

# Work Write-Up and Bid Document

**Jennifer Downing**

2720 E 599 rd

Locust grove, OK

74352-

(918) 525-2221

Contractor Name

Contractor Signature

Bid Due Date:

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
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Appliances

## INTERIOR

1 Dishwasher. Install new dishwasher

replace dishwasher

10.F.

1 EA

2 Range Oven/30"/Free Standing. Install new 30" range/oven.

replace stove

10.F

1 EA

3 Refrigerator/18.2 CF/ Install new Fridge

replace fridge

10.F

1 EA

4 Vent-A-Hood/30"/Ext. Vented/Install new kitchen vent-a-hood (ext.vent)/30"

replace venthood

10.D.3.D

1 EA

Carpentry

## BATHROOM #1

5 Towel Bar/Install new towel bar/24".

replace towel bars

10.E.2.

3 EA

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Carpentry

### BATHROOM #2

6 Paper Holder/Replace paper holder

replace paper holders in both bathrooms

10.E.2.

2 EA

### EXTERIOR

7 Door/Exterior/6-Panel Steel/Pre-Hung/Replace. Replace exterior entrance door with new pre-hung-steel six panel. Use Stanley #13757 or written approved equal. Work shall include paint-both sides.

remove and replace exterior doors

8.A.

2 EA

8 Fascia & Trim/Cover with Metal-Aluminum/Cap fascia with new metal-aluminum with baked on finish.

remove and replace all trim around windows, have screw holes in them

15.C.

60 LF

9 Storm Door/Vinyl Clad/Replace storm/screen door with new self storing storm door/Vinyl Clad/Use Larson model 298-SS or written approved equal.

remove and replace storm doors

8.B

2 EA

### INTERIOR

10 Base Trim/Pine Colonial 2-1/4" Fingjoint/Replace. Replace base trim, colonial, fingjoint, 2-1/4" pine.

remove and replace trim, paint white

6.N

400 LF

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Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Carpentry</i>						
<b>INTERIOR</b>						
11		Cabinet/Repair cabinet. See comments.	refinish all cabinets, kitchen and bathrooms	6.O.2	20 LF	<input type="text"/>
12		Passage Door/Pre-Hung/6-Panel/Replace passage door & lockset with new pre-hung 6-Panel. Work shall include paint both sides.	remove and replace interior doors	8.A	13 EA	<input type="text"/>
<b>KITCHEN</b>						
13		Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash.	remove existing countertop and replace with new	6.O.4	13 LF	<input type="text"/>
<i>Electrical</i>						
<b>INTERIOR</b>						
14		Ceiling Fan & Light Kit/52"/Install ceiling fan (52") with light kit, switch, cover plate and wiring/Use Hunter "Greenwich" or written approved equal (lifetime warranty).	remove and replace ceiling fans	13.D.9.B	4 EA	<input type="text"/>
15		Cover Plate/Outlet/Install new outlet cover plate	remove and replace all switches outlets, gcfi, and cover plates	13.D.6.	20 EA	<input type="text"/>

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<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Electrical</i>						
<b>INTERIOR</b>						
16		Light Fixture & Switch/Wet Area/Replace. Replace existing light fixture and switch with new wet-area approved light fixture and switch.	replace both barlights in bathrooms	13.D.	2 EA	<input type="text"/>
17		Light Fixture/Heat-Vent-Light/Install new bathroom light (100 watt), heater (1450 watt), vent fan (70 CFM) and switch. Use Broan model 655 or written approved equal.	remove and replace heat ventilights in both bathrooms	13.D.16	2 EA	<input type="text"/>
18		Light Fixture/Room/Replace. Replace existing light fixture with new semi-flush mount ceiling style light fixture. Use Angelo model 66201.	remove and replace all interior lights	13.D.9	7 EA	<input type="text"/>
<i>Flooring</i>						
<b>INTERIOR</b>						
19		Carpet & Pad/Level Loop/26 oz./Install new carpet (26 oz., level loop)and pad (15 oz.).	remove and replace carpet and pad	9.M	100 SY	<input type="text"/>
20		Vinyl floor planks/install vinyl floor planks/glue down/7 mil wear layer/10 year residential warranty	install glue planks in designated areas	9.L	260 sf	<input type="text"/>
<i>HVAC</i>						
<b>EXTERIOR</b>						

