Frank Sippel, Mayor
fsippel@townshipoflower.org

Kevin Coombs, Deputy Mayor
kcoombs@townshipoflower.org

Thomas Conrad, Ward 1
tconrad@townshipoflower.org

TOWNSHIP OF LOWER

Joseph Wareham, Ward 2
jwareham@townshipoflower.org

Roland Roy, Jr., Ward 3
rroy@townshipoflower.org

Michael Laffey, Manager
mlaffey@townshipoflower.org

November 20, 2026

To: Prospective Contractors

From: Megan Hayes, Housing Rehabilitation Coordinator

Re: Lower Township Small Cities Rehabilitation Program

Bids will be accepted for the enclosed Small Cities Rehabilitation Project by December 3rd in the Township Assessor's Office. Please note – if you do not submit two copies of each bid with your name, address, & phone number on each page with the non-collusion statement, the bid will be determined null and void.

I have included with the work write-up, a copy of the lead based paint inspection and summary for each property (if necessary).

Only bid on what is on the work write up and **call the homeowner to set up an appointment.** If you have any questions, please do not hesitate to call Megan Hayes at 609-886-2005, ext 176.

Thank you for your participation in the Lower Township Small Cities Rehabilitation Program.

Sincerely,

Megan Hayes

Megan Hayes
Housing Rehabilitation Coordinator

Encls.:
cc: file

TO: Home Rehabilitation Contractors
FROM: Megan Hayes, Lower Township Home Rehabilitation Coordinator
DATE: November 20, 2026
SUBJECT: Bid Process
Township of Lower

Please read this memorandum and ask any questions about the bid process before bidding.

On November 20, 2026 Lower Township is soliciting bids for a home rehabilitation contract. You cannot skip any work items, the work scope summary tells you what we want done. Lower Township expects you to inspect the house before you bid. Be sure to telephone the homeowner(s) to make an appointment before going to their home.

Any and all questions about work scope items including questions on materials and quantities should be directed to the Program Inspector, Michael Reardon, at 609-425-8425. If you have any questions on how to complete the bid forms contact Megan Hayes at 609-886-2006 ext 176.

Your completed bid submission should include a completed and signed "Contractor's Summary Bid Sheet" and "Detailed Work Scope Bid" form showing your total bid. Completed bids must be returned to Megan by **3:00 P.M. Thursday, December 3, 2026**, at the **Township of Lower Town Hall, 2600 Bayshore Rd, Villas, NJ 08251,** at which time the bids will be closed.

Bidders are required to comply with the requirements of Chapter 127, P.L. 1975 (Public Contract Affirmative Action) - see attached copy. Bidders who are partnerships or corporations must comply with the provisions of P.L. 1977, c.33 (Disclosure of Ownership).

The winning bidder will be required to provide evidence of the following before contract execution:

1. Workmen's Compensation and Employer's Liability Insurance - covering all of the contractor's employees directly or indirectly engaged in the performance of the contract. The insurance shall comply with the statutory requirements of the state or states involved and shall have an Employer's Liability Insurance limit of not less than $500,000.

2. Comprehensive General Liability Insurance Including Contractor's Protective, Completed Operations and Contractual Liability Insurance - with minimum limits of not less than $500,000 any one person and $1,000,000 any one occurrence and $2,000,000 aggregate for property damage. The property Damage Liability Endorsement as well as coverage for explosion, collapse and underground (XC) hazards. All liability coverage shall be on the occurrence basis.

3. Comprehensive Automobile Liability Insurance - covering contractor for claims arising from all Owned, Hired, and Non-Owned vehicles with limits of not less than $500,000 any one person and $1,000,000 any one accident for bodily injury and $500,000 each accident for property damage.

4. Contractual Liability Insurance - must be included in the Comprehensive General Liability Insurance described in #2 above.

5. Policy Limits - specified above are minimum, and wherever the law requires higher limits shall govern.

6. The Township of Lower must be included as an “Also Insured Party” on the insurance certificates provided for the insurance described in #1 through #3 above.

