance of his obligations under Contract. Said notice shall contain the reason for the Board's intent to declare Contractor in default and unless within ten (10) days after service of said notice, the violation shall cease or satisfactory arrangements shall be made for its correction, the Contractor, by written notice, may be declared in default and his right to proceed under the Contract terminated. In the event the Contractor is thus declared to be in default, the Board, after notifying the Contractor, will proceed to have the work completed, shall apply to the cost of having the work completed any money due to Contractor under the Contract, and the Contractor shall be responsible for any damages resulting to the Board by reason of said default.

18) **METHOD OF PAYMENT:** The amount of this contract is found on Page 9 of this agreement. The full amount of this contract will be paid in one lump sum upon completion of all work to the satisfaction of the property owner and the Board, and

receipt of a satisfactory written clearance report from the Cuyahoga County Department of Development. No advances or partial payments will be made.

Payment will be mailed directly to the Contractor at the address of record within 30 days after signature of the Owner Satisfaction Statement by all parties, satisfactory inspection of the work by the Board, and receipt of all required permits, lien waivers, clearance inspection reports and any other documents reasonably requested by the Board.

- 19) **LIEN WAIVERS AND WARRANTIES REQUIRED:** Before Contractor requests a payment; he shall give the Board good and sufficient evidence that the premises are free from liens, damages, or claims against the Contractor. The Board shall reserve the right to retain out of the payment then due or thereafter to come due, an amount sufficient to indemnify the Board against all such liens, damages, and claims until the same shall be effectually satisfied, discharged and canceled. The invoice requesting Final Payment must also have attached all manufacturers and supplier's written guarantees and warranties covering materials and equipment furnished under this Contract. Neither final certificate nor payment shall relieve the Contractor of responsibility for negligence, faulty materials, or faulty workmanship within the period provided by the Board.

The Contractor warrants that materials and equipment furnished under this Agreement will be of good quality and new unless the Contract Documents, require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Specifications and Contract Documents and will be free from defects, except for those inherent in the quality of the Work unless the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements, may be considered defective. The Contractor warrants its workmanship for a period of one (1) year after acceptance of the Work by the Board. This warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

- 20) **DEFECTS AFTER COMPLETION:** The Contractor shall guarantee the work performed for a period of twelve (12) months from the date of final acceptance of all work required by the Contract. Any defects that appear within this twelve (12) month period and arise out of defective or improper materials or workmanship shall be corrected and made good by the Contractor at his expense.

- 21) **INDEPENDENT CONTRACTOR:** No Contractor, employment, joint venture or partnership has been or will be created between the parties hereto pursuant to the terms and conditions of this agreement. Inasmuch as the Board is interested in the Contractor's end product, the Board does not control the manner in which the Contractor performs this contract. The Board is not liable for the workers' compensation or unemployment compensation payments required by Chapters 4123 and 4141 of the Ohio Revised Code, respectively. In addition, the Contractor

assumes responsibility for all tax liabilities that result from compensation paid to the Contractor by the Board. The Board will report any payment made under this contract to the Internal Revenue Service on Form 1099.

No provision contained in this contract shall be construed as entitling the Contractor to participate in hospital plans, medical plans, sick leave benefits, vacation, and other benefits available to employees of the Board or to become a member of the Public Employees Retirement System (Chapter 145 of the Ohio Revised Code.).

- 22) **DISPUTE RESOLUTION PROCESS:** Board and contractor agree that any dispute or claim concerning this agreement, the project or services provided, including whether or not the dispute or claim is arbitral, will be resolved in the following manner. First, notice of such dispute or claim must be submitted within seven (7) days of the date the dispute first arose. Notice shall be in writing and shall be sent to the other party at the place identified in Section 22 below. The dispute or claim shall be heard by the Board Contract Review Committee who shall have thirty (30) to review and make a determination or achieve a satisfactory resolution. Thereafter, if not resolved, the aggrieved party shall have the right to file the matter in arbitration as follows.

Within ten (10) business days of the final decision of the Contract Review Committee, either party may submit the dispute or claim to arbitration. The arbitration proceedings will be conducted under the Commercial Arbitration Rules of the American Arbitration Association in effect at the time a demand for arbitration under the Rules is made. Arbitration shall be filed and all hearings conducted in Cuyahoga County, Ohio. The decision of the arbitrators, including determination of the amount of any damages suffered, will be exclusive, final and binding on the Board and Contractor, their heirs, executors, administrators, successors and assigns.

- 23) **NOTICES:** All notices, invoices and correspondence which may be necessary or proper for either party shall be addressed as follows:

TO THE BOARD:

Cuyahoga County Board of Health
Attention: Barry Grisez
Director – Rick Novickis
5550 Venture Drive
Parma Ohio 44130

With a copy to:

Cuyahoga County Board of Health
Attention: John Mills, General Counsel
5550 Venture Drive
Parma Ohio 44130

FOR THE CONTRACTOR:

Xxx
Xxx
Xxx
Xxx

24) **UNRESOLVED FINDING FOR RECOVERY:** Ohio Revised Code Section 9.24 prohibits the award of a contract to any Contractor against whom the Auditor of the State has issued a finding for recovery, if the finding for recovery is "unresolved" at the time of the award. By executing this contract, the Contractor warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under the Ohio revised Section 9.24. A Finding for Recovery will result in the immediate termination of this Agreement.

25) **PROHIBITED AFFILIATIONS; SUSPENSION AND DEBARMENT: CONTRACTOR** certifies, represents, and warrants that (a) none of the Contractor Parties is suspended and/or debarred from doing business with state and/or federal government programs and (b) all Contractor Parties have been cleared of debarment from the following websites, prior to executing this contract and/or providing the services described herein to the Board:

- * <http://www.sam.gov/>
- * <http://oig.hhs.gov/fraud/exclusions.asp>

Contractor will check these websites on a monthly basis during the Term with regard to the Contractor Parties. If Contractor is notified of or otherwise becomes aware of a suspension and/or debarment during the Term, Contractor will notify the Board of such suspension and/or debarment as soon as practicable, but in no event later than five (5) days after Contractor becomes aware of such occurrence.

