



Addendum # 1
Issue Date:
10/16/12

Newport News Redevelopment & Housing Authority
Division of Purchasing
227 27th Street P.O. Box 797
Newport News, VA 23607
Phone: (757) 928-2623 Fax: (757) 245-2144
www.nnrha.com

Invitation for Bids
IFB#73-GOR-10-12
October 11, 2012

Great Oak Renovations
Bid Due Date: No Change

Invitation for Bids, subject to the conditions and instructions contained herein, will be received at the above office until the date and hour shown (local prevailing time) for furnishing the items or services described in the IFB.

It is agreed and understood that this page will constitute addendum #1, and shall be made part of the IFB document. This document must be signed and returned with the bid.

**Attachment: Revised Work Write Up
Bond Documents**

Procurement Officer: _____
Nina T. Britton, Procurement Officer, nbritton@nnrha.org

Company Name: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This Form Must Be Signed

Work Write-Up

GREAT OAKS COURT A REVISED 10/16/12 DAVIS BACON

Dated: 10/10/2012

Printed: Tuesday, October 16, 2012 04:37 PM
Arranged By: Location (All Locations)
Priorities: All Priorities
Cost: Yes (F Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

NNRHA GREAT OAKS -WATER DAMAGE

Project Address

ONE GREAT OAK CIRCLE

WORK INCLUDE 12 1 BR UNITS /2 1BR HANDICAP UNITS / 1 2BR UNIT

NEWPORT NEWS, VA 23606

Customer Address

ONE GREAT OAK CIRCLE

WORK INCLUDE 12 1BR UNITS (558 SF) /2 1BR HANDICAP (558)/ 1 2BR UNIT (839)

NEWPORT NEWS, VA 23606

Home Phone:

Work Phone:

PREPARED BY

ANTHONY HOLMES

NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY

227 27TH STREET

NEWPORT NEWS, VA 23607

757 928-2623

Work Write-Up

NNRHA GREAT OAKS -WATER DAMAGE

Dated: 10/10/2012

WWU: GREAT OAKS COURT A REVISED 10/16/12 DAVIS BACON

Site: ONE GREAT OAK CIRCLE

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0020 P1 MASTER SPECIFICATIONS The Master Specifications were written for and are references to specified instructions and information describing materials and workmanship required by all rehabilitation and new construction work for the Newport News Redevelopment and Housing Authority and the current code standards by the City of Newport News on Building, Plumbing, Electrical, Mechanical, and Fire shall be enforced on all work indicated in the Work Write-Up for this project. Contractors submitting valid bids shall visit the job site as requested by the Authority. The property owner has been instructed to allow you access to the property. Should you need another copy of the Master Specifications you may pick it up at our office.			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.	0	APP	
01.0050 P1 CODE COMPLIANCE-USBC 2009 All materials and methods of construction related to work performed on this project must comply with state and locally adopted code requirements and must meet with the approval of local, state code and NNRHA enforcement officials.	0	APP	
01.0065 P1 CALL MISS UTILITY BEFORE YOU DIG Miss Utility is the free "one call" Virginia communications center for excavators, contractors, property owners, and those planning any kind of excavation or digging. The Miss Utility center notifies participating utilities of the upcoming excavation work so they can locate and mark their underground facilities in advance to prevent possible damage to underground utility lines, injury, property damage and service outages. The "Miss Utility Law" (Virginia Underground Utility Damage Prevention Act)) requires that Miss Utility is called 3 working days in advance of the planned work to allow time for marking, that the marks be respected and protected, and that excavation be completed carefully.	0	APP	
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance that will protect him from claims of damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present the Labor Compliance Officer with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than 500,000 each occurrence and \$500,000 automobile insurance. Contractor shall also carry Worker's Compensation insurance when required by State law, or Program Administrator.	0	APP	

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01.0325 P1 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 not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.	0	APP	
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01.0510 P1 CUSTOMER TO BOX-UP BREAKABLES The customer is responsible for boxing-up and protecting any breakable items.	0	APP	
01.0535 P1 CUSTOMER TO KEEP PERSONAL ITEMS AWAY FROM WORK AREA ON A DAILY BASIS. The customer is responsible for keeping personal items away from work area. This does not include furniture or appliances only personal items and breakables.	0	APP	
01.0560 P1 CUSTOMER TO REMOVE DEBRIS FROM HOUSE The customer is responsible for removing trash and debris from the house and yard before construction begins. The customer is also responsible for keeping the house and yard free of trash and debris during construction.	0	APP	
01.0585 P1 PROJECT NOTES	0	APP	
EXTERIOR			
45.0075 P1 REPAIR DOOR, JAMB AND CASING. A DJ. DOOR TO OPEN, SHUT AND LATCH.INSTALL WEATHER-STRIPPING AT DOOR TO SEAL AIR GAPS. Replace severely damaged sections of door, jamb and casing. New material to be securely attached and finished smooth to blend in with adjacent materials. Wood filler may be used only on small defects. Adjust door, lockset and hardware so that door opens, closes and latches properly. If necessary, rehang door. Install new weatherstripping	15	EA	
45.1000 P1 PREPARE AND PAINT DOOR, JAMB AND CASING-BOTH SIDES/NNRHA TO SUPPLY PAINT Wet scrape loose paint from door jamb and casing. Secure loose material and caulk all cracks prior to applying primer. Apply primer that bonds to existing paint. Then apply two coats of semi-gloss paint.	15	EA	
INTERIOR			
25.0027 P1 REMOVE & RESET HARDPLANK SIDING AFTER REPAIRS TO EXTERIOR WALLS. REPLACE/REPAIR DAMAGED WOOD INCLUDING BUT NOT LIMITED TO EXTERIOR AND INTERIOR WALLS, SILL PLATES, ETC. INSTALL 1/2 " PT PLYWOOD 2' UP FROM GROUND LEVEL. Replace/repair wood sill plate and band board with pressure treated wood which shall match existing. Plates to be fastened to foundation with 7" anchor bolts @ 6'-0" o.c. All installations shall comply with local codes.	15	UN	

