

EXHIBIT I –TERMS AND CONDITIONS
EXHIBIT B

PRIVATE AGREEMENTS – It is understood that only the work contained in these permitted specifications shall be done, nothing further. There shall be no private agreements of any kind between the Owner and Contractor other than as referenced and outlined in the HBCRA's Invitation for Bid.

GENERAL CONDITIONS – The Contractor shall be solely responsible for verifying all existing dimensions, quantities and job site conditions prior to submitting his/her bid. The Contractor shall not place, put, throw any debris and/or equipment on any adjacent properties and surroundings. The Contractor must clean all areas affected by work under this Contract. All left over debris must be removed and disposed of by legal means. Property must be left in broom clean condition. All related construction items removed or replaced shall become the property of the Contractor unless prior agreement with the Owner has been reached in writing and approved by the Hallandale Beach CRA or the City of Hallandale Beach. The Contractor shall be responsible for any damage done to the Owner's home, furnishings and personal property as a result of the work performed by the Contractor under these Bid Specifications. The Contractor is solely responsible for scheduling and coordinating all subcontractor works as well. The Contractor shall provide all necessary materials, equipment and personnel who have the appropriate qualifications and experience to undertake the scope of work specifications. It is the Owner's responsibility to remove and replace all personal items in the property to facilitate the performance of the work. This includes, but is not limited to furniture, rugs, curtains, alarm systems, and all objects in the property. The Homeowner shall repair/relocate any phone wires that are affected by this work; Owner is responsible for all TV cables or satellite wiring. The work shall be complete in the time limit(s) specified and in accordance with the work specifications and plans. If there are any conflicts between the Owner and the Contractor, the requirements cited in the Work Specifications shall prevail. Exception: Contractor and Owner must receive written approval from the Homeowner Association or Condo Association for all work items prior to any work if it is required.

CODES, ORDINANCES, AND PERMITS – All work to be performed in the Contract Agreement, including plans and bid specifications shall comply with all current building codes, ordinances, and permitting requirements from the City of Hallandale Beach.

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This includes the current Florida Building Code (F.B.C. – 2014, 5th Edition) with the latest revisions. It is the Contractor's responsibility to identify and pull all the required permits. The installation of all materials and products shall be done in accordance with the manufacturer's specifications, shop drawings, and in accordance with the latest revised addition of the Florida Building Code-2014, ordinances and permitting requirements. RCMP must be written across the permit application(s). Scope of Work and NOA must be submitted along with the plans for City of Hallandale Beach plan review. Copies of all permits pulled must be submitted to the HBCRA's RCMP Program Manager. Original permit card is to be returned to the HBCRA's RCMP Program Manager's office after final inspections are completed. Contractors must inform the RCMP Program Manager if he/she is experiencing undue delays in the permitting process.

WORKMANSHIP & MATERIAL STANDARDS – The Contractor is to perform work specified in Work Specification in a high quality good workmanlike manner using specified materials or approved equals. Materials must 1) be high quality, 2) be installed in accordance with manufacturer's specs and 3) meet requirements of building inspectors.

WORK AND COMPLETION TIME – The Contractor shall satisfactorily complete the work within ninety (90) calendar days after issuance of a Notice to Proceed (NTP). Notice to Proceed will be issued and signed by all parties at contract signing. Said completion period may be extended upon written approval by the Program Manager or designee, in conjunction with an approved Change Order, or as a result of Acts of God, natural disaster, or other extenuating circumstances beyond the Contractor's fault or control. However, time is of the essence of this Contract, and extensions shall be limited to unforeseeable circumstances.

Permits are to be requested within seven (7) working days after contract signing. Work shall commence immediately after permits have been approved.