26) **EFFECT OF ELECTRONIC SIGNATURE:** By entering into this contract, Contractor agrees on behalf of itself, its officers, employees, subcontractors, subgrantees, agents or assigns, that this transaction may be conducted by electronic means by agreeing that all documents requiring signatures by the Contractor and/or the Board may be executed by electronic means, and that the electronic signatures affixed by CCBH and/or the Contractor to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. Contractor also agrees to be bound by the provisions of Chapter 1306 of the Ohio Revised Code as it pertains to electronic transactions.

27) **INTERPRETATION:** This agreement shall be interpreted according to the laws of the State of Ohio, regardless of its place of execution. Any actions, suits, or claims that ma) arise pursuant to this Agreement shall be brought in the Cuyahoga County Court of Common Pleas, State of Ohio.

28) **SEVERABILITY:** If any provision hereof shall be determined to be invalid or

LEAD REMEDIATION CONTRACT SIGNATURE PAGE

Property Address: 1563 Lakewood Ave., Lakewood, Ohio 44107

Contract Time of Performance: _____ through _____

This contract specifically includes all 32 paragraphs of Terms and Conditions listed above.

The Contractor's authorized representative has read and is in agreement with this Contract.

Having read the Terms and Conditions and having examined the attached specifications, for the considerations named therein, the Contractor agrees to do the work listed in the Cuyahoga County Lead Remediation Specifications, attached hereto and incorporated herein by reference, at the property address stated above and on the Lead Remediation Specifications, for the lump sum price not to exceed **xxx dollars and 00/100 (\$00,000.00)**.

Electronic Signature Clause: By entering into this Contract or by submitting a bid or a proposal, I agree on behalf of the contracting or submitting business entity, its officers, employees, subcontractors, sub grantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring signatures may be executed by electronic means, and that the electronic signatures affixed to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. I also agree on behalf of the aforementioned entities and persons, to be bound by the provisions of chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of the Cuyahoga County Board of Health.

FOR THE BOARD:

Approved as to form.

Roderick Harris, DrPH
Health Commissioner

John Mills
General Counsel

Date: _____

Date: _____

FOR THE CONTRACTOR:

Name
Title

Print name
Date: _____

Please initial in the right hand column next to each criteria met	INITIAL
--------------------------------------------------------------------------	----------------

1 Bidder is in compliance with Ohio's Drug-Free Workplace requirements, including, but not limited to, maintaining a substance abuse policy that its personnel are subject to on the contract (the successful bidder shall provide this policy upon request).	1
2 Bidder does not have an Experience Modification Rating greater than 1.5 with respect to the Bureau of Workers Compensation risk assessment rating.	2
3 Bidder is in compliance and will remain in compliance with Federal and Ohio Equal Opportunity Employment Laws.	3
4 Bidder will pay the prevailing wage rate and comply with other provisions set forth in Sections 4115.03 through 4115.16 of the Ohio Revised Code and Sections 4101:9-4-01 through 4101:9-4-28 of the Ohio Administrative Code, including, but not limited to, the filing of certified payroll reports.	4
5 Bidder has not been debarred from public contracts for prevailing wage violations or found or determined by the state to have underpaid the required prevailing wage, whether intentionally or unintentionally, even if settled subsequent to the finding, more than three (3) times in the last ten (10) years, provided that, when aggregating for any single project, no finding of an underpaid amount of less than \$1,000.00 shall be considered, and no single finding based upon a journeyman-to-apprenticeship ratio shall be considered a violation of this provision unless as part of multiple, similar findings.	5
6 Bidder has not been penalized or debarred from any federal, state, or local public contract or falsified certified payroll records, or has otherwise been found, after appeals, to have violated the Fair Labor Standards Act in the past seven (7) years, or during the bidders' entire time of doing business, if less than seven (7) years.	6
7 Bidder has not had the professional license of any of its employees revoked for malfeasance or misfeasance.	7
8 Bidder has not violated any unemployment or workers compensation law during the past five (5) years, or during the bidder's entire time of doing business, if less than five (5) years.	8
9 Bidder does not have final, unsatisfied judgments against it which in total amount to 50% or more of the contract amount.	9
10 Bidder will utilize, for work performed under the contract, supervisory personnel that have three (3) or more years of experience in the specific trade and who maintain the appropriate state license(s), if any.	10
11 Bidder is properly licensed to perform all work as follows: (1) if performing a trades contract, shall be licensed pursuant to Ohio Revised Code Section 4740 as a heating, ventilating, and air conditioning contractor, refrigeration contractor, electrical contractor, plumbing contractor, or hydronics contractor; (2) if performing work regulated under Section 3737.65 of the Ohio Revised Code, be certified by the State Fire Marshall; and (3) if performing work under any other trade, occupation, or profession licensed under Title 47 of the Ohio Revised Code, be licensed for that trade, occupation, or profession as provided in the Ohio Revised Code. If the applicable contract does not involve any of the above-described work, Bidder shall place "N/A" and his/her initials in the box to the right.	11
12 Bidder will, if performing a trades contract pursuant to Ohio Revised Code Section 4740, not subcontract more than twenty-five percent (25%) of the labor, excluding materials, for its awarded contract, unless to subcontractors also licensed pursuant to Ohio Revised Code Section 4740 or certified by the State Fire Marshall pursuant to Ohio Revised Code Section 3737.65. If the applicable contract does not involve this type of work, Bidder shall place "N/A" and his/her initials in the box to the right.	12
13 Bidder will provide access as needed and allow the Contractor of the Inspector General to perform the functions provided for in Section 4.12 of the Contracting Ordinance.	13
14 Bidder will require all if its subcontractors, at the time of execution of a subcontract, to make all of the certifications required within this form, except for certification numbers 7, 8, and 10. If the applicable contract does not involve the use of subcontractors, Bidder shall place "N/A" and his/her initials in the box to the right.	14
15 Bidder has met and will comply with all provisions of state law relating to ethics. Bidder has also met and will comply with all applicable Cuyahoga County Ordinances, including, but not limited to, the Ethics Ordinance, Inspector General Ordinance and the Contracting Ordinance.	15

Printed Name: _____ **Company:** _____

Signature: _____ **Date:** _____

Appendix 1-4

CERTIFICATION OF COMPLIANCE WITH SECTION 3517.13 OF THE O.R.C.

