

# Work Write-Up and Bid Document

**Anthony & Brandy Gibson**  
 1312 W Quarles  
 Claremore, OK  
 74017-  
 (918) 453-7932

*Contractor Name*  
*Contractor Signature*

Bid Due Date:

| Trade | Area | Description | Comments | Manual Spec | Quantity | Enter Bid |
|-------|------|-------------|----------|-------------|----------|-----------|
|-------|------|-------------|----------|-------------|----------|-----------|

## Appliances

### KITCHEN

|   |  |  |                            |          |   |                         |
|---|--|--|----------------------------|----------|---|-------------------------|
| 1 |  | Dishwasher/Replace. Replace existing dishwasher with new dishwasher                                      | Replace dishwasher.        | 10.F.    | 1 | EA <input type="text"/> |
| 2 |  | Fire Protection/Install fire extinguisher(1-A:B:C) with wall mount bracket.                              | Install fire extinguisher. | 2f       | 1 | EA <input type="text"/> |
| 3 |  | Range Oven/30"/Free Standing/Replace. Replace existing free standing range oven with new 30" range oven. | Replace range oven.        | 10.F     | 1 | EA <input type="text"/> |
| 4 |  | Refrigerator/18.3 C.F./Replace. Replace existing refrigerator with new refrigerator/18.3 C.F.            | Replace refrigerator.      | 10.F     | 1 | EA <input type="text"/> |
| 5 |  | Vent-A-Hood/30"/Recirc./Replace. Replace existing vent-a-hood with new kitchen vent-a-hood (recirc.)/30" | Replace vent-a-hood.       | 10.D.3.D | 1 | EA <input type="text"/> |

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Carpentry

### BATHROOM #1

|   |  |  |  |         |      |                      |
|---|--|--|--|---------|------|----------------------|
| 6 |  | Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash. | Replace bath vanity tops, backsplash & end caps. | 6.O.4   | 8 LF | <input type="text"/> |
| 7 |  | Mirror/Wall Hung. Install new wall hung mirror with beveled edges.                             | Replace bath mirrors.                            | 11.2.z  | 2 ea | <input type="text"/> |
| 8 |  | Paper Holder/Replace paper holder  | Replace paper holders.                           | 10.E.2. | 2 EA | <input type="text"/> |
| 9 |  | Towel Bar/Install new towel bar/24".   | Replace towel bars.                              | 10.E.2. | 4 EA | <input type="text"/> |

### BEDROOM #1

|    |  |  |  |      |      |                      |
|----|--|--|--|------|------|----------------------|
| 10 |  | Furr Wall or Ceiling. Furr out area (see comments) to plane with existing surfaces. Install new 1/2" drywall, finish and paint to match existing surfaces. | Furr out wall & install access cover for water shut off. | 6.C. | 4 SF | <input type="text"/> |
|----|--|--|--|------|------|----------------------|

### EXTERIOR

|    |  |  |  |      |      |                      |
|----|--|--|--|------|------|----------------------|
| 11 |  | 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 lockset keyed alike & paint-both sides. | Replace exterior doors. Match existing size, swing & trim. | 8.A. | 4 EA | <input type="text"/> |
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Carpentry

### EXTERIOR

|    |  |                      |     |      |                      |
|----|--|----------------------|-----|------|----------------------|
| 12 | Screen/Aluminum Frame/Install new screen/Aluminum. | Install new screens. | 8.V | 5 EA | <input type="text"/> |
|----|--|----------------------|-----|------|----------------------|

|    |  |                      |     |      |                      |
|----|--|----------------------|-----|------|----------------------|
| 13 | 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. | Replace storm doors. | 8.B | 3 EA | <input type="text"/> |
|----|--|----------------------|-----|------|----------------------|

### GARAGE

|    |                                       |  |       |      |                      |
|----|---------------------------------------|--|-------|------|----------------------|
| 14 | Cabinet/Repair cabinet. See comments. | Replace 2'x3' shelves & paint cabinet. | 6.O.2 | 1 LF | <input type="text"/> |
|----|---------------------------------------|--|-------|------|----------------------|

|    |   |  |     |      |                      |
|----|---|--|-----|------|----------------------|
| 15 | Garage Vehicle Door/Repair overhead garage vehicle door/See Comments. | Replace seals & install opener, include 2 remotes. | 8.C | 1 EA | <input type="text"/> |
|----|---|--|-----|------|----------------------|

### HVAC

|    |                                    |  |     |       |                      |
|----|------------------------------------|--|-----|-------|----------------------|
| 16 | Window Stool/Replace window stool. | Replace damaged window stools. Match existing. Paint included. | 8.R | 10 LF | <input type="text"/> |
|----|------------------------------------|--|-----|-------|----------------------|