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45.0110 P1 INSTALL NEW PT DOOR FRAMING & INSTALL ALL NEW WOOD DOOR CASING & TRIMS ON REAR DOOR UNITS. (FRENCH DOOR/SILDING DOORS). Install new PT door framing which shall be straight & true. Replace door casing/trim/jamb that is similar in style and dimension to existing trim and casing throughout the house. Paint all door casing with two coats of high quality semi-gloss paint.	15	UN	_____
45.0725 P1 #INSTALL A PREHUNG HOLLOW CORE WOOD DOOR & REUSE LOCKSETS FROM DAMAGED DOORS. Install a new 1-3/8" thick prehung masonite hollow core door slab with a split jamb, casing and existing lockset.	45	EA	_____
45.0775 P1 INSTALL A WOOD BIFOLD (SMALL CLOSET ONLY) & SLIDING CLOSET DOOR IN EXISTING DOOR OPENING WITH NEW JAMB & NEWCASING ON BOTH SIDES OF OPENING. Install a new 1-1/8" thick, wood bifold door with a metal track and all hardware in existing opening. Install sliding doors at all other closets with new metal tracks. Install new jamb and door casing that shall match existing door trims.	45	SE	_____
50.0500 P1 INSTALL NEW TRIM AROUND WINDOW Install new window casing, sill, stool and apron that is similar in style and dimension to window trim that is around other windows in house or room. Caulk, prime and paint window trim. Use two coats of semi-gloss acrylic latex paint.	45	EA	_____
55.0326 P1 INSTALL VCT FLOOR TILES-MANAGEMENT TO SUPPLY TILES. INCLUDE ALL CLOSETS & OFFICE BUILDING Fill all joints and indentations with floor patch and sand smooth. Install new 1/8" or thicker 12" x 12", 100% vinyl composition floor tiles to underlayment using manufacturer recommended adhesive and installation instructions. (Self stick tiles unacceptable). Apply mildew resistant caulk to conceal cracks and prevent water penetration at perimeter of vinyl.	15	UN	_____
55.0330 P1 INSTALL VINYL BASE MOLDING-MANAGEMENT TO SUPPLY BASE MOLDING-INCLUDE OFFICE BUILDING Prepare all surfaces to be smooth and uniform. Install 4" vinyl base molding which shall be attached securely to wall and flush to floor tile.	15	UN	_____
60.0651 P1 INSTALL 5/8" SR TO COMMON WALL BETWEEN UNITS FUR OUT AS NEEDED. Install 5/8" gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints. Existing wood trim to remain in place if present.	15	UN	_____
60.0675 P1 INSTALL 1/2" SHEETROCK TO STUD WALL-INCLUDE ALL CLOSETS. INSTALL THE SHEETROCK TO THE CEILING	15	UN	_____

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<p>Install 1/2" tapered gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints.</p>			
<p>60.1360 P1 PAINT WALLS & CEILINGS-NNRHA TO SUPPLY PAINT & PRIMER. INCLUDE ALL CLOSETS</p> <p>Apply 1 coat of primer and 2 coats of paint to wall & ceiling surfaces and 2 coats of paint to trim which includes any baseboard; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. NNRHA to supply paint & primer.</p>	15	UN	_____
<p>60.1525 P1 #INSTALL ADA APPROVED SUPPRORT BAR.</p> <p>Securely install, per manufacturer's instructions, a ADA approved support bar. Provide necessary framing and repair wall surface if damaged during installation of bar. Check with management for locations.</p>	47	EA	_____
<p>75.1226 P1 BUILD PLATFORM FOR WATER HEATER-MANAGEMENT WILL INSTALL WATER HEATER.</p> <p>Remove existing water heater pan & save to reuse. Install PT wood framing & sheathing to construct wood stand to support water heater. Installation to comply with code requirements. New platform shall be approximately 30" X 30" and 4" high.</p>	15	EA	_____
<p>90.0075 P1 INSTALL R-13 INSULATION IN WALLS- EXTERIOR</p> <p>Install R-13 fiberglass batt insulation in walls. If faced batts are used, install paper face toward conditioned space. Seal all penetrations in walls including those made for plumbing, electrical and other systems with 25-year caulk or spray foam sealant.</p>	15	UN	_____
<p>90.0150 P1 INSTALL R-38 INSULATION IN ATTIC-UNIT B-7/B-15/B46</p> <p>Install R-38 cellulose or fiberglass insulation in attic. Make sure insulation does not cover electrical fixtures and is pulled away from fire places and other potential fire hazards. If applicable, install baffles at soffit vents to ensure proper air flow into attic. If present, weather strip and staple R38 insulation to top side of attic access panel or pull down stair. Leave evidence in attic of amount insulation installed.</p>	15	UN	_____
BATHROOM			
<p>60.0675 P1 INSTALL 1/2" WATER RESISTENT SHEETROCK TO STUD WALL. INCLUDE ALL WALLS & CEILINGS IN UNIT B-7/B-15/B46</p> <p>Install 1/2" gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints.</p>	15	UN	_____
<p>60.0850 P1 INSTALL CERAMIC TILE ON WALL-2' ABOVE TUB IN 10 UNITS -ALL TILE IN HANDICAPP UNIT- NEW TILE SHALL MATCH</p>	15	UN	_____