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INVOICING – The invoice for work satisfactory completed must be submitted to the Program Manager and the following documents are required for satisfactory invoice submissions:

1. Original Invoice including the invoice numbers (#)
 - Amount of invoice must match the signed proposal and Change Order(s) (if applicable)
2. Original Permit Card(s) must be signed off and approved
3. Contractor Release of Liens and each Sub-Contractor Release of Liens
4. Warranty for work performed (1 year for general work and 5 years for roof)
5. All the Material Receipts including unit cost and cost measurement for each mitigation activity
6. Final Notice of Acceptance (NOAs) of the products used
7. Completed by a State of Florida licensed building inspector Uniform Mitigation Verification Inspection Form including the Homeowner's Signature
8. Pictures during roof work (if applicable) shall be provided
9. Period of Performance (date range for each work or mitigation activity performed on the property)
10. All Permits must be closed

CHANGE ORDERS – No changes will be permitted to the Contract Agreement unless of an emergency nature, code violations, a requirement by the City of Hallandale Beach Building Department or other instances as deemed necessary and executed by the Owner, Contractor, and the Hallandale Beach CRA, prior to the start of the change order work.

"OR EQUAL CLAUSE" – Whenever a material, item, article, appliance, or piece of equipment is identified in the Contract Agreement including plans and bid specifications by reference to manufactures of vendor's names, trade names, model numbers, catalog numbers or otherwise the City of Hallandale Beach will have to made its best efforts to name such reference. Any such reference is intended merely to establish a standard; and, unless it is followed by the words "no substitution is permitted" because of form, fit, function and quality, any material, item, article, appliance, or equipment so proposed is, in the sole opinion of the City of Hallandale Beach, equal in substance, quality and function. Any request for substitution must be made to the County in writing and approval granted by the Hallandale Beach CRA Program Manager in the form of an executed change order prior to the installation of the materials, item, article, appliance, and/or any equipment.

GENERAL WARRANTY_– Materials installed and work performed shall have a one (1) year Contractor Warranty from the date of final acceptance of the work by the Owner and Hallandale Beach CRA Program Manager. Roof warranties must be valid for a period of no less than a five (5) year Contractor Warranty from the final completion date of all work required under this contract.

PAINT AND PRIMER – Unpainted materials require priming and two coats of paint. Tint the primer per color selection. Previous paint surface should receive two coats of paint. All stains should be spot-primed before painting.

Unless otherwise mentioned in the specifications, all paint must be mid-grade or better, and minimum of 15 years of paint warranty which are ZERO VOC products, for interior paint and ZERO or LOW VOC 100% acrylic products for exterior paint. The color should be selected by the Owner.

This applies only to work rendered for approved PIS/SOW items needed.

ROOF SHINGLES – Shingle are to be installed according to current Florida Building Code and shall be fungus resistant and carry a manufacture warranty of 20 years. Roof shingles will be paid up to the expected current best market price for three tab/architectural shingles.

PRODUCT CODES - All Florida Approved Product Code Stickers/Clings/Decals/Manufacturer's Labels must remain intact on installations until the final official inspection by the City of Hallandale Beach and HBCRA.

ENERGY STAR PRODUCTS (ENERGY RATED) - The Contractor shall utilize ENERGY STAR products, as specified at www.energystar.gov/products. Check the website for complete product specifications and updated lists of qualifying products.

Energy-efficient product means a product that (i) Meets Department of Energy and Environmental Protection Agency criteria for use of the ENERGY STAR trademark label or (ii) Is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program.

The Contractor shall ensure that energy-consuming products (i.e., ENERGY STAR products or FEMP designated products} at the time of contract award, for products that are (1) Delivered; (2) Acquired by the Contractor for use in performing services at a Federally-controlled facility; (3) Furnished by the Contractor for use by the Government; or (4) Specified in the design of a building or work, or incorporated during its construction, renovation, and/or maintenance.

The Contractor shall provide products that earn the ENERGY STAR label and meet the energy star specifications for energy efficiency. The Contractor shall provide the ENERGY STAR label for all energy efficiency products installed according to the project bid specifications. The Energy Conservation Measurements includes specification for windows, insulation and air sealing; heating and cooling, HVAC system temperature controls, hot water heaters, indoor and outdoor light fixtures, electrical/mechanical appliances, water conservation and

renewable/green energy measures. This requirement applies to the Contractor and any Subcontractor works under the General Contractor.