CONTRACTS AWARDED TO INDIVIDUAL, PARTNERSHIP, OTHER UNINCORPORATED BUSINESS, ASSOCIATION (INCLUDING A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785), ESTATE, OR TRUST MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517.13(1)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- THE INDIVIDUAL
- EACH PARTNER OR OWNER OF THE PARTNERSHIP OR UNINCORPORATED BUSINESS
- EACH SHAREHOLDER OF THE ASSOCIATION
- EACH ADMINISTRATOR OF THE ESTATE
- EACH EXECUTOR OF THE ESTATE
- EACH TRUSTEE OF THE TRUST
- EACH SPOUSE OF ANY OF THE PRECEEDING PERSONS
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF ANY OF THE PRECEEDING PERSONS
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

o CONTRACTS A WARDED TO A CORPORATION OR BUSINESS TRUST (EXCEPT A PROFESSIONAL ASSOCIATION ORGANIZED UNDER CHAPTER 1785) MUST CONTAIN THE FOLLOWING CERTIFICATION:

Any contract for goods or services costing more than five hundred dollars must contain a certification by the contracting entity (vendor) that all of the following persons are in compliance with 3517. 13(J)(1), limiting campaign contributions to the holder of the public office having the ultimate responsibility for the award of the contract:

- EACH OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH SPOUSE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- EACH CHILD SEVEN YEARS TO SEVENTEEN YEARS OF AGE OF AN OWNER OF MORE THAN TWENTY PER CENT OF THE CORPORATION OR BUSINESS TRUST
- ANY COMBINATION OF THE PERSONS LISTED ABOVE

It is hereby certified that all of the persons listed above are in compliance with section *3517.13(1)(1) or 3517.13(J)(1)* of the Ohio Revised Code.

IF CONTRACTING ENTITY IS A NONPROFIT CORPORATION ESTABLISHED UNDER ORC CHAPTER 1702, THE UNDERSIGNED CERTIFIES THAT SECTIONS 3517.13(1)(1) AND 3517.13(J)(1) ARE NOT APPLICABLE TO THE CONTRACTING ENTITY.

PRINTED NAME

TITLE

SIGNATURE

DATE

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

This is a quote request for the following project:

This quote covers all work specified in this document. All labor, materials, services and/or equipment cost necessary for the completion of the work is included in each specified line item.

If a multi-unit, each unit is to have a separate quote. There should also be a listed Total Project Quote. Only one contract will be awarded for the entire project.

This proposed quote is valid for a period of 60 days from the date submitted.

The undersigned, having become thoroughly familiar with the terms and conditions of the specifications, local conditions affecting performance and cost, and having inspected the site, hereby agrees to fully perform the proposed work within the time stated in the contract for the sum of money as detailed below:

Tenant	Scott Heasley, 216-634-0627 1563 Lakewood Ave. Apt 1, Lakewood, OH 44107	Total Attachment # 1 \$ _____
Tenant	Kyaw Baw, 216-377-9979 1563 Lakewood Ave. Apt 2, Lakewood, OH 44107	Total Attachment # 2 \$ _____
Tenant	Eh, Sa Loo, David, 216-221-1526 1563 Lakewood Ave. Apt 3, Lakewood, OH 44107	Total Attachment # 3 \$ _____
Tenant	Arrow, Rosalin Kwah, Law, 216-221-1526 1563 Lakewood Ave. Apt 4, Lakewood, OH 44107	Total Attachment # 4 \$ _____
	Common Area, 1563 Lakewood Ave, Lakewood, OH 44107	Total Attachment # 5 \$ _____

Total for all attachments: _____

\$ _____

Owner of Property: (if not indicated above)

Property Manager-Scott Heasley-216-634-0627

Owner-John Stavlas-440-864-5381

For Questions, Please Contact:

Neil Ammons, Building Rehabilitation Specialist

Phone **216-698-2467**

Cuyahoga County, Department of Development

Contractor Submitting Quote:

Company Name: _____

Address: _____

City, St, Zip: _____

Phone: _____

Authorized Signature: _____ Date: _____

Completed quote shall be emailed to Marlene Skovenski at mskovenski@ccbh.net or delivered to the Cuyahoga County Board of Health, 5550 Venture Dr. Parma, prior to close of business on stated due date to be considered.

Board of Health Quote Request

Lead Project Requirements:

Lead Hazard Control Guidelines

Follow all "HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing", found at 24 CFR Parts 35, 36, 37. All lead remediation work shall be supervised by State of Ohio Licensed Lead Abatement Contractors and carried out by State of Ohio Licensed Lead Abatement Workers. The Contractor will not use open flame burning, chemical strippers containing methylene chloride, dry scraping, uncontained hydro blasting or hydro washing, uncontained abrasive blasting, or machine sanding without HEPA attachments or heat stripping above 1100 degrees (F) at any time.

The contractor will dispose of waste resulting from abatement in accordance with all applicable local, state, and federal regulations.

Worker Safety

The Contractor will observe the procedures for worker protection established by the Federal Occupational Safety and Health Administration, including but not limited to:

- 29 CFR 1910 General Industry Standards
- 29 CFR 1910.1025 Lead Standards for General Industry
- 29 CFR 1910.134 Respiratory Protections
- 29 CFR 1910.1200 Hazard Communications
- 29 CFR 1910.245 Specifications for Accident Prevention (Sign and Tags)
- 29 CFR 1926 Construction Industry Standards
- 29 CFR 1926.62 Construction Industry Lead Standard

Notification Requirements

If a conflict, error, omissions, or lack of detailed description is discovered in the specification documents, the contractor shall immediately notify the specification writer and request clarification. The specification writer will make any corrections or interpretations necessary to fulfill the intent of the specifications.

Notify the Cuyahoga County Board of Health of the start date and clearance date 5 days prior to the start date.

Provide copies of Ohio Departments of Health's 3 day online notification.

