

Work Write-Up 23069
Manatee Children's Services Inc. – Project # 1

Contact Preparer for Project Address

* EXHIBIT 1 *

Dated: 4/10/2025

CUSTOMER INFORMATION

Manatee Children's Services Inc.

Contact: Krista Post, M.A. | Development Director
Child Advocacy Center
1227 9th Avenue West
Bradenton, FL 34205
(941) 345-1200, ext. 116
kristap@mcsfl.com

PREPARED BY

Howard Jensen, Housing and Community Development Specialist
Howard.jensen@mymanatee.org (941) 748-4501, ext. 3630

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Location: General Requirements

General Requirements	Quantity	Units	Total
1 - Wind Mitigation and 4 Point (Specification ID:1.00150 Estimated Qty:0)			
Contractor is to supply both a Wind Mitigation report and a 4 point inspection with all required pictures and paperwork. Should the insurance company require additional pictures or paperwork the contractor will supply what is required to complete the inspections.			
2 - PERMITS AND LICENSES (Specification ID:1.00250 Estimated Qty:1)			
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.			
3 - JOB SITE WORK WRITE-UP (Specification ID:1.01000 Estimated Qty:0)			
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 and work being performed on project.			
4 - GENERAL WARRANTY (Specification ID:1.02250 Estimated Qty:0)			
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.			
5 - PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK (Specification ID:1.03250 Estimated Qty:0)			
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.			
6 - GENERAL CLEAN-UP (Specification ID:1.05000 Estimated Qty:0)			
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.			

Subtotal for General Requirements

No Category	Quantity	Units	Total
7 - Contingency (Specification ID:1.00100 Estimated Qty:0)			

Bid 10% contingency

Location: Roof

Roof & Attic	Quantity	Units	Total
8 - REPAIR THE ROOF OVERHANG AND RAFTER TAILS (Specification ID:35.02000 Estimated Qty:0)			

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

9 - ALUMINUM FASCIA & SOFFIT (Specification ID:35.03000 Estimated Qty:0)			
--	--	--	--

Install new Aluminum Fascia & Vinyl or Aluminum Soffit as per manufacture's specifications and to the local jurisdiction's codes. Customer to pick color. ****NOTE** THERE ARE TO BE NO EXPOSED NAILS ON VERTICAL SURFACE.**

10 - INSTALL NEW METAL ROOFING (Specification ID:35.08250 Estimated Qty:0)		SF	
--	--	----	--

Remove existing shingle roof down to decking. Repair all defective decking and re-nail all roof decking. You will install a secondary water barrier underlayment. Install a new 5V crimp minimum 26ga roof.

NOTE: Your bid is to include a minimum 5 sheets of plywood decking.

NOTE: You will need to take pictures of the nailing, Underlayment and all slopes of roof for the wind and 4point reports.

Subtotal for Roof & Attic

Location: Exterior Walls

Exterior Walls	Quantity	Units	Total
----------------	----------	-------	-------

11 - REPLACE LOOSE STUCCO ON MASONRY WALL SURFACES

(Specification ID:30.00500 Estimated Qty:0)

SF

Remove all loose stucco and rake out all loose mortar in joints to a minimum depth of 1/2". Apply at least two coats of cement stucco to all work areas. Outer surface of new stucco to be even with remaining stucco. Color to be as close to adjoining color as possible.

12 - CLEAN OUTDOOR FACING SURFACES OF MASONRY WALL

(Specification ID:30.02000 Estimated Qty:0)

SF

Clean brick walls using cleaning agents approved for brick cleaning. Follow manufacturer's instructions for application and clean-up.

13 - PAINT OUTDOOR FACING SURFACES OF MASONRY WALLS

(Specification ID:30.02250 Estimated Qty:0)

Wet scrape or pressure wash paint off outdoor surfaces of masonry walls. Make minor repairs to surfaces prior to painting. Apply one coat of masonry primer and one coat of satin masonry paint to all masonry walls. Primer and paint to have a 10 year manufacturer's warranty. Homeowner may select up to two colors. Leave unused paint with homeowner.