This project is subject to New Jersey State laws and applicable local building codes. The awarded contractor is responsible to obtain and pay for all applicable permits. Any electricians must be licensed and plumbers must be certified.

NOTES: (1) The contractor shall obtain from the owner a sign off sheet for all products and materials listing make, model, size, color, brand, etc, (2) The contractor shall consult before proceeding with construction with the appropriate construction official (Lower Township) to determine which permit may be required and (3) The contractor shall take digital photos of all areas where work will occur prior to proceeding with construction.

TOWNSHIP OF LOWER, CAPE MAY COUNTY

CONTRACTOR'S SUMMARY BID SHEET

Address of home you are bidding:_____

Contractor Name:_____

Contractor Address:_____

Contractor Phone:_____

Contractor Email:_____

Your Bid On This Home $_____

(Write in the total bid as shown on Detailed Work Scope Quote)

Completed bids must be returned to Megan Hayes by 3:00 P.M. on Thursday, December 3rd, 2026 at the Township of Lower Municipal Building, 2600 Bayshore Rd, Villas , NJ 08251.

Bidders who fail to bid on all work items of a home will have their bid rejected. The total price bid for all work items on a home determines the low bidder. Only one contract will be awarded per home. Your total bid amount per home must equal the individual work tasks per home when added together. Remember that your bid is a fixed price. You will have to do the work specified for the price you bid.

If you have any questions on filling in the bid forms contact Megan Hayes at 609-886-2005 ext 176. Construction questions should be directed to inspector Michael Reardon at 609-425-8425.

If you bid on homes noted as containing Lead Based Paint you must provide proof that you are an EPA Lead Certified Renovator.

The bid must be submitted in a sealed envelope with the company name written on the front.

This construction project is subject to New Jersey State laws and applicable local building codes. The awarded contractor is responsible to obtain and pay for all applicable permits. Any electricians must be licensed and plumbers must be certified. Lower Township reserves the right to reject any and all bids, award some but not all work scope items and to waive any informalities at its discretion.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each contractor and each person signing on behalf of any contractor certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief: (1) The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any competitor; (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the person submitting such quotes and will not knowingly be disclosed by this person prior to the award of the contract for the work, directly or indirectly, to any other contractor or competitor; and (3) no attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not submit a bid for the purpose of restricting competition.

Dated: _____

Contractor Name:_____

Signature:_____

Title:_____

Note: Staple your completed Detailed Work Scope Quote to this bid summary sheet when you submit your bid.

TOWNSHIP OF LOWER
DETAILED WORK SCOPE QUOTE BY HOUSE
(Refer to attachments where noted)

OWNER: Mary March **DATE: November 20, 2026**
ADDRESS: 40 Breakwater Rd
PHONE: 609-827-3497

CONTRACTOR NAME/ADDRESS:_____

CONTRACTOR PHONE #:_____

CONTRACTOR E-MAIL:_____

LBP DESIGNATION? NO

Item #1 INSULATION:

Replace any missing or damaged crawl space insulation in the floor system. Any batt insulation that is hanging out of place shall be repositioned and secured with additional wire supports. Any insulation that is missing in the main frame of the mobile home unit shall be replaced and the plastic shall be patched and taped. Any insulation that can be repositioned back in place shall be pushed up into the floor system. Patch the plastic and tape the seams.

- Do Not include the right side sun room floor system. _____

Total Bid Price:_____

TOTAL BID PRICE:

NOTES: Contractors must bid on all items. Incomplete bids will be rejected. Contractor must supply all permits and trash removal. All construction work is to be performed to meet local, state and housing quality standards using the manufacturer specifications.

The contractor shall obtain from the owner a sign off sheet for all products and materials listing make, model,size, color, brand, etc, The contractor shall consult before proceeding with construction with the appropriate construction official (Lower Township) to determine which permit may be required. The contractor shall take digital photos of all areas where work will occur prior to proceeding with construction.

LEAD PAINT COMPLIANCE

In accordance with HUD regulations 24 CFR Part 35, all Program assisted homes constructed prior to 1978 will be tested for lead based paint, and if applicable, be inspected by a risk assessor.