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EXISTING TILE AS CLOSE AS POSSIBLE			
Prepare wall surface and install new thin set ceramic tile on wall per manufacturer's instructions. Apply grout and mildew resistant acrylic latex caulk at intersections with horizontal surfaces, corners and other wall surfaces.			
75.0200 P1 REHANG AND REPAIR WALL SINK	15	EA	_____
Remove wall hung sink. Store during renovations. Resecure or install a new metal sink support bracket. Provide framing where necessary for proper installation of bracket and support of sink. Connect water lines, drain lines and vents that are necessary to make sink work properly and meet code requirements.			
75.0342 P1 SHOWER SEAT FOR HANDICAP UNIT - MANAGEMENT TO SUPPLY SEAT	2	EA	_____
Install new seat in shower unit which shall be securely fastened to the shower.			
75.0600 P1 RESET TOILET	15	EA	_____
Remove toilet and store during renovations. Reset toilet with a new wax seal, new supply line. Work to comply with plumbing code.			
KITCHEN			
70.0025 P1 RE-INSTALL CABINETS & RESECURE COUNTERTOPS.	15	UN	_____
Re-install all salvageable cabinets as determined by NNRHA Representative. Check all countertop & resecure useable tops to cabinets			
75.0115 P1 RE-INSTALL EXISTING. KITCHEN SINK AND FAUCET	15	EA	_____
Re-install kitchen sink with & faucets. Install new stop valves, drains trap and supply lines from stop valves to faucet as needed to make sink operable & leak free. All installations shall comply with local codes.			
ELECTRICAL SYSTEM			
80.0700 P1 INSTALL A NEW ELECTRIC RANGE PLUG-IN AND WIRING	15	EA	_____
Remove existing outlet & wiring for range. Install a new 220-V 50-Amp electric range circuit including receptacle and wiring that includes a ground wire. Run new wiring behind building surface materials unless otherwise approved by Construction Inspector. Materials and method of installation must also meet approval of electrical inspector.			
80.1075 P1 REPAIR ELECTRICAL SYSTEM	15	UN	_____
Repair existing electrical wiring system throughout dwelling unit so that electrical system works safely and properly. Replace hazardous wiring Repair or replace defective and missing electric system components including, but not limited to, circuit breakers,			

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receptacles, plate covers, box covers, wire nuts, clamps, switches, telephone & alarm systems. Materials and methods of installation to meet approval of electric code inspector.			
95.0100 P1 REINSTALL RANGE HOOD -UNIT Remove existing range hood and store during renovations. Reinstall range hood to be made operable which shall comply to current codes.	15	EA	

Cost Summary

Total Cost

SIGN HERE

COMPANY NAME : _____

NAME : _____

PHONE# _____

Work Write-Up

GREAT OAKS COURT B REVISED 10/16/12 DAVIS BACON

Dated: 10/10/2012

Printed: Tuesday, October 16, 2012 04:38 PM
Arranged By: Location (All Locations)
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Cost: Yes (F Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

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NEWPORT NEWS, VA 23606

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ONE GREAT OAK CIRCLE 45 UNITS

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Home Phone:

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PREPARED BY

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Work Write-Up

NNRHA GREAT OAKS -WATER DAMAGE

Dated: 10/10/2012

WWU: GREAT OAKS COURT B REVISED 10/16/12 DAVIS BACON

Site: ONE GREAT OAK CIRCLE

Location / Work Description	Quantity	UOM	Cost
01.0510 P1 CUSTOMER TO BOX-UP BREAKABLES The customer is responsible for boxing-up and protecting any breakable items.	0	APP	
01.0535 P1 CUSTOMER TO KEEP PERSONAL ITEMS AWAY FROM WORK AREA ON A DAILY BASIS. The customer is responsible for keeping personal items away from work area. This does not include furniture or appliances only personal items and breakables.	0	APP	
01.0560 P1 CUSTOMER TO REMOVE DEBRIS FROM HOUSE The customer is responsible for removing trash and debris from the house and yard before construction begins. The customer is also responsible for keeping the house and yard free of trash and debris during construction.	0	APP	
01.0585 P1 PROJECT NOTES	0	APP	
EXTERIOR			
45.0075 P1 REPAIR DOOR, JAMB AND CASING. A DJ. DOOR TO OPEN, SHUT AND LATCH.INSTALL WEATHER-STRIPPING AT DOOR TO SEAL AIR GAPS. Replace severely damaged sections of door, jamb and casing. New material to be securely attached and finished smooth to blend in with adjacent materials. Wood filler may be used only on small defects. Adjust door, lockset and hardware so that door opens, closes and latches properly. If necessary, rehang door. Install new weatherstripping	45	EA	
45.1000 P1 PREPARE AND PAINT DOOR, JAMB AND CASING-BOTH SIDES/NNRHA TO SUPPLY PAINT Wet scrape loose paint from door jamb and casing. Secure loose material and caulk all cracks prior to applying primer. Apply primer that bonds to existing paint. Then apply two coats of semi-gloss paint.	45	EA	
INTERIOR			
25.0027 P1 REMOVE & RESET HARDPLANK SIDING AFTER REPAIRS TO EXTERIOR WALLS. REPLACE/REPAIR DAMAGED WOOD INCLUDING BUT NOT LIMITED TO EXTERIOR AND INTERIOR WALLS, SILL PLATES, ETC. INSTALL 1/2 " PT PLYWOOD 2' UP FROM GROUND LEVEL. Replace/repair wood sill plate and band board with pressure treated wood which shall match existing. Plates to be fastened to foundation with 7" anchor bolts @ 6'-0" o.c. All installations shall comply with local codes.	45	UN	