14 - PREPARE AND PAINT EXTERIOR WOOD COMPONENTS

(Specification ID:30.10000 Estimated Qty:0)

LF

Wet scrape loose paint from all wood components, including but not limited to, trim, casing, window sashes, roof overhangs, cornice, etc. Pressure washing is not permitted. Renail loose material and caulk all cracks prior to applying primer. Reglaze windows where glazing is missing or loose. Apply appropriate primer on bare wood and as required elsewhere prior to applying two coats of acrylic latex paint to all non-pressure treated wood surfaces, windows and doors. Primer and paint to be applied using a roller or brush--spray painting not permitted. Call Program Administrator for compliance inspection between primer and paint coats. Primer and paint to high quality and have a 10 year manufacturer's warranty. Homeowner may select up to three colors. Leave unused paint with Owner.

Subtotal for Exterior Walls**Location: Porch**

Porches & Entrances	Quantity	Units	Total
---------------------	----------	-------	-------

15 - INSTALL NEW SCREEN AROUND PORCH*(Specification ID:40.07000 Estimated Qty:0)*

SF

Remove existing screen and screen mold, if any, and securely install new aluminum screen around porch. Secure screen to framing members by stapling or tacking through screen mold into framing members. Replace any rotten or missing vertical framing members or blocking with pressure treated wood. Apply two coats of paint or solid color stain on all framing members and screen mold. Homeowner to select color.

Location: Windows

Windows	Quantity	Units	Total
16 - INSTALL A NEW IMPACT RESISTANT ENERGY START-RATED WINDOW <i>(Specification ID:50.05500 Estimated Qty:13)</i>			

Install a new impact energy star-rated aluminum or vinyl frame window, with lock and fiberglass screen, to meet energy and building codes. If windows are located in a bedroom, at least one window must meet egress requirements. If window is located in a bathroom, it must be obscured glass. Window can be single hung, casement or horizontal slider. Contractor will repair, texture, and paint area damaged by window installation. Texture and paint to match existing as close as possible. Homeowner to pick frame color from standard colors.

Location: Doors Entry

Doors	Quantity	Units	Total
17 - INSTALL A NEW HURRICANE RATED PREHUNG 6-PANEL INSULATED DOOR WITH LOCKS <i>(Specification ID:45.03750 Estimated Qty:3)</i>		Ea	

Install a new impact rated prehung 6-panel insulated fiberglass door unit including jamb, casing, hinges, striker plate, threshold and weather-stripping. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$30 for entry lock and \$25 for deadbolt lock. Install a hinge or wall mount door stoep. Caulk, fill and sand nail holes, prime and apply two coats of high quality semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color. ****NOTE** ALL EXTERIOR DOOR JAMS TO BE COMPOSITE MATERIAL.**

18 - INSTALL NEW SLIDING INSULATED IMPACT GLASS DOOR

(Specification ID:45.05900 Estimated Qty:1)

Install a new sliding insulated impact glass door with screen. ****PERMIT REQUIRED**** Install a full view sliding insulated impact glass door with screen and hardware. Repair all damage to surrounding areas and paint 1 coat primer and 2 coats paint to match existing color. Owner to pick frame color from standard colors

Subtotal for Doors

Location: Electrical

Electrical System	Quantity	Units	Total
-------------------	----------	-------	-------

19 - REPLACE RECEPTACLES AND SWITCHES

(Specification ID:80.00050 Estimated Qty:0)

REPLACE RECEPTACLES AND SWITCHES. Re place ALL interior and exterior receptacles and switches. Owner to pick from white or beige. Interior switches and receptacles to be decora.

20 - INSTALL A NEW CEILING FAN WITH LIGHT KIT, SWITCH AND WIRING

(Specification ID:80.03250 Estimated Qty:1)

Remove existing ceiling light fixture, switch and wiring. Install a new 3-speed 5-blade size diameter of ceiling fan to fit room size with reversible wood/cane blades, light kit with energy efficient compact fluorescent light bulb, new switch and new wiring. LIGHT AND FAN TO BE SWITCHED SEPARATELY. Install pull chain to control light and fan speed control. Materials and installation method to meet with approval of electrical inspector. Owner to select ceiling fan and light kit using a \$110 allowance.