Housing rehabilitation exemptions from lead based paint regulations are as follows:

- Residential structures built after January 1, 1978
- Properties found not to have lead-based paint during earlier testing that
- meets the requirements of prior evaluations
- Properties where all lead-based paint has been identified and removed using
- approved methods
- Rehabilitation that does not disturb paint

At the appropriate time, the Program will provide homeowner with copies of the following:

- Lead Hazard Information Pamphlet
- Property Owner Disclosure (distributed to owners of a unit known to contain lead-based paint or lead based paint hazards for disclosure to tenants or prospective purchasers)
- Notice of Lead Hazard Evaluation
- Notice of Lead Hazard Reduction Activity
- Clearance Test
- Notice of Clearance

Both Notices of Lead Hazard Evaluation and Lead Hazard Reduction will be provided to the occupants within 15 calendar days of the date the Program receives the evaluation report or the date the lead hazard reduction work is completed. The type of evaluation and reduction activities required depends on the level of Federal assistance as defined by Federal regulations for HUD programs. The level is determined by taking the lower of the per unit rehabilitation hard costs or the per unit Federal assistance. Once calculated, the cost determines the level of assistance as exhibited in the table below.

HUD Regulations 24 CFR Part 35 Subpart J : Required Housing Rehabilitation Activities			
Amount of Program Assistance	≤ $5,000	>$5,000 ≤ $25,000	>$25,000
Approach to Lead Hazard Evaluation and Reduction	Do no harm	Identify and control lead hazards	Identify and abate lead hazards

HUD Regulations 24 CFR Part 35 Subpart J : Required Housing Rehabilitation Activities			
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit including maintenance plan
Lead Hazard Reduction	Repair surfaces disturbed during rehabilitation. Safe work practices Clearance of work site	Interim Controls Safe work practices Clearance of unit	Abatement Safe work practices Clearance of unit

Note: The amounts in the table above refer only to the amount of rehabilitation and does not include lead work.

A lead hazard evaluation will consist of one or more of the following:

- Visual Assessment performed by a HQS Inspector
- Paint Testing performed by a Certified Inspector
- Risk Assessment performed by a Certified Risk Assessor
- Maintenance plan

The lead hazard reduction will always include safe work practices and clearance and will also include one or more of the following:

- Paint Stabilization
- Interim Controls (or Standard Treatment)
- Abatement

Any properties not inclusive of the aforementioned exemptions and applying for

program assistance will be inspected by the appropriate professional to identify and evaluate lead hazards. If hazards are identified, the program will then determine the following:

- required level of lead hazard reduction
- what methods will be used to reduce or eliminate the hazards
- whether or not relocation for occupants is necessary

The occupants will be notified of the Program's determination. The decision to relocate occupants during work construction is determined by the extent of the rehabilitation and lead hazard reduction work as outlined in HUD Regulations 24 CFR Part 35.1345 under Subpart R . The HUD Handbook 1378 requirements apply for any occupants who are to be temporarily relocated during the construction period.

Prior to the rehabilitation and lead based paint hazard work going out to bid, the Program will determine the type of contractor needed to complete the work required. The Program staff, homeowner and contractor(s) awarded the job will review the key aspects of the lead hazard reduction during the pre-construction conference. Only State certified lead abatement contractors shall conduct abatement.

The awarded contractor(s) will perform safe work practices at all times which includes but is not limited to:

- occupant protection
- worksite preparation
- daily cleanup
- safe work practices
- worker protection

Occupants will be notified of any lead-hazard reduction measures that were taken. Subsequent to the program's final inspection, the Lead Based Paint Inspector will conduct a clearance examination including dust samples to confirm the unit is safe for occupancy and that lead hazard reduction was performed according to the Program's work specifications. Notice will be provided to the homeowner within 72 hours of the lead clearance test.