Building Permit Requirements

Contractors are required to register with the municipality. All permits or licenses necessary for the new construction or alteration to the structure must be obtained and submitted to the Cuyahoga County Board of Health. Permits are to be posted and visible from the street. No homeowner permits are allowed. Contractors are responsible for obtaining any progress or final inspections from the local building department. If applicable, contractor must obtain architectural board approval for all windows/coiling including: color, type, style and grid pattern.

Guarantee

The contractor shall guarantee the work performed for a period of twelve (12) months from the date of final acceptance of all work required by the contract. Any defects that appear within this twelve (12) month period and arise out of defective or improper materials or workmanship shall be corrected and made good by the contractor at contractor expense.

All documentation necessary for manufactures warranties shall be left with the home owner.

All measurements listed in these specifications are estimates and should not be used to base your price on. The contractor is responsible to measure and appropriately price each item listed.

All Products and materials shall be used and installed according to manufactures specifications and instructions.

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1

Lead

1 Lead Project Protocol and Final Clearance:

*HUD Guidelines: All aspects of the job shall follow HUD Guidelines which includes high dust and low dust containment and proper demolition and debris disposal.

*Clearance: The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health. Cleaning performance standards can be found in the HUD Guidelines - Chapter 14, Cleaning: How to do it.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf>

*Ground cover: Use ground cover to address bare soil as needed in areas adjacent to lead work unless otherwise specified.

*Furnace Filter replacement: Replace furnace filter with high -particulate pleated filter.

*Paint and Sealant: Coat interior trim and floors as needed to pass clearance. Coat any areas not specifically listed in these specifications as needed to ensure a non-porous surface that will allow for a proper clearance. Colors shall match existing colors and include all areas of the house.

1.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1 (continued)

2 Install Wood Replacement Window:"Historic" (No Coil Allowed)

Windows shall be prefabricated and constructed using all wood construction. Exterior to be white aluminum clad. Interior to be factory finished white. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. When using double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntins shall be true divided light architectural series (muntin bars shall be placed on exterior, interior, and between the panes of glass) Per Cuyahoga County Planning Commission; Acceptable Brands for HISTORIC are *Pella Architect Series*, *Jeld Wen custom wood series* and *Trimline DR 200 series*.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows, remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime window jamb opening and exterior window casing. PER HISTORIC PROTOCOL NO COIL ALLOWED, exterior trim must be painted. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

2-Side A, Double Hung

2.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1 (continued)

3 Install Vinyl Replacement Window:"Historic"(No Coil Allowed)

Windows shall be prefabricated and constructed using welded frame and welded sash white on white vinyl. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. Double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntin detail shall be replicated in-between the glass.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stops and parting beads. New Stops shall be installed. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all rotted wood found. For Double Hung Windows; remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime jamb opening. Paint All Exterior trim. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

- 3-Side C, Double Hung
- 1-Side C, Awning
- 5-Side D, Double Hung
- 1-Side D, Awning

10.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1 (continued)

4 Install Wood Entry Door(s): (HISTORIC-NO COIL)

Install new pre-hung, factory finished, WOOD door with new jam, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing door in size, swing, style and mullion design unless otherwise stated. New door to have panel design and glass sections that are period appropriate door design and solid panels shall be recessed. If original door is still in place, glass panel should closely match existing. **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Re-frame as needed to accept new door. Replace rotted wood, prime any remaining painted areas. Install new door and insulate between door jam and framing with fiberglass insulation. Seal as needed using urethane caulk. **PER HISTORIC PROTOCOL NO COIL**, prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side A, To Front Porch (Must Match Existing 15 lite)

1.00 Quantity \$ _____

5 Replace Exterior Storm Door: (HISTORIC)

Provide new pre-finished aluminum storm door with screen and storm window. Door shall be 1¼ inch thick. Door shall be full view with clear glass unless otherwise stated. (INCLUDE: All new hardware - hinge, upper and lower door pump, latch, lock and handle) **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

Remove and discard existing storm door. New door to be installed according to manufacturer's specifications and instructions unless otherwise indicated in writing. All state and local building codes shall also be observed. In addition, this project shall be completed in a lead safe manner following HUD guidelines. Fit and adjust storm door to ensure proper operation and latching. Swing to compliment exterior door. Caulk flange and adjust sweep to provide leak-free installation.

Pull Permits and obtain inspections as required by local building authority.

1-Side A, To Front Porch

1.00 each \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1 (continued)

6 Install Fiberglass Entry Door(s): (No Coil Allowed)

Install new pre-hung, fiberglass door with new jamb, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing in size, swing, style and mullion design unless otherwise stated. Examples of acceptable fiberglass doors are (*Therma-tru-Smooth-Star*) or (*Jeld-wen-Smooth-Pro*) Other doors must be approved by the Department of Development before installation.

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Replace rotted wood and re-frame as needed to accept new door. Install new door and insulate between door jamb and framing with fiberglass insulation. Seal as needed using urethane caulk. Prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted including threshold. Doors shall be painted and finished per manufactures specifications at time of installation.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side B, Kitchen Door to Rear Common Hall (Change to standard 6-panel door with peep hole)

**Storm door shall be left off

**Burglar strike plate shall be used

**Wide Jamb

1.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1 (continued)

7 Make Existing Interior Door(s) Lead Safe:

This specification shall be completed in a lead safe manner following HUD Guidelines. Remove a minimum of one inch of paint from the perimeter of the doors surface that impacts the door stop. Remove all paint from door edges that may rub on door jamb. Wet scrape and wet sand paint to feather remaining paint to a smooth transition on both sides of the door slabs. Remove existing door stops and replace with new. Prime and paint with two coats the entire door assembly including; the door slab, jambs, stops, header, threshold, interior and exterior casing and all trim. Replace any damaged or missing hardware including the door hinges, lockset, and latch. Adjust and trim door to properly close without rubbing on any part of the jambs, header, threshold, or floor. Take pictures of stripped door edge as evidence it was properly completed.

As Listed:

- 1-Bedroom #1
- 1-Bedroom #2
- 1-Bathroom

3.00 Quantity \$ _____

8 Interior Paint Stabilization:

Wet scrape all loose, peeling, blistered, cracked paint. Remove all hooks, nails, brackets, pipes, and unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective and missing materials to ensure a sound surface. Feather edges of remaining paint and sand to a dull gloss with wet sand paper. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackling compound. Protect surrounding surfaces from paint spatter. **FULL PRIME**; then paint to hide with acrylic paint. Owner should sign off on paint color even if using the same color paint.