WORK SCHEDULE – Contractor shall schedule and coordinate work with the Owner between 7:00 am and 6:00 pm Monday through Friday only. Requests to work before or after these hours and on weekends must be approved by the Owner. Owner shall provide the water and electric services necessary to accomplish this work.

Work requiring a program inspection by the City of Hallandale Beach CRA Program Manager can only be performed during normal business hours Monday through Friday. The Contractor is responsible for scheduling and coordinating all the works are done by the subcontractors. The Contractor acknowledges that the HBCRA Program Manager and the City Designated Licensed Inspector shall perform pre and post mitigation inspections of all work performed. Contractor must call and schedule a post inspection (Final Walk-Through) with the Program Manager. Ladder must be provided by the Contractor for the Inspector at the Final Walk-Through. Final and full payment for all work completed pursuant to the work specifications (as amended/modified, if applicable) shall be done upon completion of all inspections required by the program and the work has been deemed full satisfactory.

PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK – Contractor shall take steps to protect the 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 is not to leave furniture, appliances, clothing or other house contents unprotected outside house during the work. Contractor shall be responsible for rainwater damage to the interior of the house and its contents while performing any roof improvement work.

REDUCE AIRBORNE DUST DURING CONSTRUCTION – Contractor is to take steps necessary to reduce and contain airborne dust created during construction, demolition, and removal of a n y defective paint. If removing defective paint, then wet scrape is required. The Contractor shall not use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by the OSHA-1926.

HURRICANE PROTECTION – Contractor shall be responsible for protecting the job site during and prior to Hurricane and/or Storm Watch as declared by the U.S. Weather Bureau.

GENERAL CLEAN-UP – Contractor is to provide clear and safe passageways in and around structure during project. Contractor to remove debris and 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.

BUILDING DEPARTMENT INSPECTIONS – City of Hallandale Beach Building Department Inspections shall be as per current Florida Building Code-2014 (5th Edition).

Any work that has been concealed without a Compliance Inspection may result in payment delays or denial. Contractor shall be responsible for requesting all mandatory inspections as per current Florida Building Code-2014 (5th Edition). When calling into the City of Hallandale Beach Building Department, please inform the officers/inspectors that this is a RCMP grant related inspection request.

LEAD BASED PAINT INSPECTION – A Lead Based Paint (LBP) inspection is mandatory for homes constructed prior to 1978. The LBP must be conducted by an EPA-certified (licensed) LBP Inspector and an Inspection Report must be obtained in accordance with the Environmental Protection Agency Part 745, and housing and urban Development (HUD).

Chapter 7, 1997 revised guidelines: At a minimum the Inspection report shall indicate year home was built, survey & testing methods used, lead based paint sample analysis, number of samples taken, breakdown of areas tested, lead readings, and conclusion. *The City of Hallandale Beach-CRA Program Manager will schedule the Lead Based Paint inspection with a third party testing company. Upon receipt of the inspection report, a copy will be provided to the Contractor prior to commencement of any rehabilitation work.*

A Risk assessment will be required by a Risk Assessor, if the report reveals that LBP is present. The Risk Assessment shall provide the options for reducing lead based paint hazards. Rehabilitation work requiring interim controls or abatement for lead based paint hazards identified within the Risk Assessment; and/or stabilization of any paint disturbed during rehabilitation will also require a Clearance Examination as well as a Clearance Report. In all cases, renovators must use lead-safe work practices in paint surfaces being disturbed.

ROOFING GENERAL SPECIFICATIONS - Remove all existing roofing materials, underlayment, and flashings down to deck; replace damaged sheathing and re-nail entire sheathing to current Florida Building Code-2014 (5th Edition). Include secondary water barrier, 8d@6"/6" roof decking. Reinforce or replace damaged rafters with a minimum No. 2 Doug/fire or Southern, Yellow Pine. Replace damaged overhang wood under soffit and fascia boards, replace any damaged soffit ventilation unit screens. It is the Contractor's responsibility to ensure that the roof work, installation, and materials comply with the current Florida Building Code-2014 (5th Edition). Required inspections, requested at appropriate intervals. Color to be chosen by the Owner,

however it is highly recommended that only to go with light colors. Minimum 10-year warranty on the paint is required. Never use turbine vents, only use goose necks and ridges for the work.