Frank Sippel, Mayor
fsippel@townshipoflower.org

Kevin Coombs, Deputy Mayor
kcoombs@townshipoflower.org

Thomas Conrad, Ward 1
tconrad@townshipoflower.org

TOWNSHIP OF LOWER
2600 Bayshore Road
Villas, New Jersey 08251

Joseph Wareham, Ward 2
jwareham@townshipoflower.org

Roland Roy, Jr., Ward 3
rroy@townshipoflower.org

Michael Laffey, Manager
mlaffey@townshipoflower.org

2026 Township of Lower Pay to Play

Professional Service Contracts Required Documents

☐	Signed Contract by Professional
☐	C. 271 Political Contribution Disclosure Form
☐	Statement of Ownership Disclosure
☐	Certification of Non-Involvement Russia or Belarus
☐	Disclosure of Investment Activities in Iran
☐	New Jersey Business Registration Certificate (BRC)
☐	Business Entity Disclosure Certification N.J.S.A 19:44A-20.8
☐	Non-Collusion Affidavit
☐	Affirmative Action Compliance
☐	Exhibit A Mandatory Equal Opportunity
☐	Americans with Disabilities Act of 1990
☐	W-9

Name of Company

Address

Town State Zip

Telephone Fax Number

Company Website Tax ID #

Representative Contact Telephone

Email Address

***The completed vendor packet must be submitted prior to the execution of any contract.**
Packets remain valid for one (1) year from the date of approval.

- **For Professional Services** awarded by Resolution, the completed packet shall be submitted to:, Karen Fournier, Township Clerk
  Email: kfournier@townshipoflower.org
- **For QPA-awarded contracts under $53,000**, the completed packet shall be submitted to:
  Robert Osborn, Qualified Purchasing Agent
  Email: Rosborn@townshipoflower.org

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract
    - of that county in which that public entity is located
    - of another public entity within that county
    - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." N.J.S.A. 19:44A-20.26(b). The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile copy, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			$

☐ Check here if the information is continued on subsequent page(s)

BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS

Required Pursuant to N.J.S.A. 19:44A-20.8

TOWNSHIP OF LOWER

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one-year period preceding _____*(date of award scheduled for approval of the contract by the governing body)* to any of the following named candidate committee or joint candidates committee as defined pursuant to N.J.S.A. 19:44A-3 (q) and (r).

Frank Sippel	
Kevin Coombs	Any present or future candidate committee or
Thomas Conrad	Joint candidate committee or local political party
Roland Roy	Committee formed for the election of members of
Joseph Wareham	the Lower Township governing body.

Part II – Ownership Disclosure Certification

☐ I certify that the list below contains the names and addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐Partnership ☐Corporation ☐Sole Proprietorship ☐Subchapter S Corporation

☐Limited Partnership ☐Limited Liability Company ☐Limited Liability Partnership

Name of Stockholder or Shareholder	Address

Part III – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity:_____Signature of Affiant:_____Title:_____

Printed Name of Affiant :_____ Date:_____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF LOWER

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.
5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.
6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

~~~~~~~~~~~~~~~~~~~~~~

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part…

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: …; the offices of member of the County Board of Commissioners and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.
While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:
"The $200 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)
~~~~~~~~~~~~~~~~~~~~~~

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto, to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Township of Lower** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **Township of Lower** to notify the **Township of Lower** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Township, permitting the **Township of Lower** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Revised July 2022 **EXHIBIT A**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) and N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A.10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval; Certificate

of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: https://www.nj.gov/treasury/contract_compliance/

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disabilities

The contractor and the owner do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") *(42 U.S.C. 12131* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Full Name (Print):		Title:	
Signature:		Date:	

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, **Township of Lower** ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the **Township of Lower** with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

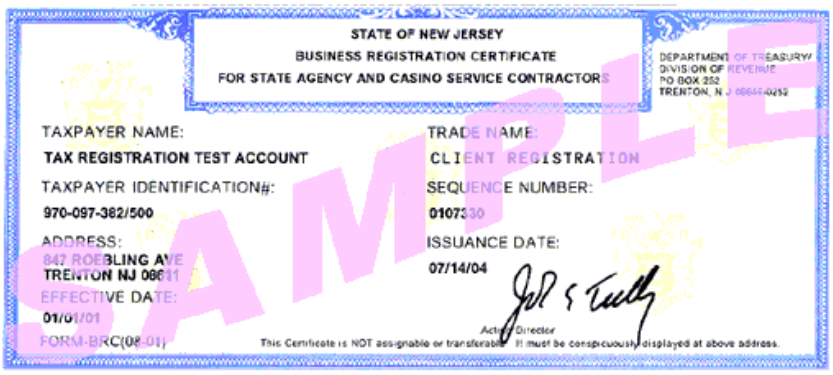
(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of $25 for each day of violation, not to exceed $50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TRADE NAME:
CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#:
970-097-382/500