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45.0110 P1 INSTALL NEW PT DOOR FRAMING & INSTALL ALL NEW WOOD DOOR CASING & TRIMS ON REAR DOOR UNITS. (FRENCH DOOR/SILDING DOORS). Install new PT door framing which shall be straight & true. Replace door casing/trim/jamb that is similar in style and dimension to existing trim and casing throughout the house. Paint all door casing with two coats of high quality semi-gloss paint.	45	UN	_____
45.0725 P1 #INSTALL A PREHUNG HOLLOW CORE WOOD DOOR & REUSE LOCKSETS FROM DAMAGED DOORS. Install a new 1-3/8" thick prehung masonite hollow core door slab with a split jamb, casing and existing lockset.	135	EA	_____
45.0775 P1 INSTALL A WOOD BIFOLD (SMALL CLOSET)& SLIDING CLOSET DOOR IN EXISTING DOOR OPENING WITH NEW JAMB & NEWCASING ON BOTH SIDES OF OPENING. Install a new 1-1/8" thick, wood bifold door with a metal track and all hardware in existing opening. Install new silding door with metal track in large closets. Install new jamb and door casing that shall match existing door trims.	135	SE	_____
50.0500 P1 INSTALL NEW TRIM AROUND WINDOW Install new window casing, sill, stool and apron that is similar in style and dimension to window trim that is around other windows in house or room. Caulk, prime and paint window trim. Use two coats of semi-gloss acrylic latex paint.	135	EA	_____
55.0326 P1 INSTALL VCT FLOOR TILES-MANAGEMENT TO SUPPLY TILES. INCLUDE ALL CLOSETS & OFFICE BUILDING Fill all joints and indentations with floor patch and sand smooth. Install new 1/8" or thicker 12" x 12", 100% vinyl composition floor tiles to underlayment using manufacturer recommended adhesive and installation instructions. (Self stick tiles unacceptable). Apply mildew resistant caulk to conceal cracks and prevent water penetration at perimeter of vinyl.	45	UN	_____
55.0330 P1 INSTALL VINYL BASE MOLDING-MANAGEMENT TO SUPPLY BASE MOLDING-INCLUDE OFFICE BUILDING Prepare all surfaces to be smooth and uniform. Install 4" vinyl base molding which shall be attached securely to wall and flush to floor tile.	45	UN	_____
60.0651 P1 INSTALL 5/8" SR TO COMMON WALL BETWEEN UNITS FUR OUT AS NEEDED. Install 5/8" gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints. Existing wood trim to remain in place if present.	45	UN	_____
60.0675 P1 INSTALL 1/2" SHEETROCK TO STUD WALL-INCLUDE ALL CLOSETS. REPLACE ALL THE SHEETROCKWALLS UP TO THE	45	UN	_____

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Location / Work Description	Quantity	UOM	Cost
<p style="text-align: center;">CEILING.</p> <p>Install 1/2" tapered gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints.</p>			
<p>60.1360 P1 PAINT WALLS & CEILINGS-NNRHA TO SUPPLY PAINT & PRIMER. INCLUDE ALL CLOSETS</p> <p>Apply 1 coat of primer and 2 coats of paint to wall & ceiling surfaces and 2 coats of paint to trim which includes any baseboard; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. NNRHA to supply paint & primer.</p>	45	UN	
<p>60.1525 P1 #INSTALL ADA APPROVED SUPPRORT BAR.</p> <p>Securely install, per manufacturer's instructions, a ADA approved support bar. Provide necessary framing and repair wall surface if damaged during installation of bar. Check with management for locations.</p>	139	EA	
<p>75.1226 P1 BUILD PLATFORM FOR WATER HEATER-MANAGEMENT WILL INSTALL WATER HEATER.</p> <p>Remove existing water heater pan & save to reuse. Install PT wood framing & sheathing to construct wood stand to support water heater. Installation to comply with code requirements. New platform shall be approximately 30" X 30" and 4" high.</p>	45	EA	
<p>90.0075 P1 INSTALL R-13 INSULATION IN WALLS- EXTERIOR</p> <p>Install R-13 fiberglass batt insulation in walls. If faced batts are used, install paper face toward conditioned space. Seal all penetrations in walls including those made for plumbing, electrical and other systems with 25-year caulk or spray foam sealant.</p>	45	UN	
<p>90.0150 P1 INSTALL R-38 INSULATION IN ATTIC-UNIT B-7/B-15/B46</p> <p>Install R-38 cellulose or fiberglass insulation in attic. Make sure insulation does not cover electrical fixtures and is pulled away from fire places and other potential fire hazards. If applicable, install baffles at soffit vents to ensure proper air flow into attic. If present, weather strip and staple R38 insulation to top side of attic access panel or pull down stair. Leave evidence in attic of amount insulation installed.</p>	45	UN	
BATHROOM			
<p>60.0675 P1 INSTALL 1/2" WATER RESISTEN TSHEETROCK TO STUD WALL UP TO THE CEILING.</p> <p>Install 1/2" gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints.</p>	45	UN	
<p>60.0850 P1 INSTALL CERAMIC TILE ON WALL-2' ABOVE TUB IN 10 UNITS</p>	45	UN	