### INTERIOR

|    |   |                          |      |       |                      |
|----|---|--------------------------|------|-------|----------------------|
| 17 | Clothes Rod/Install. Install new closet clothes rod & hardware. | Replace all closet rods. | 6.Z. | 40 LF | <input type="text"/> |
|----|---|--------------------------|------|-------|----------------------|

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1312 W Quaries

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| Trade                       | Area | Description  | Comments  | Manual Spec | Quantity | Enter Bid            |
|-----------------------------|------|--|---|-------------|----------|----------------------|
| <i>Carpentry</i>            |      |  |   |             |          |                      |
| <b>INTERIOR</b>             |      |  |   |             |          |                      |
| 18                          |      | Passage Door/Pre-Hung/6-Panel/Replace passage door & lockset with new pre-hung 6-Panel. Work shall include paint both sides & door stops.  | Replace damaged/missing doors. Twin in utility area. Match existing trim. | 8.A         | 7 EA     | <input type="text"/> |
| 19                          |      | Trim/Replace. Replace interior trim, match existing.   | Replace damaged trim, match existing. Paint white.                        | 6.N         | 80 LF    | <input type="text"/> |
| <b>KITCHEN</b>              |      |  |   |             |          |                      |
| 20                          |      | Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash.   | Replace all countertop, backsplash, greaseguard & end caps.               | 6.O.4       | 24 LF    | <input type="text"/> |
| <i>Drywall &amp; Finish</i> |      |  |   |             |          |                      |
| <b>INTERIOR</b>             |      |  |   |             |          |                      |
| 21                          |      | Drywall/Wall/Small Area/Replace 1/2". Replace small area of drywall with new 1/2" drywall. Work shall include tape, bed, texture and paint to match existing as closely as possible. | Replace all damaged sheetrock.  | 9.D.        | 272 SF   | <input type="text"/> |
| 22                          |      | Texture/Ceiling/Repair ceiling texture and re-apply new texture-match existing.  | Repair tape joints.   | 9.F         | 20 SF    | <input type="text"/> |

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| Trade                       | Area | Description  | Comments   | Manual Spec | Quantity | Enter Bid            |
|-----------------------------|------|--|--|-------------|----------|----------------------|
| <i>Drywall &amp; Finish</i> |      |  |  |             |          |                      |
| <b>INTERIOR</b>             |      |  |  |             |          |                      |
| 23                          |      | Texture/Wall/Repair wall texture and re-apply new texture-match existing.  | Repair minor damage to sheetrock & retexture entire home including garage. | 9.F         | 1600 SF  | <input type="text"/> |
| 24                          |      | Wallpaper/Remove & Repair/Wall/Remove existing wallpaper from wall and apply texture-match existing.   | Remove all wallpaper & border.   | 9.O         | 130 SF   | <input type="text"/> |
| <i>Electrical</i>           |      |  |  |             |          |                      |
| <b>ELECTRICAL</b>           |      |  |  |             |          |                      |
| 25                          |      | 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). | Replace all ceiling fans.  | 13.D.9.B    | 4 EA     | <input type="text"/> |
| 26                          |      | Door Bell Sytem/Install new door bell system with bell chime, transformer, one button and bellwire.  | Replace door bell system.  | 13.D.       | 1 EA     | <input type="text"/> |
| 27                          |      | Light Fixture/Porch/Replace exterior porch light.  | Replace porch lights.  | 13.D.9      | 3 EA     | <input type="text"/> |

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1312 W. Quantas

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|-------------------|------|---|--|-------------|----------|----------------------|
| <i>Electrical</i> |      |   |  |             |          |                      |
| <b>ELECTRICAL</b> |      |   |  |             |          |                      |
| 28                |      | Light Fixture/Room/Replace. Replace existing light fixture with new semi-flush mount ceiling style light fixture. Use Angelo model 66201.   | Replace all lights. Match existing.            | 13.D.9      | 25 EA    | <input type="text"/> |
| 29                |      | Light Fixture/Vent-Light/Install new bathroom light (100 watt), vent fan (70 CFM) and switch. Use Broan model 679 or written approved equal.  | Replace bath vent lights.                      | 13.D.16     | 2 EA     | <input type="text"/> |
| 30                |      | Outlet/110v Duplex/20 Amp/Grounded/Replace 110 duplex outlet and cover/20 amp., grounded.   | Replace all outlets & covers. GFCI's included. | 13.D.       | 35 EA    | <input type="text"/> |
| 31                |      | Smoke Detector/Hard Wired with Battery Back-Up/Install new smoke detector, hard wired with battery backup. All bedrooms and hallways adjacent to bedrooms. Use Firex #045186 or written approved equal. | Replace all smoke alarms.                      | 13.D.11     | 4 EA     | <input type="text"/> |
| 32                |      | Switch & Cover Plate/20 Amp/Replace switch and cover/20 amp.  | Replace all switches & covers.                 | 13.D.       | 20 EA    | <input type="text"/> |

