

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **MORRISTOWN HOME PROGRAM FOR CAC** as specified herein. Bids must be received by **10:00 a.m. on February 9, 2023**. Late bids will be neither considered nor returned.

**Deliver Bids to:**

**Bid Number 3373  
Knox County Procurement Division  
Suite 100, 1000 North Central Avenue  
Knoxville, Tennessee 37917**

**The Bid Envelope must show the Company Name, Bid Number, Bid Name and Bid Opening Date.**

**ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Robert Mackey, Buyer, at 865-215-5754. Questions may be emailed to [robert.mackey@knoxcounty.org](mailto:robert.mackey@knoxcounty.org).

**AWARD:** Contractor must be an approved vendor for the Home Rehabilitation Program prior to any workorders being awarded. For requirement, please use contact information listed above.

**BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addresses other than the delivery address specified at the top of this solicitation. The time clock in the Procurement Division shall become the official record of time. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than twenty-four (24) hours prior to the bid opening time.

**Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.**

**CLOSURES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regard to solicitations and weather delays:

- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
- Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

**COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

**INTERPRETATION:** No oral interpretation will be made to any bidder regarding the meaning of specifications or the Scope of Work. All questions are to be submitted in writing via email and will be answered in the form of an addendum to the solicitation by the Knox County Procurement Division, if applicable.

**IRAN DIVESTMENT ACT:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

**NO BOYCOTT OF ISRAEL:** Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.

**PRE-BID CONFERENCE:** A Pre-Bid Conference will be held on February 2, 2023 beginning at 11:00 am local time. This Pre-Bid Conference will be held at CAC Housing and Energy Services, L.T. Ross Building, 2247 Western Avenue, Knoxville, TN 37921. Vendors are encouraged to attend. However, attendance is not mandatory.

**RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.

**VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS MUST** be registered with the Procurement Division. Please register on-line at our website at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement) and click on "Online Vendor Registration." Vendors must be registered with the Procurement Division **prior** to submitting their bid.

These terms and conditions shall be part of the contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public-trust. By submitting a bid, vendor agrees to these terms and conditions.

**City of Morristown Homeowner Rehabilitation Program  
REHABILITATION WORK WRITE-UP BID FORM**

Owner: [REDACTED] Date: 8/26/2022

Physical Address: [REDACTED]

City: Morristown Zip Code: 37814 Grant Year: 2020

Administrator: Knoxville-Knox County CAC Grantee: City of Morristown

Year Built: 1955 If pre-1978, attach LBP Assessment Report. Yes

Will this property require LBP remediation? Yes

Formatted in conjunction with the Uniform Physical Condition Standards Checklist

**GENERAL CONDITIONS**

**SCOPE OF WORK**

It will be the responsibility of the contractor to meet the requirements of the currently adopted International Existing Building Code and all other applicable codes, regulations, and ordinances that apply to the jurisdiction where the work is being performed. The contractor shall obtain all necessary permits and inspections required by all laws, regulations, or public authority having jurisdiction. The contractor shall pay all permit fees, tap fees, temporary utility connection charges, and other expenses in connection therewith this project. The contractor shall obtain certificates of all inspections and submit a copy of each to the project administrator before final payment is made. All materials and construction shall be new unless otherwise specified, to comply with THDA's Minimum Design Standards and applied or installed in accordance with the manufacturer's specification. Minimum Design Standards located online at [THDA.org](http://THDA.org).

**CODE OF CONDUCT & WORK SITE**

Contractor shall conduct themselves in a professional manner and maintain a neat and orderly job site at all times. Upon completion of daily work, contractor will organize materials and dispose of trash and construction debris broom swept. The Project Administrator may charge for labor services to clean job site if such services are required and implemented. Contractor is responsible for the actions of their sub-contractors and employees on the job site at all times. Contractor and their sub-contractors shall maintain normal working hours between 7 AM and 5 PM Monday through Saturday as to be respectful to owner and neighbors. No smoking or eating in the home at any time.

**WARRANTY**

The Contractor is required to provide the homeowner with all warranties and guarantees. This applies to everything installed on the job which carries a warranty or guaranty, i.e.; windows, faucets, etc. Failure to do so will be considered a breach of contract. Final pay request will not be approved until warranties are provided. The Contractor shall guarantee all workmanship and material for a year period from the *date* of owner's acceptance of all the work required by the contract.