Subtotal for Electrical System

Location: Kitchen

Cabinets	Quantity	Units	Total
----------	----------	-------	-------

21 - INSTALL NEW BASE CABINET AND COUNTER TOP

(Specification ID:70.01250 Estimated Qty:0)

INSTALL NEW BASE CABINETS AND COUNTER TOP. Field measure and install high quality medium-priced, standard -stock cabinet and counter top. Cabinets shall be built by a professional cabinet maker or cabinet manufacturer. Homeowner shall make selection of color and style from within the offered group of medium-priced, standard-stock cabinets and/or countertops. Price to include all labor, material, and hardware. ALL SQUARE EDGE COUNTER TOPS ENDING AT/OR NEAR A DOOR OR WALK WAY WILL HAVE RADIOUS CORNER.

22 - INSTALL NEW WALL CABINET*(Specification ID:70.02250 Estimated Qty:0)*

INSTALL NEW WALL CABINET.Field measure and install high quality medium-priced, standard-stock wall cabinets built by a professional cabinet maker or cabinet manufacturer. Homeowner shall make selection of color and style from within the offered group of medium-priced, standard-stock cabinets. Price to include all labor, material, and hardware.

Subtotal for Cabinets

Plumbing System	Quantity	Units	Total
23 - INSTALL A NEW 2-BOWL KITCHEN SINK AND FAUCET <i>(Specification ID:75.01250 Estimated Qty:1)</i>			

Install a new 8" deep double bowl stainless steel self rimming kitchen sink with two basket strainers. Install a new single control washer less kitchen sink faucet . Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Owner to select faucet using a \$120 allowance.

Walls	Quantity	Units	Total
24 - BACK SPLASH <i>(Specification ID:60.08300 Estimated Qty:0)</i>			

Tile back splash. Customer to choose layout, color and tile using \$1.50 per square foot tile purchase allowance.

Location: Doors Interior

Doors	Quantity	Units	Total
25 - INSTALL A PREHUNG SOLID CORE WOOD DOOR WITH A NEW LOCKSET <i>(Specification ID:45.07250 Estimated Qty:10)</i>		Ea	

Install a new 1-3/8" thick prehung solid core door with a split jamb, casing and a new lockset. Lockset to be appropriate for door type--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$20 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.

Location: Bathroom

Cabinets	Quantity	Units	Total
----------	----------	-------	-------

26 - INSTALL NEW VANITY CABINET AND PREFORMED SINK AND SOLID SOLID SURFACE COUNTER TOP COMBINATION

(Specification ID:70.00150 Estimated Qty:4)

Ea

Field measure and install a high quality bathroom vanity base cabinet. All visible wood surfaces to be protected with water resistant coating. Install a cultured marble counter top with back splash and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet , style and top color from contractors samples. ****NOTE** ALL NEW VANITIES ARE TO INCLUDE A NEW FAUCET, STOPS AND WATER LINES FROM STOPS TO FAUCET. OWNER TO SELECT FAUCET USING A PURCHASE ALLOWANCE OF \$75.**

Plumbing System	Quantity	Units	Total
27 - INSTALL A NEW TOILET (Specification ID:75.06250 Estimated Qty:1)			

Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Commode to include all new components including a metal flush handle, pressed wood seat, plastic supply line, shut off valve, stub up, flange and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an \$225 fixture allowance.

Location: Interior Walls

Walls	Quantity	Units	Total
28 - GENERAL WALL WORK (Specification ID:60.00000 Estimated Qty:0)			

There are several areas that need drywall repair through out the house. Do all repairs, texture and make ready for paint.

29 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT (Specification ID:60.13500 Estimated Qty:0)			
---	--	--	--

Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; 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. Owner to select one paint color for wall surfaces and one color for baseboard.

NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

Subtotal for Walls

Total	
-------	--

OWNER ACCEPTS SCOPE OF WORK

I have read the contents of this work write up and received a copy. I fully understand the repairs to be made to my property.

X _____
Owner: Date

CONTRACTOR ACCEPTS SCOPE OF WORK

I have read the contents of this work write up and agree to perform all work called for in accordance with the bid submitted on _____.

X _____
Contractor Date

X _____
Construction Specialist Date