*Flooring*

**BATHROOM #1**

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Flooring

#### BATHROOM #1

|    |  |  |                                |     |       |                      |
|----|--|--|--------------------------------|-----|-------|----------------------|
| 33 |  | Ceramic Floor Tile/Replace ceramic floor tile. Match existing. | Remove & replace in bathrooms. | 9.E | 60 SF | <input type="text"/> |
|----|--|--|--------------------------------|-----|-------|----------------------|

#### INTERIOR

|    |  |   |                           |     |        |                      |
|----|--|---|---------------------------|-----|--------|----------------------|
| 34 |  | Carpet & Pad/Nylon/25 oz./Install new carpet (25 oz. face weight/nylon with 5 year wear and stain warranty) and pad (7/16"-6 lb.). Use Beaulieu "Prairie" 25 oz. Face weight or written approved equal. | Replace all carpet & pad. | 9.M | 105 SY | <input type="text"/> |
|----|--|---|---------------------------|-----|--------|----------------------|

|    |  |   |   |     |        |                      |
|----|--|---|---|-----|--------|----------------------|
| 35 |  | Ceramic Wall Tile/Remove wall tile. Work shall include texture & repair to sheetrock. | Remove all wall tile in kitchen & bathroom. | 9.H | 105 SF | <input type="text"/> |
|----|--|---|---|-----|--------|----------------------|

HVAC

#### HVAC

|    |  |  |   |    |         |                      |
|----|--|--|---|----|---------|----------------------|
| 36 |  | Central Air (14 SEER) & Heat/1,001 to 1,600sf/Install central air (14 SEER) and heat (gas-80% AFUE)/Complete system including ductwork/Building sizes between 1,001 and 1,600sf. | Replace HVAC. 3 ton. Filter grill, thermostat & line set. | 12 | 1200 SF | <input type="text"/> |
|----|--|--|---|----|---------|----------------------|

Paint & Finish

#### EXTERIOR

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1312 W Quanties

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|-------|------|-------------|----------|-------------|----------|-----------|

*Paint & Finish*

**EXTERIOR**

|    |  |  |                             |       |         |                      |
|----|--|--|-----------------------------|-------|---------|----------------------|
| 37 |  | Exterior Surfaces/Paint entire exterior/siding, trim, soffit and fascia/Two Coats. Include minor repairs to all surfaces. NOTE:SF=FLOOR AREA/BID TO PAINT ALL EXTERIOR SURFACES. | Caulk & paint all exterior. | 9.N.4 | 2000 SF | <input type="text"/> |
|----|--|--|-----------------------------|-------|---------|----------------------|

**INTERIOR**

|    |  |   |   |        |         |                      |
|----|--|---|---|--------|---------|----------------------|
| 38 |  | Baseboards/Paint baseboards/Primer and one coat/latex enamel.   | Clean & paint all trim, window stools & aprons.                     | 9.N.3  | 500 LF  | <input type="text"/> |
| 39 |  | Cabinets/Refinish existing cabinets/remove finish, sand/re-stain/varnish, 3 coats, sand after first coat.   | Sand & refinish all cabinets & bath vanities.                       | 6.O.3. | 220 SF  | <input type="text"/> |
| 40 |  | Door/Both Sides/Paneled Door/Paint both sides of door/Paneled door/Include frame and trim.  | Clean & paint doors. Install door stops.                            | 9.N.3  | 10 EA   | <input type="text"/> |
| 41 |  | 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 entire interior of home including garage & closets off white. | 9.N.   | 1600 SF | <input type="text"/> |

*Plumbing*

**BATHROOM #2**

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1312 W Quarters

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|--------------------|------|---|---|-------------|----------|----------------------|
| <i>Plumbing</i>    |      |   |   |             |          |                      |
| <b>BATHROOM #2</b> |      |   |   |             |          |                      |
| 42                 |      | Bathtub-Shower Combination/Pre-Fab/2 Piece/Install new 2 piece tub/shower unit. Use Lasco 2603-2PRHW or written approved equal. All related plumbing & Delta fixtures included. | Replace tub/shower & all related plumbing. Delta fixture. | 11.A        | 1 EA     | <input type="text"/> |
| <b>PLUMBING</b>    |      |   |   |             |          |                      |
| 43                 |      | Commode & Seat/Install new commode, seat, supply line, shutoff and wax seal. Use American Standard Cadet or written approved equal.   | Replace both toilets.                                     | 11.A        | 2 EA     | <input type="text"/> |
| 44                 |      | Faucet/Kitchen. Install new kitchen faucet (Use Delta single-handle model 100-WF or written approved equal), supply lines & shutoffs.   | Replace faucet in garage. Delta.                          | 11.A        | 1 EA     | <input type="text"/> |
| 45                 |      | Shower Faucet & Diverter/Install new bath/shower faucet with diverter. Use Delta model T13422 or written approved equal.  | Replace shower valve, head, handle & drain stop. Delta.   | 11.A        | 1 EA     | <input type="text"/> |
| 46                 |      | Sillcock. Install exterior sillcock.  | Replace sillcocks.  | 11.A        | 2 EA     | <input type="text"/> |