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Dated: 10/10/2012

Location / Work Description	Quantity	UOM	Cost
-ALL TILE IN HANDICAPP UNIT- NEW TILE SHALL MATCH EXISTING TILE AS CLOSE AS POSSIBLE			
Prepare wall surface and install new thin set ceramic tile on wall per manufacturer's instructions. Apply grout and mildew resistant acrylic latex caulk at intersections with horizontal surfaces, corners and other wall surfaces.			
75.0200 P1 REHANG AND REPAIR WALL SINK Remove wall hung sink. Store during renovations. Resecure or install a new metal sink support bracket. Provide framing where necessary for proper installation of bracket and support of sink. Connect water lines, drain lines and vents that are necessary to make sink work properly and meet code requirements.	45	EA	_____
75.0342 P1 SHOWER SEAT FOR HANDICAP UNIT - MANAGEMENT TO SUPPLY SEAT Install new seat in shower unit which shall be securely fastened to the shower.	4	EA	_____
75.0600 P1 RESET TOILET Remove toilet and store during renovations. Reset toilet with a new wax seal, new supply line. Work to comply with plumbing code.	45	EA	_____
KITCHEN			
70.0025 P1 RE-INSTALL CABINETS & RESECURE COUNTERTOPS. Re-install all salvageable cabinets as determined by NNRHA Representative. Check all countertop & resecure useable tops to cabinets	45	UN	_____
75.0115 P1 RE-INSTALL EXISTING. KITCHEN SINK AND FAUCET Re-install kitchen sink with & faucets. Install new stop valves, drains trap and supply lines from stop valves to faucet as needed to make sink operable & leak free. All installations shall comply with local codes.	45	EA	_____
ELECTRICAL SYSTEM			
80.0700 P1 INSTALL A NEW ELECTRIC RANGE PLUG-IN AND WIRING Remove existing outlet & wiring for range. Install a new 220-V 50-Amp electric range circuit including receptacle and wiring that includes a ground wire. Run new wiring behind building surface materials unless otherwise approved by Construction Inspector. Materials and method of installation must also meet approval of electrical inspector.	45	EA	_____
80.1075 P1 REPAIR ELECTRICAL SYSTEM Repair existing electrical wiring system throughout dwelling unit so that electrical system works safely and properly. Replace hazardous wiring Repair or replace defective and	45	UN	_____

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WWU: GREAT OAKS COURT B REVISED 10/16/12 DAVIS BACON

Site: ONE GREAT OAK CIRCLE

Location / Work Description	Quantity	UOM	Cost
missing electric system components including, but not limited to, circuit breakers, receptacles, plate covers, box covers, wire nuts, clamps, switches, telephone & alarm systems. Materials and methods of installation to meet approval of electric code inspector.			
95.0100 P1 REINSTALL RANGE HOOD -UNIT Remove existing range hood and store during renovations. Reinstall range hood to be made operable which shall comply to current codes.	45	EA	

Cost Summary

Total Cost

SIGN HERE

COMPANY NAME : _____

NAME : _____

PHONE : _____

Work Write-Up

GREAT OAKS COURT C REVISED 10/16/12 DAVIS BACON

Dated: 10/10/2012

Printed: Tuesday, October 16, 2012 04:40 PM
Arranged By: Location (All Locations)
Priorities: All Priorities
Cost: Yes (F Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

NNRHA GREAT OAKS -WATER DAMAGE

Project Address

ONE GREAT OAK CIRCLE

WORK INCLUDE 37 1 BR UNITS /6 1BR HANDICAP UNITS

NEWPORT NEWS, VA 23606

Customer Address

ONE GREAT OAK CIRCLE 43 UNITS

WORK INCLUDE 37 1BR UNITS (558 SF) /6 1BR HANDICAP (558)

NEWPORT NEWS, VA 23606

Home Phone:

Work Phone:

PREPARED BY

ANTHONY HOLMES

NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY

227 27TH STREET

NEWPORT NEWS, VA 23607

757 928-2623

Work Write-Up

NNRHA GREAT OAKS -WATER DAMAGE

Dated: 10/10/2012

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Site: ONE GREAT OAK CIRCLE

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0020 P1 MASTER SPECIFICATIONS The Master Specifications were written for and are references to specified instructions and information describing materials and workmanship required by all rehabilitation and new construction work for the Newport News Redevelopment and Housing Authority and the current code standards by the City of Newport News on Building, Plumbing, Electrical, Mechanical, and Fire shall be enforced on all work indicated in the Work Write-Up for this project. Contractors submitting valid bids shall visit the job site as requested by the Authority. The property owner has been instructed to allow you access to the property. Should you need another copy of the Master Specifications you may pick it up at our office.			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.	0	APP	
01.0050 P1 CODE COMPLIANCE-USBC 2009 All materials and methods of construction related to work performed on this project must comply with state and locally adopted code requirements and must meet with the approval of local, state code and NNRHA enforcement officials.	0	APP	
01.0065 P1 CALL MISS UTILITY BEFORE YOU DIG Miss Utility is the free "one call" Virginia communications center for excavators, contractors, property owners, and those planning any kind of excavation or digging. The Miss Utility center notifies participating utilities of the upcoming excavation work so they can locate and mark their underground facilities in advance to prevent possible damage to underground utility lines, injury, property damage and service outages. The "Miss Utility Law" (Virginia Underground Utility Damage Prevention Act)) requires that Miss Utility is called 3 working days in advance of the planned work to allow time for marking, that the marks be respected and protected, and that excavation be completed carefully.	0	APP	
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance that will protect him from claims of damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present the Labor Compliance Officer with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than 500,000 each occurrence and \$500,000 automobile insurance. Contractor shall also carry Worker's Compensation insurance when required by State law, or Program Administrator.	0	APP	

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Location / Work Description	Quantity	UOM	Cost
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work being performed on project.	0	APP	
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	0	APP	
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	0	APP	
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality good-workmanlike manner using specified materials or approved equal. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs 3) meet requirements of code enforcement inspectors and 4) meet requirements of Authority inspectors.	0	APP	
01.0225 P1 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 Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty. This warranty includes change orders and any additional work performed by the contractor during this contract period regardless of compensation.	0	APP	
01.0250 P1 SCHEDULING WORK Contractor to schedule work between 7:00am and 6:00pm Monday through Friday, Saturday between 7:00 am and 12:00pm. Requests to work other than these hours must be approved by the Homeowner. The Contractor is responsible for scheduling and coordinating subcontractor work.	0	APP	
01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. These inspections will only be conducted between 8:00 am and 4:00 pm Monday thru Friday. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!	0	APP	

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01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a signed payment request. This request must be submitted to Program Administrator at least one day ahead of desired inspection date. Payment inspections will be scheduled on a first-requested first-scheduled basis.	0	APP	
01.0325 P1 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 not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.	0	APP	
01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity to the satisfaction of NNRHA.	0	APP	
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines installed are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	0	APP	
01.0475 P1 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. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers are encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	0	APP	
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building 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.	0	APP	
01.0505 P1 CUSTOMER WITH ROOF WORK Customer to make sure all cars, boats, etc. are moved away from work area before work begins. Roofer will not be responsible for any damage that could occur to any items that have not been moved. Articles in attic should be covered as dirty soot and granules will fall between cracks in sheathing. This is the owner's responsibility. The roofer will try to prevent damage to flowers, plants, shrubs, etc; however, due to the nature of work being done, some damage could occur. The roofer will not be liable for any such damage.	0	APP	

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45.0075 P1 REPAIR DOOR, JAMB AND CASING. A DJ. DOOR TO OPEN, SHUT AND LATCH.INSTALL WEATHER-STRIPPING AT DOOR TO SEAL AIR GAPS. Replace severely damaged sections of door, jamb and casing. New material to be securely attached and finished smooth to blend in with adjacent materials. Wood filler may be used only on small defects. Adjust door, lockset and hardware so that door opens, closes and latches properly. If necessary, rehang door. Install new weatherstripping	43	EA	
45.1000 P1 PREPARE AND PAINT DOOR, JAMB AND CASING-BOTH SIDES/NNRHA TO SUPPLY PAINT Wet scrape loose paint from door jamb and casing. Secure loose material and caulk all cracks prior to applying primer. Apply primer that bonds to existing paint. Then apply two coats of semi-gloss paint.	43	EA	
INTERIOR			
25.0027 P1 REMOVE & RESET HARDPLANK SIDING AFTER REPAIRS TO EXTERIOR WALLS. REPLACE/REPAIR DAMAGED WOOD INCLUDING BUT NOT LIMITED TO EXTERIOR AND INTERIOR WALLS, SILL PLATES, ETC. INSTALL 1/2 " PT PLYWOOD 2' UP FROM GROUND LEVEL. Replace/repair wood sill plate and band board with pressure treated wood which shall match existing. Plates to be fastened to foundation with 7" anchor bolts @ 6'-0" o.c. All installations shall comply with local codes.	43	UN	

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45.0725 P1 #INSTALL A PREHUNG HOLLOW CORE WOOD DOOR & REUSE LOCKSETS FROM DAMAGED DOORS. Install a new 1-3/8" thick prehung masonite hollow core door slab with a split jamb, casing and existing lockset.	129	EA	_____
45.0775 P1 INSTALL A WOOD BIFOLD (SMALL CLOSET) SLIDING CLOSET DOOR IN EXISTING DOOR OPENING WITH NEW JAMB & NEWCASING ON BOTH SIDES OF OPENING. Install a new 1-1/8" thick, wood bifold door with a metal track and all hardware in existing opening. Install sliding closet door with metal tracks in large closets. Install new jamb and door casing that shall match existing door trims.	129	SE	_____
50.0500 P1 INSTALL NEW TRIM AROUND WINDOW Install new window casing, sill, stool and apron that is similar in style and dimension to window trim that is around other windows in house or room. Caulk, prime and paint window trim. Use two coats of semi-gloss acrylic latex paint.	129	EA	_____
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55.0330 P1 INSTALL VINYL BASE MOLDING-MANAGEMENT TO SUPPLY BASE MOLDING-INCLUDE OFFICE BUILDING Prepare all surfaces to be smooth and uniform. Install 4" vinyl base molding which shall be attached securely to wall and flush to floor tile.	43	UN	_____
60.0651 P1 INSTALL 5/8" SR TO COMMON WALL BETWEEN UNITS FUR OUT AS NEEDED. Install 5/8" gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints. Existing wood trim to remain in place if present.	43	UN	_____
60.0675 P1 INSTALL 1/2" SHEETROCK TO STUD WALL-INCLUDE ALL CLOSETS. INSTALL THE SHEETROCK TO THE CEILING.	43	UN	_____