SEQUENCE NUMBER:
0107330

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

ISSUANCE DATE:
07/14/04

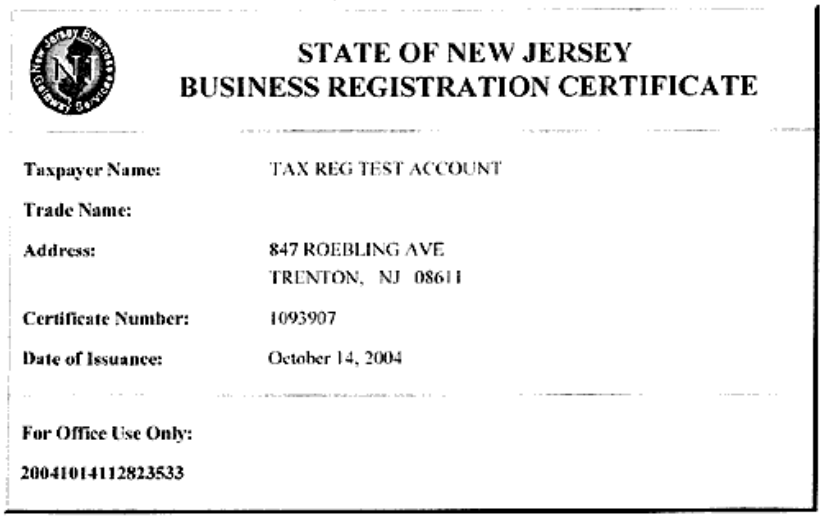
EFFECTIVE DATE:
01/01/01

Acting Director

FORM BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

SAMPLE



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

I,_____residing in _____
(Name of affiant) (name of municipality)

in the County of_____and State of_____, of full age,

being duly sworn according to law on my oath depose and say that:

I am_____of the firm of _____
(Title or position) (name of firm)

_____the bidder making this Proposal for the bid

entitled_____, and that I executed the said proposal with
(Title of bid proposal)

full authority to do so; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the ***Township of Lower*** relies upon the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by_____.
(Name of firm)

Subscribed and sworn to before me this day,_____, 2____:

_____
Signature of affiant

_____
Type or print name of affiant

_____
Notary public of New Jersey

My Commission expires _____

(Seal)

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 et seq.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

AFFIRMATIVE ACTION REGULATION COMPLIANCE NOTICE

Re: Affirmative Action Regulations P.L. 1975, C. 127 Procurement and Service Contracts
"Bidders are required to comply with the requirements of P.L. 1975, C. 127."

A. CONTRACTORS/VENDORS

1. Contractors and/or vendors will submit with the signed proposal Affirmative Action evidence. The Affirmative Action evidence shall be in one of the following forms.

a. An existing federally approved or sanctioned affirmative action program.

b. A Certificate of Employee Information Report from the Treasurer's Office of the State of New Jersey.

c. If the Contractor/Vendor cannot present "a" or "b" the Contractor/Vendor is required to submit a completed Employee Information Report (Form AA-302). This form will be made available to Contractor/Vendor by the Township of Lower within seven (7) days after notification of intent to award the contract or receipt of the contract, whichever is sooner.