- 100 **DIMENSIONAL/ARCHITECTURAL SHINGLE ROOF** – Install shingle roof according to current Florida Building Code (5th ed.), Notice of acceptance and/or City of Hallandale Beach Application Protocols. Contractor is responsible to inspect concrete to roof attachments. Shingle to be fungus resistant and carry a manufacture warranty of 25 years. Prepare galvanized metal drip for painting by metal primer base coat followed by additional coats of oil-base or latex paint of good quality.
- 102 **3-TAB SHINGLE ROOF** – Install shingle roof according to current Florida Building Code (5th ed.), Notice of acceptance and/or City of Hallandale Beach Application Protocols. Contractor is solely responsible to inspect concrete to roof attachments. Shingle to be fungus resistant and carry a manufacture warranty of 20 years. Prepare galvanized metal drip for painting by metal primer base coat followed by additional coats of oil-base or latex paint of good quality.
- 104 **FLAT ROOF** – Install modified asphalt roof according to current Florida Building Code (5th ed.), Notice of acceptance and/or City of Hallandale Beach Application Protocols. Contractor is solely responsible to inspect concrete to roof attachments. Modified asphalt membrane shall be granulated and carry a fire resistive "FR" rating. Insulation may be with APP torch down or SSS hot asphalt applied. Prepare galvanized metal drip for painting by first cleaning metal with an adequate solution to clean manufacturing residue then apply a galvanized metal primer base coat followed by additional coats of oil-base or latex paint of good quality.
- 105 **FASCIA BOARDS** – Fascia boards replacement with like size and material. Outside corner shall be mitered and secured with none corrosive nails. Fascia boards shall bridge a minimum of three (3) rafter ends. Remove all fascia and haul away. Furnish and install new 1¹¹ x 2¹¹ p.t. furring and fascia. Match existing fascia in size and material. Apply one coat of primer/sealer and two coats of exterior latex paint. Choice of color by owner. As per home owner remove and haul away TV dish if any. No replacement should be done.
- 106 **SOFFIT AREAS** – Remove all soffit materials. Furnish and install new soffit and soffit screen as per current Florida Building Code-2014. Apply all new corrosion resistant mesh. Match existing material in width and thickness. Secure with non-corrosive nails. Prime, seal and paint all soffit must be done. Choice of color to be selected by the owner.
- 107 **GABLE ENDS** – Remove existing wood and gable ends to install new 5/8" inch ply wood wire lathe and stucco to match existing. Permit required for inspections from the Building Department. Gable ends should be retrofitted to meet the current Florida

Building Code standards found in Chapter 17 (1704.1) of the Existing Building Manual 5th edition (FBC-2014).

- 108 **SKYLIGHT - IMPACT RESISTANT (ENERGY STAR REQUIRED)** — Remove existing skylight and surrounding roofing as needed to install new appropriately sized impact resistant skylight. Repair impacted roofing to include flashing to match existing. Permit required for inspections from the City of Hallandale Beach Building Department. Skylights should be replaced to meet the current Florida Building Code standards found in Chapter-24 of the Building Manual 5th edition (FBC-2014 - 5th Edition).

WINDOWS GENERAL SPECIFICATIONS – Remove all existing windows and haul away. All materials and installation of windows must meet all applicable codes. New window installation shall include new aluminum or fiberglass screens with holding clips, permanent weather stripping, positive locking device, nylon or stainless bushings, and aluminum glossing bead. Awning windows must have a torque bar operator. All window installations must be caulked at junction of window and wall penetrates. Obscure glass to be used at bathrooms. If windows to be installed are within 40" of an exterior door's latch side, the window is to be tempered glass. Adjacent exterior and interior surfaces shall be restored to original condition. Replace all windows sills with like material matching with existing ones. All materials and installation must meet all wind loads and impact resistance as outlined in F.B.C.-2014. DO NOT remove manufacture's sticker on window or any other installed wind mitigation product until final inspection by the Building Department and RCMP Program Manager inspections. NOTE: Remove window/wall built A/C Units and save them if home owner needs it, or haul it away. No replacement or re-installation for A/C units shall be done.