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Plumbing

### PLUMBING

|    |  |  |  |      |   |                         |
|----|--|--|--|------|---|-------------------------|
| 47 |  | 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 supply lines, shut offs and trap.  | Replace sink & faucet. Use Delta.        | 11.A | 1 | EA <input type="text"/> |
| 48 |  | Sink & Faucet-Install new vanity sink & faucet, supply lines & shutoffs. Use Delta.  | Replace bath sinks & faucets. Use Delta. | 11.A | 2 | EA <input type="text"/> |
| 49 |  | Washer Box, Valves & Drain. Install new washer box, valves and drain line.   | Replace washer box.                      | 11.A | 1 | EA <input type="text"/> |
| 50 |  | Water Heater/Gas/40 Gallon/Install new 40 gal. gas water heater. Work shall include elevating to 18" (if in garage), replacement of TPR, all combustion air and gas & electrical hook-ups for code legal installation. Bradford White or written approved equal. | Replace HWT.                             | 11.A | 1 | EA <input type="text"/> |

### Professional Services

### PROFESSIONAL SERVICES

|    |  |  |  |    |   |                         |
|----|--|--|--|----|---|-------------------------|
| 51 |  | Permits/Inspections. Contractor is responsible for all permits/inspections required by local code. | Contractor is responsible for all permits & inspections. | P4 | 1 | EA <input type="text"/> |
|----|--|--|--|----|---|-------------------------|

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Claremore, OK

| Trade            | Area | Description                                     | Comments   | Manual Spec | Quantity | Enter Bid            |
|------------------|------|---|--|-------------|----------|----------------------|
| <i>Site Work</i> |      |   |  |             |          |                      |
| <b>EXTERIOR</b>  |      |   |  |             |          |                      |
| 52               |      | Cleanup/Final. Final cleanup of entire Project. | Remove all trash & debris. Mow & weed/dead yard. |             | 1 SF     | <input type="text"/> |
| 53               |      | Fence/Remove/ Replace fence. See comments.      | Remove chain link fence. Trim trees.             | 2           | 10 LF    | <input type="text"/> |
| <b>INTERIOR</b>  |      |   |  |             |          |                      |
| 54               |      | Cleanup/Final. Final cleanup of entire Project. | Clean all floors, countertops, windows, etc.     |             | 1600 SF  | <input type="text"/> |
| <b>TOTAL</b>     |      |   |  |             |          | <input type="text"/> |

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1312 W Quaries

Claremore, OK

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**HOUSING AUTHORITY OF THE CHEROKEE NATION**  
**VACANT UNIT INFORMATION SHEET**

**Name of Homebuyer:**

Anthony & Brandy Gibson

**Forwarding Address:**

City,

State,

Zip Code:

**County:** Rogers

**Project #:** 2002 7100

**Account #:** GI-2006

**Unit #:** 72006

**Move-In Date:** 12/1/2008

**Move-out Date:** 12/4/2014

**Bedroom Size:** 3

**Reason Vacated:** Repossessed by HACN

**Previous Homebuyer:**

**Move-In Date:**

**Physical Address of Vacant Unit:**

City, State, Zip Code:

1312 W Quarles St Claremore, OK 74017

**Directions to Unit:**

In Claremore, Take Hwy 66 to W. Will Rogers Blvd.

Go West to Wortman. Turn South on to Quarles. Turn West. House is on the right.

**UTILITY COMPANY**

**ACCOUNT #**

Gas:

Electric:

Water:

**Condition of Unit:** Unknown

**Change Locks:** Yes

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

**Date:**

12/15/14

**HACN Staff:**

Valerie Patterson

CC: Tenant File

Jerri A. Killer

Housing Management Director

Cindy Scraper

Manager of Housing

Teresa Wilson

Supervisor - Housing Management

David Linch

Maintenance Manager

Shirley Hubbard

Administrative Officer - Maintenance

Stephanie Carroll

Administrative Assistant - Maintenance

**Attachments Required For Environmental:**

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