THE FOLLOWING QUESTIONS MUST BE ANSWERED BY ALL PROSPECTIVE BIDDERS:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

YES_____ NO_____

2. Do you have a State Certificate of Employee Information Report Approval?

YES_____ NO_____

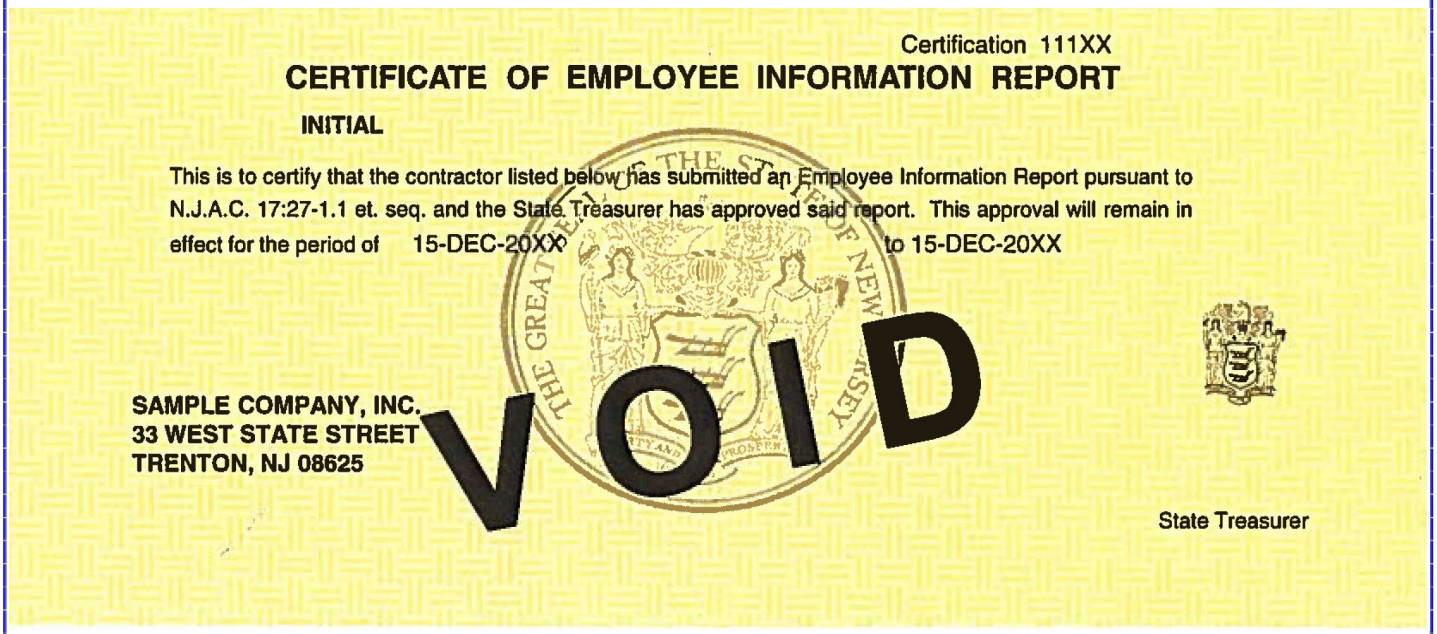
If yes, please submit a photocopy of such Certificate of Employee Information Report with this proposal.

The undersigned Contractor certifies that they are aware of the commitment to comply with the requirements of P.L. 1975, C. 127 and agrees to furnish the required documentation pursuant to the law.

CONTRACTOR/VENDOR:_____
(Signature)

_____
(Title)

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT



Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID

State Treasurer

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. and N.J.S.A.40A:11-2.2 (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a local contracting unit subject to the Local Public Contracts Law for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

_____

_____

_____

_____

_____

_____

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

[i] Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

Disclosure of Investment Activities in Iran

Person or Entity	

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

☐	*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*
OR	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below, sign and complete the Certification below.*

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the **Township of Lower** *is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the* ***Township of Lower*** *to notify the* ***Township of Lower*** *in writing of any changes to the answers or information contained herein.*

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the ***Township of Lower*** *and that the* ***Township of Lower*** *at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		**Title**	
Signature		**Date**	

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

HOME REHABILITATION SPECIFICATIONS

2026 Revision

Contractor shall obtain all permits and approvals. All work is to be completed in a professional manor, meeting all code enforcement requirements and manufacturer's specifications. All materials shall be "stock" or "standard" materials. There shall be no special order items unless otherwise noted.