As Listed:

- Hall Closet
- **Trim-All
- **Shelves-All
- **Drawers-All
- **Doors-All
- **Walls-All

Eliminate all friction surfaces.

100.00 Sq. Ft. \$ _____

Lead Total \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 1 (continued)

Healthy Homes

9 Install Combination Smoke and Carbon Monoxide Detectors

Remove existing detectors and install new combination smoke and carbon monoxide detectors.
 Detectors for smoke shall be photoelectric and have a 10 year battery life.
 Product Standard: First Alert-Model PRC710 or equivalent.
 Detectors shall be centrally located in each area listed below.
 Detectors may be located at the top or bottom of stairwells. Detectors shall not be located in the run of a stairwell.
 Manual shall be left on site.

- 1-Dinning Room
- 1-Bedroom #1
- 1-Bedroom #2

3.00 Quantity \$ _____

Healthy Homes Total	\$ _____
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Total Attachment # 1	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
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Attachment # 2

Lead

1 Lead Project Protocol and Final Clearance:

*HUD Guidelines: All aspects of the job shall follow HUD Guidelines which includes high dust and low dust containment and proper demolition and debris disposal.

*Clearance: The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health. Cleaning performance standards can be found in the HUD Guidelines - Chapter 14, Cleaning: How to do it.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf>

*Ground cover: Use ground cover to address bare soil as needed in areas adjacent to lead work unless otherwise specified.

*Furnace Filter replacement: Replace furnace filter with high -particulate pleated filter.

*Paint and Sealant: Coat interior trim and floors as needed to pass clearance. Coat any areas not specifically listed in these specifications as needed to ensure a non-porous surface that will allow for a proper clearance. Colors shall match existing colors and include all areas of the house.

1.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
------	---------------	---------------	------------

Attachment # 2 (continued)

2 Install Wood Replacement Window:"Historic" (No Coil Allowed)

Windows shall be prefabricated and constructed using all wood construction. Exterior to be white aluminum clad. Interior to be factory finished white. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. When using double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntins shall be true divided light architectural series (muntin bars shall be placed on exterior, interior, and between the panes of glass) Per Cuyahoga County Planning Commission; Acceptable Brands for HISTORIC are *Pella Architect Series*, *Jeld Wen custom wood series* and *Trimline DR 200 series*.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows, remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime window jamb opening and exterior window casing. PER HISTORIC PROTOCOL NO COIL ALLOWED, exterior trim must be painted. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

4-Side A, Double Hung

4.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 2 (continued)

3 Install Vinyl Replacement Window:"Historic"(No Coil Allowed)

Windows shall be prefabricated and constructed using welded frame and welded sash white on white vinyl. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. Double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntin detail shall be replicated in-between the glass.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stops and parting beads. New Stops shall be installed. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all rotted wood found. For Double Hung Windows; remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime jamb opening. Paint All Exterior trim. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

- 1-Side B, Awning
- 5-Side B, Double hung
- 1-Side C, Awning
- 1-Side C, Double Hung

8.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 2 (continued)

4 Install Wood Entry Door(s): (HISTORIC-NO COIL)

Install new pre-hung, factory finished, WOOD door with new jam, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing door in size, swing, style and mullion design unless otherwise stated. New door to have panel design and glass sections that are period appropriate door design and solid panels shall be recessed. If original door is still in place, glass panel should closely match existing. **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Re-frame as needed to accept new door. Replace rotted wood, prime any remaining painted areas. Install new door and insulate between door jam and framing with fiberglass insulation. Seal as needed using urethane caulk. **PER HISTORIC PROTOCOL NO COIL**, prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side A, to Front Porch (Match 15 Lite design)

1.00 Quantity \$ _____

5 Replace Exterior Storm Door: (HISTORIC)

Provide new pre-finished aluminum storm door with screen and storm window. Door shall be 1¼ inch thick. Door shall be full view with clear glass unless otherwise stated. (INCLUDE: All new hardware - hinge, upper and lower door pump, latch, lock and handle) **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

Remove and discard existing storm door. New door to be installed according to manufacturer's specifications and instructions unless otherwise indicated in writing. All state and local building codes shall also be observed. In addition, this project shall be completed in a lead safe manner following HUD guidelines. Fit and adjust storm door to ensure proper operation and latching. Swing to compliment exterior door. Caulk flange and adjust sweep to provide leak-free installation.

Pull Permits and obtain inspections as required by local building authority.

1-Side A, Front Door

1.00 each \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 2 (continued)

6 Install Fiberglass Entry Door(s): (No Coil Allowed)

Install new pre-hung, fiberglass door with new jamb, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing in size, swing, style and mullion design unless otherwise stated. Examples of acceptable fiberglass doors are (*Therma-tru-Smooth-Star*) or (*Jeld-wen-Smooth-Pro*) Other doors must be approved by the Department of Development before installation.

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Replace rotted wood and re-frame as needed to accept new door. Install new door and insulate between door jamb and framing with fiberglass insulation. Seal as needed using urethane caulk. Prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted including threshold. Doors shall be painted and finished per manufactures specifications at time of installation.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side D, Kitchen Door to Rear Common Hall (Change to standard 6-panel door with peep hole)

**Storm door shall be left off

**Burglar strike plate shall be used

**Wide Jamb

1.00 Quantity \$ _____

Lead Total \$ _____

Total Attachment # 2 \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3

Lead

1 Lead Project Protocol and Final Clearance:

*HUD Guidelines: All aspects of the job shall follow HUD Guidelines which includes high dust and low dust containment and proper demolition and debris disposal.

*Clearance: The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health. Cleaning performance standards can be found in the HUD Guidelines - Chapter 14, Cleaning: How to do it.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf>

*Ground cover: Use ground cover to address bare soil as needed in areas adjacent to lead work unless otherwise specified.

*Furnace Filter replacement: Replace furnace filter with high -particulate pleated filter.