**CONTRACTOR MUST NOTIFY CAC HOUSING & ENERGY SERVICES WHEN THE  
PROJECT IS 50% COMPLETE TO SCHEDULE AN INTERIM INSPECTION.**

**ALL CHANGE ORDERS MUST BE PRE-APPROVED BY THE DIRECTOR OF CAC  
HOUSING & ENERGY SERVICES.**

**BUILDING EXTERIOR**

**DOORS**

***Damaged/Frames/Thresholds/Hardware/Surface/Weather Stripping/Caulking/Storm Door***

Replace exterior door: Replace Door D-1 & D-2, Sizes to be verified by contractor before purchasing doors. Exterior Doors shall be 1 ¾” thick 6 panel, steel material, or with limited panes of glass, insulated and be appropriately finished as recommended by the manufacturer. All exterior doors shall have a U-factor equal to or less than the requirements of the currently adopted State of Tennessee ICC Energy Conservation Code. All exterior doors, except sliding glass doors, shall have a lever key-lock latch and security accessories (eyelet peep hole and deadbolt). Measure to include all trim, caulking and paint needed to complete measure.

Install Storm Door: Install new storm door on D-1 & D-2. All exterior storm doors, if installed, shall be provided with a manufacturer's designation specifying the type of glass and the safety glazing standard with which it complies, which is visible at the final installation and shall have a storable glass and screen in the lower sash, as well as a self-closing device. Sizes to be verified by contractor before purchasing doors.

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**FOUNDATIONS**

***Damaged/Cracking/ Crawl Space Access/Vapor Barrier/Insulation/Debris/Vermin***

Foundation: Replace 4 foundation vents with Lowes Item # 17140 or equal. Repair holes in Repair and paint foundation up to 400 sqft. sides A, B, C, D.

Floor Insulation/Vapor Barrier: Remove fallen or missing insulation from crawlspace area and old vapor barrier. Install up 200 square ft R-19 floor insulation and 960 square ft vapor barrier. Install vapor barrier to meet IRC R408.3.

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**ROOFS**

***Damaged/Soffit/Fascia/Vents/Drains/Membrane/Shingles/Gutters/Downspout/Ponding***

Down Spout: Install new down spout section 10’ back left corner with elbow to include 3’ section of black 4” corrugated solid piping and gutter adaptor for pipe. Install new elbow Back right, front right, front left to include 3’ section of black 4” corrugated solid piping and gutter adaptor for pipe. To divert water away from home.

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**WINDOWS**

***Damaged/Missing/Broken/Frames/Panes/Sills/Lintels/Trim/Screens/Caulking/Paint***

Double Hung Windows: Qty 12. All glazing shall be double-paned with low E with Argon. Install replacement window (must meet local EnergyStar requirement). Replace any existing rotten wood. Wrap exterior trim in prefinished aluminum stock and caulk all joints. (All windows should meet current Building Codes on placement of tempered glass windows and local energy star requirements.) Measure to include painting of interior window trim. All window frames must be solid vinyl. Double hung type to have at a minimum the lower sash able to slide with a removable bug screen. All glazing shall be double-paned with low E with Argon. The vapor seal on the glazing must have a

minimum ten-year warranty. All windows shall have a minimum one-year warranty on the operation of the window. All windows shall have a National Fenestration Rating, SHGC Rating and U Factor meeting minimum energy code requirements as required by the International Energy Conservation Code as currently adopted by the State of Tennessee.

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**BUILDING SYSTEMS**

**DOMESTIC WATER**

***Leaking/Inadequate Water Supply/Broken/Inoperative/Hose Bibb***

Replace Existing Water Spigot: Front of Home – Remove existing water spigot and install frost proof type water spigot according to manufacturer instruction and by local code office.

Kitchen Faucet: Faucet(s) will be installed according the manufacturer instruction and by local code office. A kitchen faucet(s) at a minimum will be all metal, single-handle with sprayer. Measure to include new supply lines from faucet to stop valve. "Delta Foundations Single Handle with Sprayer Model # B4410LF" or equal.

