

# WorkWrite-Up and Bid Document

**Sharon Efler**

1200 Willow Creek Dr  
 Bartlesville, OK  
 74006-

(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 <input type="text"/>
2		Range Oven/30"/Free Standing. Install new 30" range/oven.	replace stove	10.F	1	EA <input type="text"/>
3		Refrigerator/18.2 CF/ Install new Fridge	replace fridge	10.F	1	EA <input type="text"/>
4		Vent/Install/Dryer. Install new louvered dryer vent with ducting.	replace dryer vent	10.D.2.D.	1	EA <input type="text"/>
5		Vent-A-Hood/30"/Recirc./Install new kitchen vent-a-hood (recirc.)/30"	replace venthood	10.D.3.D	1	EA <input type="text"/>

*Carpentry*

**BATHROOM #1**

Tuesday, October 27, 2020

1200 Willow Creek Dr

Bartlesville, OK

<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Carpentry</i>						
	<b>BATHROOM #1</b>					
6		Paper Holder/Replace paper holder	replace paper holder in both bathrooms	10.E.2.	2 EA	<input type="text"/>
7		Towel Bar/Install new towel bar/24".	eplace towel bars in both bathrooms	10.E.2.	4 EA	<input type="text"/>
	<b>EXTERIOR</b>					
8		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.	replace all exterior entry doors	8.A.	3 EA	<input type="text"/>
9		Siding/Repair damaged siding. See comments.	replace all siding with holes on exterior	15.C.	150 SF	<input type="text"/>
10		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"/>

<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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*Carpentry*

**EXTERIOR**

11		Window/Replace/Vinyl. Replace window with new Solid Vinyl window/single hung/Use American Craftsman Series 2160-Vinyl or written approved equal. Include frame, sill, sash, trim, hardware, screen, repair & paint of interior and exterior surfaces.	replace all windows and screens	8. G	5 EA	<input type="text"/>
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**GARAGE**

12		Garage Vehicle Door/Repair overhead garage vehicle door/See Comments.	Replace hardware on gaage door	8. C	1 EA	<input type="text"/>
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**INTERIOR**

13		Base Cabinets/Replace/Oak. Replace base cabinets with new cabinets, pre-finished oak. Use Mill's Pride "York" or written approved equal.	remove and replace all base cabinets	6. O.2	10 LF	<input type="text"/>
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14		Base Trim/Pine Colonial 2-1/4" Fingerjoint/Replace. Replace base trim, colonial, fingerjoint,2-1/4" pine.	remove and replace interior trim, paint white	6. N	450 LF	<input type="text"/>
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15		Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash.	remove and replace countertops	6. O.4	15 LF	<input type="text"/>
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*Carpentry*

**INTERIOR**

**16** Medicine Cabinet/Oak with Tri-View Mirror. remove med cabinet  
Install new medicine cabinet/Tri-View and replace mirror  
Mirror/Oak frame-30" x 32". in both bathrooms

11.2.Z 2 EA

**17** Passage Door/Pre-Hung/6-Panel/Replace replace all interior  
passage door & lockset with new pre-hung doors  
6-Panel. Work shall include paint both sides.

8.A 8 EA

**18** Wall Hung Cabinets/Replace/Oak. Replace remove and replace  
all wall hung cabinets with new cabinets/ pre- wall hung cabinets  
finished oak/use Mill's Pride "York" or  
written approved equal.

6.O.2 15 LF

*Electrical*

**BATHROOM #1**

**19** Light Fixture/Heat-Vent-Light/Install new replace both heat  
bathroom light (100 watt), heater (1450 vent lights in both  
watt), vent fan (70 CFM) and switch. Use bathrooms  
Broan model 655 or written approved equal.

13.D.16 2 EA

**EXTERIOR**

**20** Light Fixture/Porch/Replace exterior porch replace porch lights  
light.

13.D.9 3 EA

**HALLWAY #1**

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
<i>Electrical</i>						
21	<b>HALLWAY #1</b> Smoke Detector/Battery Operated/Install new smoke detector, battery operated (10 year lithium battery). All bedrooms and hallways adjacent to bedrooms. Use Firex #4015 or written approved equal.		replace smoke alarms	13.D.11	5 EA	<input type="text"/>
<b>INTERIOR</b>						
22	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 ceiling fans	13.D.9.B	4 EA	<input type="text"/>
23	Cover Plate/Outlet/Install new outlet cover plate		replace all plugs, outlets, switches cover plates, gcfi	13.D.6.	25 EA	<input type="text"/>
24	Light Fixture, Switch & Circuit/Room/Install new semi-flush mount ceiling light fixture, switch, cover plate and circuit. Use Angelo model 66201.		replace all interior lights	13.D.9	12 EA	<input type="text"/>
<i>Flooring</i>						
<b>INTERIOR</b>						
25	Carpet & Pad/Level Loop/26 oz./Install new carpet (26 oz., level loop)and pad (15 oz.).		remove and replace carpet and pad in designated areas	9.M	110 SY	<input type="text"/>