- 200 **IMPACT RESISTANT-TINTED (ENERGY STAR REQUIRED)** — Furnish and install new impact glass windows with tinted glass windows with locking device, removable screen, holding clips and including egress as required by code. Tinted impact resistant windows should only apply to beach front properties or where local zoning is required.

EXTERIOR DOORS GENERAL SPECIFICATIONS – Doors must be 1- $\frac{3}{4}$ " inches thick solid core flush exterior type unit or 1- $\frac{3}{4}$ " inches metal clad door. Install exterior type threshold with a metal or vinyl type weather stripping and dead bolt. Install peephole in doors. Apply one coat of primer/sealer and two coats of exterior latex paint on both sides and all edges.

Color of paint to be selected by homeowner. Each exterior door shall have spring/chain or pneumatic closer installed when swinging out. Door stops to be installed when door swings in. Non removable pins must be used where door swings out.

- 300 **EXTERIOR DOORS (IMPACT RESISTANT)** – Furnish and install new pre-hung 1-¾” inches thick 6-panel insulated metal door unit including jamb, casing, hinges, striker plate, threshold and weather stripping, and doorstop. Install view scope and a new entry and single cylinder deadbolt lockset keyed alike.
- Interior side to have thumb piece, not key. Caulk, prime and apply two coats of high quality oil- base paint on door, jamb, and casing. Doors that have a high quality factory paint finish do not require painting, unless requested by the Owner. Owner to select the lockset and paint color. Each exterior door shall have spring/chain or pneumatic closer installed when swinging out. Door stops to be installed when door swings in. Non-removable pins must be used where door swings out.
- 301 **IMPACT GLASS SLIDING DOORS** – Furnish and install sliding glass doors with screen and new white aluminum frame. Must be City of Hallandale Beach/Broward County approved single pane impact glass with gray tint. Provide tempered glass where required by code. Replacement units shall be same size as existing units.
- 302 **BUILT-IN ACCORDION SHUTTERS AT WINDOWS** – Install code-approved accordion built-in style hurricane shutters at all windows and exterior door openings (except emergency egress door as required by current Florida Building Code-2014 - 5th Edition). Color selection must be done by the owner. Color selection should not prompt a change in overall pricing or installation of products.
- 303 **ACCORDION SHUTTERS AT DOORS** – Install code-approved accordion style hurricane shutters at all exterior door openings (except emergency egress door as required by current Florida Building Code-2014 - 5th Edition). Color selection must be done by the Owner. Color selection should not prompt a change in overall pricing or installation of products.
- 304 **ACCORDION SHUTTERS AT SLIDING GLASS DOORS** - Install code-approved accordion style hurricane shutters at all exterior door openings (except emergency egress door as required by current Florida Building Code-2014 - 5th Edition). Color selection must be done by the Owner. Color selection should not prompt a change in overall pricing or installation of products.
- 305 **GARAGE DOOR (IMPACT RATED)** - Furnish and install new garage door with galvanized metal raised panel unit. Replace rails and hardware and check for proper performance. Provide vent panels in door if existing ventilation does not meet current Florida Building Code requirements based on the current Florida Building Code-2014 - 5th Edition. Color selection must be done by the Owner.

LOCATIONS – The physical addresses of the homes are provided in this Invitation to Bid.

Under no circumstance is there to be arrangements made with the homeowner for changes to the scope of work listed in this bid.

All construction work to be completed in each residential property is provided in the attached PIS (Property Information Sheets) and property assessment reports.

All work must meet the General Specifications provided in this scope of work.