*Paint and Sealant: Coat interior trim and floors as needed to pass clearance. Coat any areas not specifically listed in these specifications as needed to ensure a non-porous surface that will allow for a proper clearance. Colors shall match existing colors and include all areas of the house.

1.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3 (continued)

2 Install Wood Replacement Window:"Historic" (No Coil Allowed)

Windows shall be prefabricated and constructed using all wood construction. Exterior to be white aluminum clad. Interior to be factory finished white. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. When using double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntins shall be true divided light architectural series (muntin bars shall be placed on exterior, interior, and between the panes of glass) Per Cuyahoga County Planning Commission; Acceptable Brands for HISTORIC are *Pella Architect Series*, *Jeld Wen custom wood series* and *Trimline DR 200 series*.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows, remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime window jamb opening and exterior window casing. PER HISTORIC PROTOCOL NO COIL ALLOWED, exterior trim must be painted. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

2-Side A, Double Hung

2.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3 (continued)

3 Install Vinyl Replacement Window:"Historic"(No Coil Allowed)

Windows shall be prefabricated and constructed using welded frame and welded sash white on white vinyl. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. Double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntin detail shall be replicated in-between the glass.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stops and parting beads. New Stops shall be installed. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all rotted wood found. For Double Hung Windows; remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime jamb opening. Paint All Exterior trim. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

- 3-Side C, Double Hung
- 1-Side C, Awning
- 5-Side D, Double Hung
- 1-Side D, Double Hung

10.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3 (continued)

4 Install Wood Entry Door(s): (HISTORIC-NO COIL)

Install new pre-hung, factory finished, WOOD door with new jam, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing door in size, swing, style and mullion design unless otherwise stated. New door to have panel design and glass sections that are period appropriate door design and solid panels shall be recessed. If original door is still in place, glass panel should closely match existing. **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Re-frame as needed to accept new door. Replace rotted wood, prime any remaining painted areas. Install new door and insulate between door jam and framing with fiberglass insulation. Seal as needed using urethane caulk. **PER HISTORIC PROTOCOL NO COIL**, prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side A, To Front Porch (Must Match Existing 15 lite)

1.00 Quantity \$ _____

5 Replace Exterior Storm Door: (HISTORIC)

Provide new pre-finished aluminum storm door with screen and storm window. Door shall be 1¼ inch thick. Door shall be full view with clear glass unless otherwise stated. (INCLUDE: All new hardware - hinge, upper and lower door pump, latch, lock and handle) **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

Remove and discard existing storm door. New door to be installed according to manufacturer's specifications and instructions unless otherwise indicated in writing. All state and local building codes shall also be observed. In addition, this project shall be completed in a lead safe manner following HUD guidelines. Fit and adjust storm door to ensure proper operation and latching. Swing to compliment exterior door. Caulk flange and adjust sweep to provide leak-free installation.

Pull Permits and obtain inspections as required by local building authority.

1-Side A, To Front Porch

1.00 each \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3 (continued)

6 Install Fiberglass Entry Door(s): (No Coil Allowed)

Install new pre-hung, fiberglass door with new jamb, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing in size, swing, style and mullion design unless otherwise stated. Examples of acceptable fiberglass doors are (*Therma-tru-Smooth-Star*) or (*Jeld-wen-Smooth-Pro*) Other doors must be approved by the Department of Development before installation.

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Replace rotted wood and re-frame as needed to accept new door. Install new door and insulate between door jamb and framing with fiberglass insulation. Seal as needed using urethane caulk. Prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted including threshold. Doors shall be painted and finished per manufactures specifications at time of installation.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side B, Kitchen to Rear Common Hall (Change to standard 6-panel door with peep hole)

**Shall Have burglar strike Plate

**Leave Storm Door Off

**Wide Jamb

1.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3 (continued)

7 Make Existing Interior Door(s) Lead Safe:

This specification shall be completed in a lead safe manner following HUD Guidelines. Remove a minimum of one inch of paint from the perimeter of the doors surface that impacts the door stop. Remove all paint from door edges that may rub on door jamb. Wet scrape and wet sand paint to feather remaining paint to a smooth transition on both sides of the door slabs. Remove existing door stops and replace with new. Prime and paint with two coats the entire door assembly including; the door slab, jambs, stops, header, threshold, interior and exterior casing and all trim. Replace any damaged or missing hardware including the door hinges, lockset, and latch. Adjust and trim door to properly close without rubbing on any part of the jambs, header, threshold, or floor. Take pictures of stripped door edge as evidence it was properly completed.

As Listed:

- 1-Bedroom #1
- 1-Bedroom #2
- 1-Bathroom

3.00 Quantity \$ _____

8 Interior Paint Stabilization:

Wet scrape all loose, peeling, blistered, cracked paint. Remove all hooks, nails, brackets, pipes, and unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective and missing materials to ensure a sound surface. Feather edges of remaining paint and sand to a dull gloss with wet sand paper. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackling compound. Protect surrounding surfaces from paint spatter. **FULL PRIME**; then paint to hide with acrylic paint. Owner should sign off on paint color even if using the same color paint.

As Listed:

- Hall Closet
- **Trim-All
- **Shelves-All
- **Drawers-All
- **Doors-All
- **Walls-All

Eliminate all friction surfaces.

100.00 Sq. Ft. \$ _____

Lead Total \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 3 (continued)

Healthy Homes

9 Install Combination Smoke and Carbon Monoxide Detectors

Remove existing detectors and install new combination smoke and carbon monoxide detectors.
 Detectors for smoke shall be photoelectric and have a 10 year battery life.
 Product Standard: First Alert-Model PRC710 or equivalent.
 Detectors shall be centrally located in each area listed below.
 Detectors may be located at the top or bottom of stairwells. Detectors shall not be located in the run of a stairwell.
 Manual shall be left on site.

- 1-Dinning Room
- 1-Bedroom #1
- 1-Bedroom #2

3.00 Quantity \$ _____

Healthy Homes Total	\$ _____
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Total Attachment # 3	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
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Attachment # 4

Lead

1 Lead Project Protocol and Final Clearance:

*HUD Guidelines: All aspects of the job shall follow HUD Guidelines which includes high dust and low dust containment and proper demolition and debris disposal.