The work scope and these specifications shall be used in conjunction with each other. The work scope language shall supersede these specifications.

ALL products purchased by the contractor shall be signed off by the home owner using the "Product Sign Off" sheet provided to the contractor from the inspector.

All items called to be painted shall follow the painting specifications provided here.

---

1. **STORM DOOR:** To be aluminum combination storm and screen door 1-1/8" thick. Door shall have safety glazing. Install with new closure, hardware, safety chain and sweep. Install with aluminum stops. Door shall properly fit in the existing entry door opening, complete. Home owner shall choose the style and color.

2. **STORM WINDOWS:** To be white aluminum triple track including screen. Unit to have extruded aluminum anti-BCW stabilizer bar in the middle. Storm windows shall be set in a bed of caulk. Weep holes shall be open and free to allow proper function.

3. **EXTERIOR WOOD PANEL DOOR:** To be white pine 1-3/4" thick. Door shall be pre hung, brick molding and threshold attached. This unit shall properly fit in the existing rough opening unless otherwise noted. Install an aluminum pan under the threshold using a bed of caulk between the pan and threshold. Install painted wood trim casings to the interior covering all original trim markings. Install insulation between the jamb and the rough opening. All hinges, lockset with key, and weather stripping shall be included. All interior trims, jambs and both sides of the door shall receive (2) coats of paint. The exterior brick moldings shall be finished with aluminum trim wrap. Home owner shall choose the style and color. All hook ups and connection s shall be included, complete. If installing door from existing house to a garage, all fire separation requirements shall be met.

4. **EXTERIOR WOOD FLUSH DOOR:** To be 1-3/4" thick. Solid core. Utilize specifications for item #3 above.

4A. STEEL ENTRY DOOR: Door shall be 1-3/4" thick. Utilize the specifications for item #3 above.

4B. INTERIOR DOORS: Install new pre hung interior, hollow core doors to all areas indicated in the work scope. These pre hung doors shall consist of the entire jamb system, and door with hinges. All new interior trim casings to both sides of the door shall be included, covering any imperfections from the original trim. All trims, jambs and both sides of the door shall be painted. Install new lockset, complete. Home owner shall choose the finish color, and type of lockset, Passage (no lock), privacy (thumb-turn or push button lock with emergency release from the opposite side), keyed entry. Doors shall be installed level and plumb with a proper reveal between the door and the jamb.

5. **WOOD DOUBLE HUNG SASH:** To Be 1-3/8" thick or as required by the existing manufacturer. Sash to be white pine milled to fit the existing size of the window opening. Install with new sash chains, locks, weights if missing or wrong size, Interior sash stops, window channels may be substituted for sash chains. Plane to fit new sash to operate smoothly in opening with no air leaks. Weights shall properly hold the window open at any position. Paint the new sash, window jambs, sill and interior casing with (2) coats of paint. Sash style shall match the existing sashes as close as possible.
6. **VINYL REPLACEMENT WINDOWS:** To be white finish with insulated glass. Unit shall be double hung unless otherwise noted. (Both sashes shall operate). Screens shall be half screens. Unit shall be manufactured to fit against the existing window frame using a caulk joint at the exterior and interior side stops, sill and head. Replace the interior stops only if necessary. Do not include interior trims or sill. Install exterior aluminum trim wrap with any necessary wood blocking unless otherwise noted. Sash locks Shall be included. These units shall be custom sized vinyl replacement windows. All hook ups and connections shall be included, complete. All U-factor and safety glass requirements shall be satisfied. The grill patterns shall match the original units unless otherwise noted.

7. **BATH AND KITCHEN FLOORS (SHEET GOODS):** Remove existing floor coverings down to bare subflooring unless otherwise noted. Install new ¼" wood underlayment. Apply floor patch leveler to all joints and uneven surfaces. All fasteners shall be properly set and patched. Install vinyl sheet goods using waterproof floor adhesive over the entire surface. Install 4" cove base around the entire perimeter of the room. Home owner shall choose color and style. Caulk against the bathroom tub/shower unit and toilet if applicable. Provide threshold strips if install against any other floor type. Unless otherwise noted, the contractor is not responsible for the floor joist condition. Floor shall maintain its original state for level and straightness.