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**WATER HEATER**

***Inoperative/Leaking/Rust/Corrosion/Missing/TPRV/Vent/Chimney/Combustion Air***

Water Heater Replacement: Water Heater shall be minimum 40 gallon electric with a minimum Energy Factor (EF) equal to or greater than .92. Water heaters located in any interior space shall have a metal 2” deep overflow pan with discharge pipe indirectly plumbed into DWV receptor, floor drain or to the exterior. Discharge pipe end shall have a bug screen. The water heater must include all connecting plumbing, New disconnect, pressure relief valve piping, pan if required to meet code and Expansion Tank unless located in a location it will not fit. Prior to beginning work, the installer must verify that the existing utility connections are adequate for the new water heater. Existing water heater is in crawlspace. Measure to include insulating water heater and the top. Install three zip tie straps 1<sup>st</sup> 6” from the top 2nd in the Middle, 3rd- 6” from Bottom).

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**HVAC**

***Inoperative/Noisy/Vibrating/Leaking/Rust/Corrosion/Missing/Vent/Chimney***

HVAC System Replacement: 2T split system for 966 sqft home: All units shall have a central HVAC system comprised of a split system heat pump or a package unit with emergency heat strips for heating and cooling using high efficiency equipment. Units shall consist of a system air conditioner and furnace. Split System Heat pump/ AC systems shall have a minimum SEER (Seasonal Energy Efficiency Rating) rating of 14 with a minimum HSPF (Heating Seasonal Performance Factor) rating of 8. All HVAC Systems shall be sized by using the ACCA Manual J, S and D as required by the state adopted International Residential Code, and these reports to be maintained and on file if requested by THDA. Contractor to provide manufacturers 10-year Parts and Labor Warranty registered in the homeowner’s name. If any of the above units cannot be included in any building because of structural constraints, please submit to THDA alternate systems for review and issuance of a determination. All individual HVAC systems shall be controlled by a digital programmable thermostat, as required by the currently adopted State of Tennessee ICC Energy Code.

**Rehabilitation Cost**      **Lead Based Paint Cost (If applicable)**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**BATHROOM**

**DOORS**

*Damaged/Missing/Frames/Threshold/Lintel/Hardware/Surface/ Paint*

Interior Door Replacement: Replace interior bathroom closet door, flush lauan pre-hung. Measure to include paint and lockset. Contractor to verify all measurements before purchasing door.

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**ELECTRICAL SYSTEM**

*Inoperative/GFCI/ Damaged/Missing/Wire/Cover Plates/Light Fixture/Evidence Water Leaks*

GFCI Outlet(s): Install new GFI Circuit in Bathroom GFI Circuit/GFCI receptacle will be installed according to manufacturer instruction and by local code office. Verify that circuit functions safely. This will require running new wiring, no outlet currently exist. New Installation to include electrical.

Bathroom Exhaust Fan: Bath Exhaust Fan Ventilation systems shall be designed to have the capacity to exhaust the minimum air flow rate and mechanical exhaust capacity of 50 cfm intermittent or 20 cfm continuous, and may be of the exhaust, heat, or light types, or combo units. Must be vented to outside to include termination fitting. Exhaust vent piping shall be insulated. Fan to Include Light.

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**FLOORS**

*Bulging/Buckling/Damaged/Missing/Covering/Tile/Deteriorated Subfloor/Water Stains.*

LEAD HAZARD CONTROL: Bathroom Floor- 40 square ft

LEAD HAZARD CONTROL: LOW DUST: Provide occupants protection and work site preparation in accordance with Table 8.1 of the 2012 HUD Guidelines for Evaluation Control of Lead-Based Paint Hazards in Housing.

LEAD HAZARD CONTROL: CLEAN TO CLEARANCE: After completion of all lead hazard reduction activities, wet mist, fold and remove all containment polyethylene sheeting. HEPA vacuum all visible surfaces including walls, floors, ceilings and window troughs from the top down. Detergent scrub all horizontal surfaces in small sections using a 3-bucket system, changing rinse water every 250 SF. Completely rinse with clean water and new equipment. After surfaces are dry, HEPA vacuum all visible surfaces except ceiling.

LEAD HAZARD CONTROL - Bathroom Floor- Remove up to 40 square ft of Linoleum.

NOTE: floor covering has lead dust over HUD Limits

Bathroom Floor Demo: Demo existing flooring down to the subfloor, approximately 40 sqft.

Underlayment Replacement: Install new underlayment in accordance with manufacturer and the local code office. Install up to 40 square feet. This repair will be inclusive of removal of the existing vinyl

floor covering and underlayment. Use SurePly or qual. Nail, screw, or staple underlayment every four inches along joist and use liberal application of construction adhesive. Fill and sand all joists, imperfections and hammer head marks.

Vinyl Flooring: Install new vinyl flooring in accordance with manufacturer and the local code office. Install up to 40 square feet. This repair will be inclusive of installation of vinyl floor covering and adhesive. Care shall be exercised to prevent damage to adjacent finishes. **Sheet Vinyl**: Shall be Armstrong or equivalent minimum 10 mil wear layer. Provide product adhesive and underlayment as recommended by the manufacturer. All surfaces shall be clean, dry, and appropriate temperature during installation. Vinyl sheet flooring shall conform to the requirements of ASTM F 1303, Type I. Vinyl is to be glued to entire floor and rolled. Any visible plywood seams and nail heads will not be accepted. Vinyl is to be installed as squarely as possible. Vinyl and underlayment are to project into doorways so that the break or threshold is directly beneath the door. Install all needed threshold strips. Owner to approve style and color. Measure to include any base trim as needed.

Toilet Replacement: Remove and dispose of old toilet(s). Replacement Toilet will be installed according the manufacturer instruction and by local code office. The toilet at a minimum will 16.5 inches high, elongated (unless not room), high efficiency (1.28 gpf/4.8 Lpf). A toilet is inclusive of toilet, wax ring, j-bolts, seat and braided stainless steel supply line. "American Standard Cadet FloWise Tall 2 piece 1.28 GPH - Model #3378.128ST.020" or equal. Measure to include escutcheon.

Remove and Reinstall Existing Vanity: Remove and reinstall in accordance with manufacturer and the local code office. Measure to include escutcheon for drain. Verify no leaks at re-install.

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**WALLS**

***Bulging/Buckling/Damaged/Trim/Paint/Water Stains/Mold/ Mildew***

Drywall Repair & Paint: Repaint wall areas 100 sqft. and ceiling 40 sqft. of bathroom. Measure is to include any minor drywall repair before painting. Install 2 coats of acrylic latex on walls and ceilings.

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**ELECTRICAL SYSTEM**

***Inoperative/GFCI/Damaged/Missing/Wire/Cover Plates/Light Fixture/Evidence Water Leaks***

GFCI Outlets: Specifications: Install 2 new GFI Circuit in Kitchen GFI Circuit/GFCI receptacle will be installed according to manufacturer instruction and by local code office. Verify that circuit functions safely. Kitchen counter area.

GFCI Outlet: Install 1 new GFI Circuit in Laundry at washer GFI Circuit/GFCI receptacle will be installed according to manufacturer instruction and by local code office. Verify that circuit functions safely.

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**WALLS**

***Bulging/Buckling/Damaged/Trim/Paint/Water Stains/Mold/Mildew***

Wall Repair: Remove old wall heater & frame assembly, verify all wiring is disconnected. Install new framing and drywall. Finish, sand and prime before painting. The area is 18” x 36” in kitchen to repair. Repaint repaired area to match existing paint as close as possible.

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**BEDROOMS**

**DOORS**

*Damaged/Missing/Frames/Threshold/Lintel/Hardware/Surface/Paint*

Interior Door: Install bi-fold closet door in bedroom 1. Measure to include painting and any other materials needed for installation.

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**ELECTRICAL SYSTEM**

*Inoperative/Damaged/Missing/Wire/Cover Plates/Light Fixture/Evidence Water Leaks*

Electrical Receptacle: Bedroom 1,2,3: Install 1 additional outlet in each bedroom of home. This will require installing new circuit to carry these new receptacles. Qty 3

Ceiling Fans: Bedroom 1,2,3: Ceiling fans shall be minimum 42" 4-paddle with light kit located in all bedrooms. Fans shall be Energy Star qualified. Minimum 120 cfm/watt at medium speed setting. Fans shall have the ability to accept a CFL or LED bulb.

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**FLOORS**

*Bulging/Buckling/Damaged/Missing Covering/Tile/Deteriorated Subfloor/Water Stains*

Laminate Wood Flooring: Bedroom #2, approximately 144 sqft. Composite panel(s) comprised of four main components: a high-pressure decorative laminate surface, an Aqua Resist high density fiberboard (HDF) core, a high-pressure balancing backer, and an attached high-density polyethylene underlayment. Typical size: 7.6" x 47.55" x .385". Aluminum locking system for glue-free installation. Wax-impregnated edges. The floor shall be resistant to stains and reagents. Measure to include closet area, baseboard and transition strips.