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<p>60.1360 P1 PAINT WALLS & CEILINGS-NNRHA TO SUPPLY PAINT & PRIMER. INCLUDE ALL CLOSETS</p> <p>Apply 1 coat of primer and 2 coats of paint to wall & ceiling surfaces and 2 coats of paint to trim which includes any baseboard; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. NNRHA to supply paint & primer.</p>	43	UN	_____
<p>60.1525 P1 #INSTALL ADA APPROVED SUPPRORT BAR.</p> <p>Securely install, per manufacturer's instructions, a ADA approved support bar. Provide necessary framing and repair wall surface if damaged during installation of bar. Check with management for locations.</p>	135	EA	_____
<p>75.1226 P1 BUILD PLATFORM FOR WATER HEATER-MANAGEMENT WILL INSTALL WATER HEATER.</p> <p>Remove existing water heater pan & save to reuse. Install PT wood framing & sheathing to construct wood stand to support water heater. Installation to comply with code requirements. New platform shall be approximately 30" X 30" and 4" high.</p>	43	EA	_____
<p>90.0075 P1 INSTALL R-13 INSULATION IN WALLS- EXTERIOR</p> <p>Install R-13 fiberglass batt insulation in walls. If faced batts are used, install paper face toward conditioned space. Seal all penetrations in walls including those made for plumbing, electrical and other systems with 25-year caulk or spray foam sealant.</p>	43	UN	_____
<p>90.0150 P1 INSTALL R-38 INSULATION IN ATTIC-UNIT B-7/B-15/B46</p> <p>Install R-38 cellulose or fiberglass insulation in attic. Make sure insulation does not cover electrical fixtures and is pulled away from fire places and other potential fire hazards. If applicable, install baffles at soffit vents to ensure proper air flow into attic. If present, weather strip and staple R38 insulation to top side of attic access panel or pull down stair. Leave evidence in attic of amount insulation installed.</p>	43	UN	_____
BATHROOM			
<p>60.0675 P1 INSTALL 1/2" WATER RESISTEN TSHEETROCK TO STUD WALL. INCLUDE ALL WALLS TO THE CEILING.</p> <p>Install 1/2" gypsum board to framing members with glue, screws or screw shank nails spaced no more than 7" apart. Gypsum board to have a 3 coat finish. Stagger joints.</p>	43	UN	_____
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 Site: ONE GREAT OAK CIRCLE

Dated: 10/10/2012

Location / Work Description	Quantity	UOM	Cost
EXISTING TILE AS CLOSE AS POSSIBLE			
Prepare wall surface and install new thin set ceramic tile on wall per manufacturer's instructions. Apply grout and mildew resistant acrylic latex caulk at intersections with horizontal surfaces, corners and other wall surfaces.			
75.0200 P1 REHANG AND REPAIR WALL SINK	43	EA	_____
Remove wall hung sink. Store during renovations. Resecure or install a new metal sink support bracket. Provide framing where necessary for proper installation of bracket and support of sink. Connect water lines, drain lines and vents that are necessary to make sink work properly and meet code requirements.			
75.0342 P1 SHOWER SEAT FOR HANDICAP UNIT - MANAGEMENT TO SUPPLY SEAT	6	EA	_____
Install new seat in shower unit which shall be securely fastened to the shower.			
75.0600 P1 RESET TOILET	43	EA	_____
Remove toilet and store during renovations. Reset toilet with a new wax seal, new supply line. Work to comply with plumbing code.			
KITCHEN			
70.0025 P1 RE-INSTALL CABINETS & RESECURE COUNTERTOPS.	43	UN	_____
Re-install all salvageable cabinets as determined by NNRHA Representative. Check all countertop & resecure useable tops to cabinets			
75.0115 P1 RE-INSTALL EXISTING. KITCHEN SINK AND FAUCET	43	EA	_____
Re-install kitchen sink with & faucets. Install new stop valves, drains trap and supply lines from stop valves to faucet as needed to make sink operable & leak free. All installations shall comply with local codes.			
ELECTRICAL SYSTEM			
80.0700 P1 INSTALL A NEW ELECTRIC RANGE PLUG-IN AND WIRING	43	EA	_____
Remove existing outlet & wiring for range. Install a new 220-V 50-Amp electric range circuit including receptacle and wiring that includes a ground wire. Run new wiring behind building surface materials unless otherwise approved by Construction Inspector. Materials and method of installation must also meet approval of electrical inspector.			
80.1075 P1 REPAIR ELECTRICAL SYSTEM	43	UN	_____
Repair existing electrical wiring system throughout dwelling unit so that electrical system works safely and properly. Replace hazardous wiring Repair or replace defective and missing electric system components including, but not limited to, circuit breakers,			