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Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>HVAC</i>						
<b>EXTERIOR</b>						
21		HVAC System/Service. Service complete HVAC system	service hvac system	12.M.	1 EA	<input type="text"/>
<i>Paint &amp; Finish</i>						
<b>INTERIOR</b>						
22		Interior Surfaces/Paint all interior surfaces of structure - Two Coats. Entire interior excluding kitchen and bath cabinets. Work shall include minor repairs to all surfaces. SF=FLOOR AREA OF ENTIRE STRUCTURE.	Paint interior, to include all closets patch small holes in sheetrock where needed	9.N.	1450 SF	<input type="text"/>
<i>Plumbing</i>						
<b>BATHROOM #1</b>						
23		Commode & Seat/Install new commode, seat, supply line, shutoff and wax seal. Use American Standard Cadet or written approved equal.	replace stools in both bathrooms	11.A	2 EA	<input type="text"/>
<b>INTERIOR</b>						
24		Water Heater/Electric/40 Gallon/Install new 40 gal. electric water heater. Remove existing gas water heater and cap gas lines. Install new electric water heater to code. Work shall include all electrical hook-ups. Use Bradford White	remove and replace water heater	11.A	1 EA	<input type="text"/>

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
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*Plumbing*

**KITCHEN**

<b>25</b>		Sink & Faucet/Kitchen. Install new kitchen sink (33" x 22") & Faucet (Use Delta single-handle model 100-WF or written approved equal). Work shall include new drain lines and trap.	remove and replace kitchen sink and faucet	11.A	1 EA	<input type="text"/>
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*Site Work*

**EXTERIOR**

<b>26</b>		Cleanup/Final. Final cleanup of entire Project.	remove all trash and debris. Remove shed in backyard Pressure wash all vinyl, caulk around all windows		1 SF	<input type="text"/>
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**TOTAL**

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# HOUSING AUTHORITY OF THE CHEROKEE NATION

## VACANT UNIT INFORMATION SHEET

RECEIVED  
FEB 26 2018

HOUSING AUTHORITY  
AREA 1 - TAHLEQUAH

Name of Homebuyer: Jennifer Downing

Forwarding Address: P.O. Box 1894 Claremore OK 74017  
City, State, Zip Code:

County:	Mayes	Move-In Date:	4/28/2016
Project #:	5501	Move-out Date:	2/15/2018
Account #:	DO-205	Bedroom Size:	4
Unit #:	74205	Reason Vacated:	Reposessed by HACN

Previous Homebuyer: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Physical Address of Vacant Unit: \_\_\_\_\_

City, State, Zip Code: 2720 E 599 Rd Locust Grove, OK 74352

Directions to Unit: 4 Miles <sup>West</sup> East of Locust Grove, Turn Left at Sam's Corner, go 2 miles, take Left on top of hill, go 3/4 mile on Right hand side

	UTILITY COMPANY	ACCOUNT #
Gas:		
Electric:	PSO (Public Service Comp of Okla)	952-879-920-3-6
Water:	Cherokee County Rural Water Dist #7	159

Condition of Unit: Unknown

Change Locks: Yes

List any changes and/or additions made to unit: Unknown

Date: 2/26/18

HACN Staff: Megan Wooten

CC: Tenant File  
 Jerri A. Killer  
 Vera Hooper  
 Vera Hooper  
 Erna Reeves  
 Joe Leach  
 Jeremy Holderby  
 Housing Management Director  
 Manager of Housing  
 Supervisor - Housing Management  
 Deputy Director  
 Construction Manager  
 Development Clerk

Attachments Required For Environmental:  
 No  
 Yes  
 No  
 Copy of Plat if in Addition  
 Copy of Survey  
 Utility Transfer (Required if Assigned Back)

Attachments Required for Housing Mgmt Staff:  
 ✓ Tenant Information Sheet  
 ✓ Unit Information & Tenant Report  
 ✓ Tenant Transaction  
 ✓ Payoff Statement  
 — Request Appraisal