*Clearance: The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health. Cleaning performance standards can be found in the HUD Guidelines - Chapter 14, Cleaning: How to do it.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf>

*Ground cover: Use ground cover to address bare soil as needed in areas adjacent to lead work unless otherwise specified.

*Furnace Filter replacement: Replace furnace filter with high -particulate pleated filter.

*Paint and Sealant: Coat interior trim and floors as needed to pass clearance. Coat any areas not specifically listed in these specifications as needed to ensure a non-porous surface that will allow for a proper clearance. Colors shall match existing colors and include all areas of the house.

1.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 4 (continued)

2 Install Wood Replacement Window:"Historic" (No Coil Allowed)

Windows shall be prefabricated and constructed using all wood construction. Exterior to be white aluminum clad. Interior to be factory finished white. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. When using double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntins shall be true divided light architectural series (muntin bars shall be placed on exterior, interior, and between the panes of glass) Per Cuyahoga County Planning Commission; Acceptable Brands for HISTORIC are *Pella Architect Series*, *Jeld Wen custom wood series* and *Trimline DR 200 series*.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows, remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime window jamb opening and exterior window casing. PER HISTORIC PROTOCOL NO COIL ALLOWED, exterior trim must be painted. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

4-Side A, Double Hung

4.00 Quantity

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 4 (continued)

3 Install Vinyl Replacement Window:"Historic"(No Coil Allowed)

Windows shall be prefabricated and constructed using welded frame and welded sash white on white vinyl. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. Double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntin detail shall be replicated in-between the glass.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stops and parting beads. New Stops shall be installed. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all rotted wood found. For Double Hung Windows; remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime jamb opening. Paint All Exterior trim. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

-
- 1-Side B, Awning
- 5-Side B, Double hung
- 1-Side C, Awning
- 1-Side C, Double Hung

8.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 4 (continued)

4 Install Wood Entry Door(s): (HISTORIC-NO COIL)

Install new pre-hung, factory finished, WOOD door with new jam, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing door in size, swing, style and mullion design unless otherwise stated. New door to have panel design and glass sections that are period appropriate door design and solid panels shall be recessed. If original door is still in place, glass panel should closely match existing. **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Re-frame as needed to accept new door. Replace rotted wood, prime any remaining painted areas. Install new door and insulate between door jam and framing with fiberglass insulation. Seal as needed using urethane caulk. **PER HISTORIC PROTOCOL NO COIL**, prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side A, to Front Porch (Match 15 Lite design)

1.00 Quantity \$ _____

5 Replace Exterior Storm Door: (HISTORIC)

Provide new pre-finished aluminum storm door with screen and storm window. Door shall be 1¼ inch thick. Door shall be full view with clear glass unless otherwise stated. (INCLUDE: All new hardware - hinge, upper and lower door pump, latch, lock and handle) **NEW REPLACEMENT DOOR MUST BE APPROVED, IN WRITING, FOR HISTORIC INTEGRITY BY Heather Rudge @ HP Group LLC (216) 302-3510 or heather@hpgroup-llc.com BEFORE INSTALLATION.**

Remove and discard existing storm door. New door to be installed according to manufacturer's specifications and instructions unless otherwise indicated in writing. All state and local building codes shall also be observed. In addition, this project shall be completed in a lead safe manner following HUD guidelines. Fit and adjust storm door to ensure proper operation and latching. Swing to compliment exterior door. Caulk flange and adjust sweep to provide leak-free installation.

Pull Permits and obtain inspections as required by local building authority.

1-Side A, to Front Porch

1.00 each \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 4 (continued)

6 Install Fiberglass Entry Door(s): (No Coil Allowed)

Install new pre-hung, fiberglass door with new jamb, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing in size, swing, style and mullion design unless otherwise stated. Examples of acceptable fiberglass doors are (*Therma-tru-Smooth-Star*) or (*Jeld-wen-Smooth-Pro*) Other doors must be approved by the Department of Development before installation.

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Replace rotted wood and re-frame as needed to accept new door. Install new door and insulate between door jamb and framing with fiberglass insulation. Seal as needed using urethane caulk. Prime and paint all exterior casing and trim to match house. Interior casing and trim shall match existing in design detail and be primed and painted with two coats to match existing. All new exposed wood shall be painted including threshold. Doors shall be painted and finished per manufactures specifications at time of installation.

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE DOOR BRAND: _____

NOTE DOOR SUPPLIER: _____

1-Side D, Kitchen Door to Rear Common Hall (Change to standard 6-panel door with peep hole)

**Storm door shall be left off

**Burglar strike plate shall be used

**Wide Jamb

1.00 Quantity \$ _____

Lead Total \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 4 (continued)

Healthy Homes

7 Install Combination Smoke and Carbon Monoxide Detectors

Remove existing detectors and install new combination smoke and carbon monoxide detectors.
 Detectors for smoke shall be photoelectric and have a 10 year battery life.
 Product Standard: First Alert-Model PRC710 or equivalent.
 Detectors shall be centrally located in each area listed below.
 Detectors may be located at the top or bottom of stairwells. Detectors shall not be located in the run of a stairwell.
 Manual shall be left on site.

- 1-Dinning Room
- 1-Br #1
- 1-Br #2
- 1-Br #3

4.00 Quantity \$ _____

Healthy Homes Total	\$ _____
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Total Attachment # 4	\$ _____
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Item	Specification	Quantity/Unit	Total Cost
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Attachment # 5

Lead

1 Lead Project Protocol and Final Clearance:

*HUD Guidelines: All aspects of the job shall follow HUD Guidelines which includes high dust and low dust containment and proper demolition and debris disposal.

*Clearance: The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health. Cleaning performance standards can be found in the HUD Guidelines - Chapter 14, Cleaning: How to do it.
<http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf>

*Ground cover: Use ground cover to address bare soil as needed in areas adjacent to lead work unless otherwise specified.

*Furnace Filter replacement: Replace furnace filter with high -particulate pleated filter.