Work Write-Up

NNRHA GREAT OAKS -WATER DAMAGE
WWU: GREAT OAKS COURT C REVISED 10/16/12 DAVIS BACON
Site: ONE GREAT OAK CIRCLE

Dated: 10/10/2012

Location / Work Description	Quantity	UOM	Cost
receptacles, plate covers, box covers, wire nuts, clamps, switches, telephone & alarm systems. Materials and methods of installation to meet approval of electric code inspector.			
95.0100 P1 REINSTALL RANGE HOOD -UNIT Remove existing range hood and store during renovations. Reinstall range hood to be made operable which shall comply to current codes.	43	EA	

Cost Summary

Total Cost



COMPANY NAME : _____

NAME : _____

PHONE# _____

BID BOND FORM

KNOWN ALL MEN BY THESE PRESENTS that we are the undersigned,

_____, as PRINCIPAL,
(Name of Principal)

and _____, as SURETY
(Name of Surety)

are held and firmly bound into the Newport News Redevelopment and Housing Authority, hereinafter called the "Authority" in the penal sum of _____ dollars lawful money of the United States for the payment of which sum well and truly be made, we bind ourselves, our heirs, executors, administrators, successions and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying bid, dated _____, 20____ for _____.

NOW, THEREFORE, if the Principal shall not withdraw its bid within the period specified and in the manner specified in the bid documents and if the Principal shall enter into a written Contract within ten (10) days after the prescribed forms are presented to it for signature, and give bond with good and sufficient surety or sureties as may be required by the faithful performance and proper fulfillment of such Contract, then the above obligation shall be void and of no effect. However, in the event that the Principal fails to withdraw the bid in accordance with the bid documents and the applicable law, or if the Principal fails to enter into the Contract and file the required bonds within the specified time, Principal shall pay to the lesser of the difference between the Principal's bid and the next low bid or the face amount of this bond bid. If Principal fails to make the aforementioned payments in a timely fashion, then this bond shall remain in full force and virtue. This bid bond shall be in effect for at least ninety (90) days from the date that the bids are opened.

IN WITNESS WHEREOF, for the above bound parties have executed this instrument under their several seals this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed, signed and sealed, pursuant to the authority of the governing bodies of the Principal and the Surety.

In the presence of:

(Individual Principal) (Seal)

(Business Address)

(Individual Principal) (Seal)

(Business Address)

Attest

(Corporate Principal)

(Business Address)

By: _____ Affix
Corporate Seal

Attest

(Corporate Surety)

By: _____ Affix
Corporate Seal

PERFORMANCE BOND

BOND # _____

KNOW ALL MEN BY THESE PRESENT, that we (Corporation/Partner) and (Partner) _____ as Principal(s), and _____ as SURETY, are held and firmly bound unto the **Newport News Redevelopment & Housing Authority (NNRHA)** in the penal sum of _____ dollars, (\$ _____), lawful money of the United States of America for the payment of which sum well and truly to be made, we bond ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal(s) entered into a certain CONTRACT with the NNRHA dated _____ for the **renovations of 103 apartments located at One Great Oak Circle in Newport News, VA.**

NOW, THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreement of said CONTRACT during the original term of said CONTRACT and any extensions thereof that may be granted by the NNRHA with or without notice to the SURETY, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said CONTRACT, notice to SURETY being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals this _____ day of _____ (month), _____ (year), the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

PRINCIPAL: _____

PRINCIPAL: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____

CITY: _____

TITLE: _____

TITLE: _____

ATTEST: _____
CORPORATE SEAL:

ATTEST: _____
CORPORATE SEAL:

THE INFORMATION BELOW MUST BE FILLED IN BY THE CORPORATE SURETY

SURETY: _____

*The Rate of premium of this BOND is \$
_____ per Thousand for a total of*

ADDRESS: _____

\$ _____

CITY: _____

TITLE: _____

Power of Attorney Attached:
YES ____ NO ____

ATTEST: _____

CORPORATE SEAL:

PAYMENT BOND

BOND # _____

KNOW ALL MEN BY THESE PRESENT, that we (Corporation/Partner) and (Partner) _____ as Principal(s), and _____, as SURETY, are held and firmly bound unto the **Newport News Redevelopment & Housing Authority (NNRHA)** in the penal sum of _____ dollars, (\$ _____), lawful money of the United States of America for the payment of which sum well and truly to be made, we bond ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal(s) entered into a certain CONTRACT with the NNRHA dated _____ for the **renovations of 103 apartments located at One Great Oak Circle in Newport News, VA.**

NOW, THEREFORE, if the principal shall promptly make payment to all persons supplying labor and material in the prosecution of the work provided for in said CONTRACT and any and all duly authorized modifications of said CONTRACT that may hereafter be made, notice of which modifications to the SURETY being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals this _____ day of _____ (month), _____ (year), the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

PRINCIPAL: _____

PRINCIPAL: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____

CITY: _____

TITLE: _____

TITLE: _____

ATTEST: _____
CORPORATE SEAL:

ATTEST: _____
CORPORATE SEAL:

THE INFORMATION BELOW MUST BE FILLED IN BY THE CORPORATE SURETY

SURETY: _____

The Rate of premium of this BOND is \$ _____ per Thousand for a total of

ADDRESS: _____

CITY: _____

\$ _____

TITLE: _____

Power of Attorney Attached:
YES ____ NO ____

ATTEST: _____
CORPORATE SEAL: