**SCOPE OF WORK-RCMP 17**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **OWNER NAME** |  | **RCMP #** |  |
| **ADDRESS** |  | **Bid Date** |  |
| **CITY** |  | **Completion Date** |  |
| **PHONE** |  |  |  |

**Contractor must bid the entire project with an exception of shutters. Shutters contractors can bid on shutters solely. Contractor has the option of bidding on individual projects, however if a Contractor does not bid on the individual project they will not be able to perform work on that individual project.**

**ALL WORK WILL BE COMPELTED NO LATER THAN MAY 31 2017**

**GENERAL SPECIFICATIONS**

**BASIS OF AWARD**The award will be based on the lowest responsive/responsible bidder for the base bid the City and/or County determines to be in the Owner’s best interest. The City and/or County may remove line items across the board after bids are submitted to meet budget guidelines. All bids will be valid for a minimum of 90 days.

**PRIVATE AGREEMENTS**

It is understood that only the work contained in these permitted specifications shall be done. There shall be no private agreements of any kind between the Owner and Contractor other then as referenced in the City and or County’s Invitation for bid.

**DEFINITIONS**

1. Contract Agreement will be defined as the legal and binding document executed between the Florida Division of Emergency Management, the RCMP program, and the awarded recipient that clearly defines services rendered, tasking, deliverable, payments, and all other pertinent executable items.
2. Recipient will be defined as the entity, including states, counties, municipalities, non-profits or qualified for profit bodies that have submitted an application for the RCMP grant and has been selected to receive an award.
3. Owner will be defined as the person who is legally deeded to the property**.**
4. Contractor is defined as a State registered/licensed General Contractor.
5. Sub-Contractor will be defined as any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.
6. Florida Building Code (F.B.C.) will be defined as the 2010 or 2014 versions for retrofitting existing residential structures.
7. Program Administrator will be defined as the local (City, County, Non-Profit or Qualified For Profit) project manager.
8. High quality will be defined as having an association with a degree or grade of excellence.
9. **GENERAL CONDITIONS**

Contractor is responsible for verifying all existing dimensions, quantities and job site conditions prior to submitting his/her bid. Contractor shall not place any debris or equipment on adjacent properties. Contractor must clean all areas affected by work under this Contract. All left over debris must be removed and disposed of by legal means. Property must be left in broom clean condition. All related construction items removed or replaced shall become the property of contractor unless prior agreement with Owner has been reached in writing and approved by City/County. Contractor shall be responsible for any damage done to Owner’s home, furnishings and personal property as a result of the work performed by Contractor under these Bid Specifications. The Contractor is responsible for scheduling and coordinating all subcontractor work. The Contractor shall provide all necessary materials, equipment and personnel who have the appropriate qualifications and experience to undertake the scope of work specifications. It is the Owner’s responsibility to remove and replace all personal property to facilitate the performance of the work. This includes, but is not limited to, furniture, rugs, curtains, and alarm systems. Contractor shall repair/relocate any phone wires that are affected by this work; Owner is responsible for all TV cables or satellite wiring. The work shall be complete in the time limit(s) specified and in accordance with the work specifications and plans. If there are any conflicts between the Owner and the Contractor, the requirements citied in the Work Specifications shall prevail. **Exception:** Contractor and Owner must receive written approval from the Homeowner Association or Condo Association for all work items.

1. **CODES, ORDINANCES AND PERMITS**

All work to be performed in the Contract Agreement, including plans and bid specifications shall comply with all current building codes, ordinances, and permitting requirements from the City and/or County. This includes the current Florida Building Code (F.B.C.) with the latest revisions. It is the Contractor’s responsibility to identify and pull all required permits. The installation of all materials and products shall be done in accordance with the manufacturer’s specifications and in accordance with the latest revised addition of the Florida Building Code, ordinances and permitting requirements.Contractors need to inform Program Administrator if he/she is experiencing undue delays in the permitting process.

1. **WORKMANSHIP & MATERIAL STANDARDS**

Contractor to perform work specified in Work Specification in a high quality good workmanlike manner using specified materials or approved equals. Materials must 1) be high quality, 2) be installed in accordance with manufacturer’s specs and 3) meet requirements of building inspectors. All **“**equals**”** must be submitted and approved by the Program Administrator. Final decision on workmanship will be by the Program Administrator and/or Inspector.

1. **“OR EQUAL CLAUSE”**

Whenever a material, item, article, appliance, or piece of equipment is identified in the Contract Agreement including plans and bid specifications by reference to manufactures of vendor’s names, trade names, model numbers, catalog numbers or otherwise the CITY and /or COUNTY, will have made its best efforts to name such reference. Any such reference is intended merely to establish a standard; and, unless it is followed by the words “no substitution is permitted” because of form, fit, function and quality, any material, item, article, appliance, or equipment so proposed is, in the sole opinion of CITY and /or County, equal in substance, quality and function. Any request for substitution must be made to the CITY and/or COUNTY in writing and approval granted by the Program Administrator.

1. **MODIFICATIONS**

No modifications will be permitted to the Contract Agreement unless of an emergency nature, code violations, a requirement by the Building Department or other instances as deemed necessary and executed by the Contractor and Local Administrator with the approval of the Division and its representatives within the RCMP program. When bidding the residential home if you see any modifications that are not included in an area (i.e. additional decking) it must be included in the original bid along with a justification on the modification. No modifications will be accepted after the bids have been submitted.

1. **GENERAL WARRANTY**

Materials installed and work performed shall have a one-year Contractor warranty from the date of final acceptance of the work by the Owner and Program Administrator. Roof warranties must be valid for a period of no less than five years from final completion date of all work required under this contract.

1. **WORK SCHEDULE**

Contractor shall schedule and coordinate work with the Owner during reasonable hours. Contractor is responsible for obtaining said work hours and reporting them to Local Administrator. Requests to work before or after these hours and on weekends must be approved by Owner. Owner shall provide the water and electric services necessary to accomplish this work. Work requiring a program inspection by Program Administrator can only be performed during normal business hours Monday through Friday. The Contractor is responsible for scheduling and coordinating subcontractor work. **The Contractor acknowledges that the Program Administrator and Inspector shall perform pre and post inspections of all work performed.** Contractor must call and schedule a post inspection (Final Walk-Through) with the Program Administrator. Ladder must be provided by the Contractor for the Inspector at the Final Walk-Through. Final and full payment for all work completed pursuant to the work specifications (as amended/modified, if applicable) shall be done upon completion of all inspections required by the program and the work has been deemed satisfactory.

**The invoice for work satisfactory completed must be submitted to the Program Administrator and shall include the following documents at a minimum:**

1. Original Invoice with invoice numbers (#)

-Amount of invoice must match the signed proposal and Change Order(s)(if applicable)

1. Original Permit Card(s) signed off and approved
2. Contractor Release of Liens and each Sub-contractor Release of Liens
3. Warranty for work performed (1 year for general work and 5 years for roof)
4. Material Receipts
5. Final Notice Of Acceptances of products used on project (i.e. Roof warranty on shingle, Door and Shutter codes.
6. Completed Uniform Mitigation Verification Inspection Form with Homeowners Signature
7. Pictures during work will need to be provided
8. **BUILDING DEPARTMENT INSPECTIONS**

Building Department Inspections shall be as per Florida Building Code. Work that has been concealed without a Compliance Inspection may result in payment delays or denialdi. Contractor shall be responsible for requesting all mandatory inspections as per Florida Building Code. When calling into the Building Department, please inform them that this is a **RCMP** grant related inspection request.

1. **PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK**

Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor is not to leave furniture, appliances, clothing or other house contents unprotected outside house during job. Contractor shall be responsible for rainwater damage to interior of the house and its contents while performing a roof improvement.

1. **PAINT AND PRIMER**

Unpainted materials require priming and two coats of paint. Tint the primer per color selection. Previous paint surface should receive two coats of paint. All stains should be spot-primed before painting. Unless otherwise mentioned in the specifications, all paint must be mid-grade or better, and minimum 15 years warranty paint, which are ZERO VOC products, for interior paint and ZERO or LOW VOC 100% acrylic products for exterior paint. Color to be selected by Owner.

1. **REDUCE AIRBORNE DUST DURING CONSTRUCTION**

Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. If removing defective paint then wet scrape is required. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.

1. **HURRICANE PROTECTION**

Contractor shall be responsible for protecting job site during and prior to Hurricane Watch as declared by the U.S. Weather Bureau.

1. **GENERAL CLEAN-UP**

Contractor is to provide clear and safe passageways in and around structure during project. Contractor to remove debris and materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include-but is not limited to-damp wiping, sweeping, mopping and vacuuming.

**SCOPE OF WORK**

**STATEMENT CONCERNING PROGRMATIC AUTHORITY**

Florida Statute 215.555 defines the Florida Hurricane Catastrophe Fund of which subsection seven lists additional powers and duties. Florida Statute, henceforth annotated as FS, 215.555 (7)(c) allocates funds:

 “to improve hurricane preparedness, reduce potential losses in the event of a hurricane, provide research into means to reduce such losses, educate or inform the public as to means to reduce hurricane losses, assist the public in determining the appropriateness of particular upgrades to structures or in the financing of such upgrades, or protect local infrastructure from potential damage from a hurricane” (FS 215.555(7)(c)).

Derived from subsection seven derives FS 215.559, the Hurricane Loss Mitigation Program (RCMP). According to FS 215.559(1)(a):

 “Seven million dollars in funds shall be used for programs to improve the wind resistance of residences and mobile homes, including loans, subsidies, grants, demonstration projects, and direct assistance; educating persons concerning the Florida Building Code cooperative programs with local governments and the Federal Government; and other efforts to prevent or reduce losses or reduce the cost of rebuilding after a disaster.”

In conjunction with FS 553.844, *Windstorm loss mitigation requirements for roofs and opening protection*, RCMP sets it standards for wind retrofit to those in accordance with FS 553.844. FS 553.844 relates to the Florida Building Code. Thus, Florida Building Code for wind retrofit must be adhered to in pursuit of the RCMP grant for wind retrofit. Further, the RCMP program agrees with the approved federal standards relayed in FEMA document P-804, *Wind Retrofit Guide for Residential Buildings (2010),* thus when there are questions that are unaddressed by Florida statute or the Florida Building Code RCMP advises the FEMA standard as a further reference.

Listed below are the elements for wind retrofit found within FS 553.844 and as such are applicable to wind retrofit projects. Associated Florida Building Codes (FBC) for the 5th edition is attached with each element.

**ROOFING GENERAL SPECIFICATIONS** (Fill out the applicable roof)Remove all existing roofing materials, underlayment, and flashings down to deck; replace damaged sheathing and re-nail entire sheathing to current Florida Building Code. Replace damaged overhang wood under soffit and fascia, replace any damaged screen soffit. It is the Contractor’s responsibility to ensure that roof work, installation and materials comply with current Florida Building Code. Required inspections, requested at appropriate intervals. Do not use turbine vents, only use goose necks and ridges.

**REPLACEMENT ROOF CONVERING NOT APPLICABLE\_\_\_\_\_\_\_\_\_\_**

 **3 TAB SHINGLE ROOF**Contractor will install a shingle roof according to current FBC, Building, 1507.2.7.1 of the 5th ed. Contractor is responsible to inspect concrete to roof attachments. Shingle should be fungus resistant and carry a manufacture warranty of 25 years. Prepare galvanized metal drip for painting by metal primer base coat followed by additional coats of oil-base or latex paint of good quality.

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| --- | --- | --- | --- | --- | --- |
| **Type of Roof** | **Quantity Unit** | **Sq Ft**  | **Materials** | **Labor** | **Total** |
|  |  |  |  |  |  |

**DIMENSIONAL/ARCHITECTURAL SHINGLE ROOF, METAL AND TILE ROOF**Contractor will install architectural or tile roof according to current FBC, 1507 of the General Building Code, 5th ed. Contractor is responsible to inspect concrete to roof attachments. Shingle should be fungus resistant and carry a manufacture warranty of 25 years. Prepare galvanized metal drip for painting by metal primer base coat followed by additional coats of oil-base or latex paint of good quality. **Note:** As architectural, metal, or tile roofs are not mandated by F.B.C., the RCMP grant will only pay up to the cost of the 3 Tab/25 year roof. Owner will assume offsetting cost if they wish for more or other roofing designs.

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| --- | --- | --- | --- | --- | --- |
| **Type of Roof** | **Quantity Unit** | **Sq Ft** | **Materials** | **Labor** | **Total** |
|  |  |  |  |  |  |

 **FLAT ROOF**Contractor will install a modified asphalt roof (a.k.a. roll out) according to FBC, 1507 of the General Building Code, 5th ed. Contractor is responsible to inspect concrete to roof attachments. Modified asphalt membrane shall be granulated and carry a fire resistive “FR” rating. Insulation may be with APP torch down or SBS hot asphalt applied. Prepare galvanized metal drip for painting by first cleaning metal with an adequate solution to clean manufacturing residue then apply a galvanized metal primer base coat followed by additional coats of oil-base or latex paint of good quality.

**SECONDARY WATER BARRIER**

Contractor will install a secondary water barrier in accordance with the 2014 FBC 5th Ed., 907.7.2(1) of the Residential Section.

 Wherein all joints in structural panel roof sheathing or decking shall be covered with a minimum 4 inch (102 mm) wide strip of self-adhering polymer modified bitumen tape applied directly to the sheathing or decking. The deck and self-adhering polymer modified bitumen tape shall be covered with one of the underlayment systems approved for the particular roof covering to be applied to the roof,

 And;

 The entire roof deck shall be covered with an approved asphalt impregnated 30# felt underlayment or approved synthetic underlayment installed with nails and tin- tabs in accordance with Sections 1518.2.2, 1518.2.3, or 1518.2.4 of the 2014 FBC 5th ed,, General Building Code. (No underlayment shall be required over the top of this sheet.) The synthetic underlayment shall be fastened in accordance with the manufacture’s recommendations.

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| **Quantity Unit** | **Materials** | **Labor** | **Total** | **Not Applicable** |
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**FASCIA BOARD**

Contractor will replace fascia with like size and material that conforms to FBC, 1404.5.1.3 of the General Building Code, 5th ed. Outside corner shall be mitered and secured with none corrosive nails. Fascia shall bridge a minimum of three (3) rafter ends. Remove all fascia and haul away. Furnish and install new 1" x 2" p.t. furring and fascia. Match existing fascia in size and material. Apply one coat of primer/sealer and two coats of exterior latex paint. If the homeowner requests remove and haul away TV dish.

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| **Sq Ft LSF** | **Materials** | **Labor** | **Total** | **Not Applicable** |
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**SOFFIT**

Remove all soffit materials. Furnish and install new soffit and soffit screen as per FBC 1404.5.1.3 of the General Building Code, 5th ed. Apply all new corrosion resistant mesh. Match existing material in width and thickness. Secure with non-corrosive nails. Prime, seal and paint all soffit.

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| --- | --- | --- | --- | --- |
| **Sq Ft/ LSF** | **Materials** | **Labor** | **Total** | **Not Applicable** |
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 **GABLE END**Remove existing wood and gable ends to install new 5/8 inch ply wood wire lathe and stucco to match existing. **Gable End Bracing - install 8 foot 2 x 4's on the bottom cord of the rafters running perpendicular to the gable wall (this method is called horizontal continuous bracing). Attach the 2 x 4's to the bottom chord using (2) 10d nails on every intersecting rafter. Attach the 2 x 4 braces to the gable wall using HGA 10 KT fasteners. There will be an 8 foot 2 x 4 spaced every 4 feet on the bottom cord of the gable.** Permit required for inspections from the Building Department. Gable ends should be retrofitted to meet the F.B.C. standards found in Chapter 17, 1704.1 of the Existing Building Manual, 5th ed.

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| --- | --- | --- | --- | --- |
| **# of Gables**  | **Materials** | **Labor** | **Total** | **Not Applicable** |
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**CLIPS OR STRAPS**

Rood Clips should meet FBC standard referenced in FBC,1506.7 of the General Building Code, 5th ed. **Install HGA 10 KT's from the attic on the front potion of the structure.**

**Attach HGA to the Truss With approved fasteners. Attach HGA to the Frame/Block With approved fasteners. Clean all job site materials and haul off debris.**

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| **Quantity Unit** | **Materials** | **Labor** | **Total** | **Not Applicable** |
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**WINDOWS GENERAL SPECIFICATIONS**Contractor will remove all existing windows and haul away. All materials and installation of windows must meet all applicable codes. New window installation shall include new aluminum or fiberglass screens with holding clips, permanent weather stripping, positive locking device, nylon or stainless bushings, and aluminum glossing bead. Awning windows must have a torque bar operator. All window installations must be caulked at junction of window and wall penetrates. Obscure glass to be used at bathrooms. If windows to be installed are within 40” of an exterior door’s latch side, the window is to be tempered glass. Adjacent exterior and interior surfaces shall be restored to original condition. Replace all windows sills with like material. All materials and installation must meet all wind loads and impact resistance as outlined in FBC, refer to Section 2406 and 2411 of the FBC 5th ed. Windows should be viewed as a window system that meets large impact standards. Windows should be single hung. Remove manufacture’s sticker and residue on window **after** final inspection by the Building Department.

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| --- | --- | --- | --- | --- |
| **# of Windows replacing** | **Materials** | **Labor** | **Total** | **Not applicable** |
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**WINDOW A/C UNITS**

Window A/C units must be relocated from current window location and placed into adjoining wall. Refer to FEMA P-804, 4.4.3 which directs to FEMA 55, 12.2.1.

**NOT APPLICABLE**

**EXTERIOR DOORS GENERAL SPECIFICATIONS**

Doors must be 1 3/4" solid core flush exterior type unit or 1 3/4" metal clad door. Install exterior type threshold with a metal or vinyl type weather stripping and dead bolt. Install peephole in doors. Apply one coat of primer/sealer and two coats of exterior latex paint on both sides and all edges. Each exterior door shall have spring/chain or pneumatic closer installed when swinging out. Non-removable pins must be used where door swings out. Reference FBC, 2411.3.15 of the General Building Code, 5th ed.- All doors being replaced will have the manufacture sticker left visible for final inspection. If the sticker is removed the contractor is responsible for replacing the door.

 **EXTERIOR DOORS (IMPACT RESISTANT)**Furnish and install new pre-hung 1 ¾ inch thick 6-panel insulated metal door unit including jamb, casing, hinges, striker plate, threshold and weather stripping, and doorstop. Install view scope and a new entry and single cylinder deadbolt lockset keyed alike. Interior side to have thumb piece, not key. Caulk, prime and apply two coats of high quality oil-base paint on door, jamb, and casing. Each exterior door shall have spring/chain or pneumatic closer installed when swinging out. Non removable pins must be used where door swings out. **Security hinges will be used in lieu of removable pins.**

**300-1 Front Door/Rear Door**

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| **# of Doors replacing** | **Materials** | **Labor** | **Total** | **Not applicable** |
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**301 IMPACT GLASS SLIDING DOORS**Furnish and install sliding glass doors with aluminum frame. Provide tempered glass where required by code. Replacement units shallbe same size as existing units. Sliding Glass Doors should meet Large Missile Impact Standards. Reference FBC, 2411.1 of the General Building Code, 5th ed.

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| **# of Doors replacing** | **Materials** | **Labor** | **Total** | **Not applicable** |
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**302 SHUTTERS** at Windows

Install code-approved accordion style hurricane shutters at all windows and exterior door openings (except emergency egress door as required by FBC). Refer to Plastic Standards for HVHZ found in FBC, 2413 of the General Building Code, 5th ed.

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| --- | --- | --- | --- |
| **Square Feet** | **Materials** | **Labor** | **Total** |
|  |  |  |  |

**303 SHUTTERS** at Doors

Install code-approved accordion style hurricane shutters at all exterior door openings (except emergency egress door as required by FBC). Refer to FBC,2413 of the General Building Code, 5th ed.

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| --- | --- | --- | --- |
| **Square feet** | **Materials** | **Labor** | **Total** |
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**304 SHUTTERS** at Sliding Glass Doors

Install code-approved accordion style hurricane shutters at all exterior door openings (except emergency egress door as required by FBC). Refer to FBC 2413 General Code, 5th ed.

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| **Square feet** | **Materials** | **Labor** | **Total** | **Not Applicable** |
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**305 GARAGE DOOR** (Impact Rated)Furnish and install new garage door with galvanized metal raised panel unit. Replace rails and hardware and check for proper performance. Provide vent panels in door if existing ventilation does not meet FBC requirements. Reference FBC, 1609.1.2 of the General Building Code, 5th ed.

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| **# of Doors replacing** | **Materials** | **Labor** | **Total** | **Not applicable** |
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**306 HURRICANE ANCHORING FOR A/C AND OR PROPANE**

Furnish and install corrosion resistant hurricane straps for the exterior condensing unit. Install anchors and straps using non- corrosive fasteners. Furnish and install new concrete pad under the a/c unit if not correct size or not present. Furnish and install corrosion resistant hurricane anchor/straps for the exterior propane tank.

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| --- | --- | --- | --- | --- |
| **Quantity Unit** | **Materials** | **Labor** | **Total** | **Not Applicable** |
| **A/C** |  |  |  |  |
| **Propane** |  |  |  |  |

**307 STRUCTURAL FOUNDATION ANCHORS**

Furnish and install corrosion resistant hurricane anchor/straps to attach the floor joists to the existing piers. Install anchors strap using non-corrosive fasteners. Attach anchor to the piers using structural foundation anchors. Attach Anchor to the piers using non corrosive fasteners. Attach the perimeter floor joists to anchors in the earth on all exterior corners. The maximum distance between floor joists to earth anchors will be less than 16 linear feet. Reinstall foundation access panel

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| **Quantity Unit** | **Materials** | **Labor** | **Total** | **Not Applicable** |
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**TOTAL LUMP SUM BID: $**

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| --- | --- |
| CONTRACTOR NAME |  |
| ADDRESS |  |
|  |  |
| EMAIL  |  | PHONE |  |
| SIGNATURE  |  | DATE |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that the above contractor is contracted to perform the duties that are defined in the scope of work. Franklin County is not liable for the work that is performed by the above contractor. The contractor above is responsible for all duties that are outlined in the scope of work for my residence. I am also aware that at the time of final inspection by the State of Florida, I will be present or have a representative present for final inspection. If I do not provide a representative, then I may be liable in reimbursing Franklin County for the funds that were expended on my residence.

|  |  |
| --- | --- |
| HOMEOWNER NAME |  |
| ADDRESS |  |
|  |  |
| EMAIL  |  | PHONE |  |
| SIGNATURE  |  | DATE |  |