*Paint and Sealant: Coat interior trim and floors as needed to pass clearance. Coat any areas not specifically listed in these specifications as needed to ensure a non-porous surface that will allow for a proper clearance. Colors shall match existing colors and include all areas of the house.

1.00 Quantity \$ _____

2 Exterior Paint Stabilization:

Wet scrape all loose, peeling, blistered, cracked paint. Remove all hooks, nails, brackets, pipes, and unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective and missing materials to ensure a sound surface. Feather edges of remaining paint and sand to a dull gloss with wet sand paper. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackling compound. Protect surrounding surfaces from paint spatter. **FULL PRIME** and then paint to hide with acrylic paint. Owner should sign off on paint color even if using the same color paint.

As Listed:

Side A, Soffit - All

Side A, Soffit Support Beams (Decorative)

Side C, Both Brown and White Painted Areas Around Exterior Common Hall Door and windows.

350.00 Sq. Ft. \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 5 (continued)

3 Install Wood Replacement Window:"Historic" (No Coil Allowed)

Windows shall be prefabricated and constructed using all wood construction. Exterior to be white aluminum clad. Interior to be factory finished white. The new window shall be Energy Star rated for Northern Zone with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung and Slider windows shall have 1/2 screens. Hopper and Awning windows shall have full screens. When using double hung windows both sashes shall have tilt in capability. Unless otherwise specified, all windows shall match existing windows in style and muntin detail. Muntins shall be true divided light architectural series (muntin bars shall be placed on exterior, interior, and between the panes of glass) Per Cuyahoga County Planning Commission; Acceptable Brands for HISTORIC are *Pella Architect Series*, *Jeld Wen custom wood series* and *Trimline DR 200 series*.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows, remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime window jamb opening and exterior window casing. PER HISTORIC PROTOCOL NO COIL ALLOWED, exterior trim must be painted. Install new window using appropriate fasteners. Window shall be centered in opening with no more than 1/4 inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

NOTE WINDOW BRAND: _____

NOTE WINDOW SUPPLIER: _____

2-Side A, Common Hall-Double Hung
4-Side A, Basement-Fixed (May be sash only)

6.00 Quantity \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 5 (continued)

4 Install Glass Block Windows:

Window shall be glass block with one vent section per opening. Clear obscure block shall be used on all windows.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove existing window sash and trim. Install new Glass Block window in opening. Window should be centered in opening. Properly strike all joints and seal both sides. Contact local building department and pull all necessary permits and obtain inspections as required

If Dryer vent is present in window new window shall also have dryer vent.

Basement Windows-All Side B, C, And D windows.

14.00 Quantity \$ _____

5 Interior Paint Stabilization:

Wet scrape all loose, peeling, blistered, cracked paint. Remove all hooks, nails, brackets, pipes, and unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective and missing materials to ensure a sound surface. Feather edges of remaining paint and sand to a dull gloss with wet sand paper. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackling compound. Protect surrounding surfaces from paint spatter. **FULL PRIME**; then paint to hide with acrylic paint. Owner should sign off on paint color even if using the same color paint.

As Listed:

Side A, Front Common Hall

**Walls-All

**Painted Trim-All

Side C, Rear Common Hall

**Trim-All

**Door Jambs to Basement Rooms

Basement (Both Sides)

**Wooden Storage Area Walls-All Both Sides

**Wooden Storage Area Doors-All Both Sides (Ensure Doors Do Not Rub)

2,000.00 Sq. Ft. \$ _____

6 Remove existing handrail(s) and replace to Code:

Remove existing handrail and replace with stock fir handrail complete with brass plated hanging hardware with a minimum off three (3) spaced not more than 5' apart and all ends returned and/or terminate into wall, newel post or safety terminal. Finish or paint to owners preference. If removal of old hardware leaves holes in wall or wall damaged, repair damage and spot prime.

Side C, Rear Common Hall-All

45.00 LF \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 5 (continued)

7 Stairs prep & stabilize treads, risers and stringers:

Wet scrape; all loose, peeling, blistered, cracked paint. Remove all hooks, nails, brackets, pipes, unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective and missing materials to ensure a sound surface. Feather edges to a dull gloss with wet sand paper. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackling compound. Protect surrounding surfaces from paint spatter. FULL PRIME; treads, risers, and stringers and then paint to hide with acrylic paint. The owner shall have choice of available colors. After paint has dried, install full width vinyl tread on each step per manufacturer's specification.

**** (Only if risers are present) Seal & Cover risers using common underlayment (1/4" sanded luan) mechanically fastened.**

Side C, Rear Common Hall - All stairs Basement to Second Floor

**Wider Commercial stairs

**Existing short stair treads will need to be removed

32.00 Per tread \$ _____

8 Install Sheet Goods and Wood Base trim:

Re-nail all loose wood prior to installation. Replace all defective, missing, and or rotten materials to ensure sound surface. Clean and HEPA vacuum area. Wet scrape any loose or peeling paint stabilize the area. Seal floor with approved primer/paint.

Install 1/4" wood underlayment per HUD standards on porch floor. Prime new wood with appropriate exterior paint and caulk all butt joints and wood ends to prevent moisture penetration. Mark old floor under each piece of underlayment "Lead Paint Hazard".

Install vinyl sheet goods as per manufacturer's recommendations. Include threshold-strips at all exposed flooring edges. Patch all holes and cracks to provide for a smooth, professional finish. Install pre-finished wood shoe trim where floor meets wall, Style per owners choice. Material limit of \$2 SF got owners sign off on approved floor

Side C, Common Hall Landings-All

12.00 SY \$ _____

Lead Total \$ _____

Item	Specification	Quantity/Unit	Total Cost
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Attachment # 5 (continued)

Healthy Homes

9 EXTERMINATE COCKROACHES ALL FLOORS: (TWO TREATMENTS)

Treat premise for control of cockroach infestation. Work shall be performed by a certified Ohio department of agriculture licensed exterminator. The contractor shall present the homeowner with certification from the pest control company. The type of insecticide used, date of application and name of company applying insecticide must be provided to the homeowner.

- Entire Building
- **All units
- **All Common Areas

1.00 NO \$ _____

Healthy Homes Total \$ _____

Total Attachment # 5 \$ _____