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**SMOKE DETECTOR**

*Damaged/Missing/Inoperative/Non-Compliant*

Smoke detectors: qty 4 will be installed according the manufacturer instruction at locations dictated by local code office. The smoke detector(s) at a minimum will be battery operated and wireless-inter-connectable via radio frequency. "Kidde- Model #0919-9999" or equal.

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**WALLS**

*Bulging/Buckling/Damaged/Trim/Paint/Water Stains/Mold/ Mildew*

Wall Repair: Bedroom 1,2,3. Remove old wall heater frame assemblies, verify all wiring is disconnected. Install new framing and drywall. Finish, sand and prime before painting. There are 3 areas 18" x 36" in Bedroom 1&2 and in Bedroom 3 which is currently used for storage. Repaint repaired area to match existing paint as close as possible.

Drywall Repair & Paint: Bedroom 1 Repaint wall areas 384 sqft. and ceiling 144 sqft. of bathroom. Measure is to include any minor drywall repair before painting. Install 2 coats of acrylic latex on walls and ceilings. The ceiling of this room will need scraped down and primed before repainting. To include closet area.

Drywall Repair & Paint: Bedroom 2 Repaint wall areas 350 sqft. and ceiling 130 sqft. of bathroom. Measure is to include any minor drywall repair before painting. Install 2 coats of acrylic latex on walls and ceilings. The ceiling of this room will need scraped down and primed before repainting. To include closet area.

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**HALLWAY**

**CEILING**

***Bulging/Buckling/Cracks/Holes/Peeling/Damaged/Missing/Tile/Panels/Water Stains***

Attic Insulation: Install 960 square feet R-19 Fiberglass blown in insulation. Install dam around non-conditioned carport area. Post Insulation certificate in attic at completion.

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**LIVING ROOM**

**ELECTRICAL SYSTEM**

***Inoperative/Damaged/Missing/Wire/Cover Plates/Light Fixture/Evidence Water Leaks***

New Ceiling Fan: Living Room: Ceiling fan shall be minimum 52" 5 paddle with light kit in the living room. Fans shall be Energy Star qualified. Minimum 120 cfm/watt at medium speed setting. Fans shall have the ability to accept a CFL or LED bulb. Measure to include installing new circuit with switch for new ceiling fan. NOTE: there is currently no fixture or electrical box in ceiling area and will require electrical ran.

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**LAUNDRY AREA**

**LAUNDRY AREA**

***Damaged/Missing/Dryer Vent/Sink/Plumbing/Exhaust Fan/Closet/Shelving***

Fix Improper Venting of Clothes Dryer: Vent bathroom exhaust fan per local code. Clothes dryers will be ducted to the outdoors, which does not include unconditioned spaces such as attics and crawl spaces that are ventilated with the outdoors. As short a run as practical of rigid sheet metal or semi-rigid sheet metal venting material will be used in accordance with manufacturer specifications. R-8 Insulation to be used in unconditioned areas. Dryer ducts exceeding 35' in duct equivalent length will have a dryer booster fan installed. Plastic venting material will not be used. Termination fitting manufactured for use with dryers will be installed. A backdraft damper will be included, as described in termination fitting detail. To minimize pest intrusion, mesh >1/4" square can be used at termination fitting. Uninsulated clothes dryer duct will not pass through unconditioned spaces such as attics and



crawl spaces. The vent pipe should be insulated with R-8 Insulation where it comes through the floor to where it exits foundation. Ducts will be connected and sealed as follows: UL listed foil type or semi-rigid sheet metal to rigid metal will be fastened with clamp. Other specialized duct fittings will be fastened in accordance with manufacturer specifications. In addition to mechanical fasteners, duct connections will be sealed with UL 181B or 181B-M listed material. In addition: Sheet metal screws or other fasteners that will obstruct the exhaust flow will not be used. Must air seal where pipe penetrates between conditioned and non-conditioned space.

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**GENERAL CONDITIONS**

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*Administrative/Fees/Insurance/Temporary/Rental Supplies/Mobilization*

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**OVERHEAD & PROFIT**

*Reasonable and customary to base bid only*

\$ \_\_\_\_\_                      \$ \_\_\_\_\_

Rehabilitation Total: \$ \_\_\_\_\_      LBP Total \$ \_\_\_\_\_

Project Total Cost (Rehabilitation and LBP): \$ \_\_\_\_\_

***Tools/ Equipment/ Fuel/ Maintenance/ Travel Allowances/ Benefits are not acceptable line item fees and will not be reimbursed or charged to the project.***

Contractor: \_\_\_\_\_

License #: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_