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*Flooring*

26	INTERIOR	Vinyl floor planks/install vinyl floor planks/glue down/7 mil wear layer/10 year residential warranty	remove tile and replace with glue planks in designated areas	9.L	300 sf	<input type="text"/>
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*HVAC*

27	INTERIOR	Central Air (13 SEER) & Heat/1,001 to 1,600sf/Install central air (13 SEER) and heat (gas-80% AFUE)/Complete system/Building sizes between 1,001 and 1,600sf.	replace with 3 ton unit to include lineset, filter filter grill, registers, and stat	12	1280 SF	<input type="text"/>
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*Paint & Finish*

28	INTERIOR	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	9.N.	1 SF	<input type="text"/>
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*Plumbing*

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Plumbing

**BATHROOM #1**

29 Faucet/Vanity/Install new vanity faucet, supply lines & shutoffs. Use Moen one handle # P84521 or written approved equal. replace bathroom vanities, and sink and faucet in both bathrooms

11.A 2 EA

30 Shower Faucet & Diverter/Install new bath/shower faucet with diverter. Use Delta model N1348 or written approved equal. replace shower head, faucet, and diverter in both bathrooms

11.A 2 EA

**INTERIOR**

31 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

32 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

33 Washer Box, Valves & Drain. Install new washer box, valves and drain line. replace washer box

11.A 1 EA

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Plumbing

**INTERIOR**

<b>34</b>		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. Use Bradford White	replace water heater	11.A	1 EA	<input type="text"/>
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Roofing

**EXTERIOR**

<b>35</b>		Roof/shingles/Install. Install new 30 year architectural shingles as per manufacturer's recommendations.	remove and eplace drip edge, shingles, roof jacks, felt and flashing	7.A.	25 S	<input type="text"/>
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Site Work

**EXTERIOR**

<b>36</b>		Cleanup/Daily. Cleanup floor area daily.	remove all trash and debris interior and exterior, mop floors, vaccuum carpet, mow yard.		1 SF	<input type="text"/>
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**TOTAL**



# HOUSING AUTHORITY OF THE CHEROKEE NATION

## VACANT UNIT INFORMATION SHEET

**Name of Homebuyer:** Sharon Eifler

**Forwarding Address:** 5600 South Hazel Rd. Apt. 700, Bartlesville, OK 74006  
 City, State, Zip Code:

<b>County:</b>	Washington	<b>Move-In Date:</b>	12/14/2005
<b>Project #:</b>	2004	<b>Move-out Date:</b>	6/30/2020
<b>Account #:</b>	EI-4893	<b>Bedroom Size:</b>	3
<b>Unit #:</b>	44893	<b>Reason Vacated:</b>	Abandonment

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

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

**Physical Address of Vacant Unit:** 1200 Willow Creek Drive  
 City, State, Zip Code: Bartlesville, OK 74006

**Directions to Unit:** From Highway 75 North, Turn right onto Price Rd., Turn left onto Madison Blvd., Go 1.67 Miles. Turn Right onto Hazel Road. Take the 2nd right onto Willow Creek Dr. House is first house on the left.

	<b>UTILITY COMPANY</b>	<b>ACCOUNT #</b>
Gas:	Oklahoma Natural Gas	Could not find
Electric:	PSO	Could not find
Water:	City of Bartlesville	Could not find

**Condition of Unit:** Unknown

Change Locks: YES

List any changes and/or additions made to unit: \_\_\_\_\_

Date: 7-1-2020

HACN Staff: Shannon Sanford

- CC: Tenant File
- |                   |  |
|-------------------|--|
| Jerri A. Killer   | Housing Management Director            |
| Cindy Bryant      | Manager of Housing                     |
| Teresa Wilson     | Supervisor - Housing Management        |
| David Sevier      | 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