7A. WATER PROOF VINYL PLANK FLOORING: Remove all layers of flooring down to the subfloor unless otherwise noted. Install new "Water Proof Vinyl Plank" flooring to the entire floor surface, complete as indicated on the work scope. Provide a pre attached vapor barrier to the underside of the flooring. Install transition strips to all necessary sections. Install new painted wood baseboard and shoe molding to this entire area unless otherwise noted. The contractor is not responsible for the floor joist condition. Floor shall maintain its original state for level and straightness. Home owner shall choose the width, style and color.

8. **DRYWALL:** Install new ½" drywall to all areas indicated on the work scope. Apply with nails or screws. Tape and finish to a level 4 finish, complete, ready for paint. Paint the new drywall only using the interior painting specs unless otherwise noted. No trims are included unless otherwise noted. Provide water resistant drywall to all wet areas and all bathrooms in their entirety. If installing on a wall that separates an existing house from a garage then all fire separation requirements shall be met.

9A. WOOD STAIRS (CELLAR): Remove the existing stair system completely. Install a new stair system using 2" X 12" stringers and 2X material treads. All risers shall be closed. Provide an approved handrail. When installing for BILCO door system the width shall encompass the entire entryway. All aspects of this stair system shall meet all codes. Provide drywall under the system only if requires for a fire rated assembly or if noted in the work scope.

9B. EXTERIOR STAIRS AND LANDING: Remove the existing stair and landing system completely. Install a new stair and landing system in the same location and the same size as the original system. All stair stringers shall be 2"x12" pressure treated material and all decking including all stair treads shall be pressure treated 5/4" X 6". Install new concrete footings for any support posts. Provide all approved mechanical fasteners including, but not limited to joists hangers, post anchors, ledger board bolts, etc. All stairs and landings shall receive an approved railing system consisting of pressure treated 2X material, 4"x4" posts, and 2X2" spindles and stair hand rails. All stair risers shall be closed. All fasteners shall be galvanized. Properly flash the landing or deck to the side of the house. Remove the bottom coarse of siding, install the flashing on top of the deck framing and against the house sheathing. Reinstall the bottom coarse of siding when completed. All aspects of this system shall meet all building codes.

10 **ASPHALT SHINGLE ROOF:** Remove all layers of roofing down to bare sheathing on the entire house unless otherwise noted. Prepare all surfaces to be smooth and free from all nails and imperfections. Secure any loose sheathing. Install all new flashings throughout the entire roof system. This includes all vent boots, drip edge and chimney flashings, etc. All chimney flashings shall be let into the grout joints, NOT surface caulked. Install new felt paper. Install new minimum 30 year warranty architectural roof shingles, complete, throughout the entire roof system unless otherwise noted. Install ridge vents across the entire length of all ridge lines. All roof debris that has been dropped into the attic area from the tear off process shall be cleaned and removed. All exterior debris shall be completely removed from the site each day. Home owner shall choose the shingle color.

11 **FLAT ROOF SYSTEMS:** Remove all layers of roofing down to bare sheathing on the flat roof sections indicated in the work scope. Prepare all surfaces to be smooth and free from all nails and imperfections. Secure any loose sheathing. Install new flashings to meet spec #10. Install new ice and water shield to the entire roof area. Install new "TAMKO" AWAPLAN 170 polyester reinforced "SBS" modified roofing membrane, or equal to the area indicated in the work scope, complete. This product shall be secured tight to the roof deck with no bumps or imperfections. All wall flashings shall be properly installed by removing the siding and reinstalling when completed.

12 **GUTTERS:** Install 5" "K" style seamless aluminum gutters to all roof edges that discharge water. Install with spikes and ferrules and properly pitch and support the gutters. Secure all connections with cutter seal and rivets or screws. All necessary end caps shall be included. Gutters shall be installed so water does not run between the fascia and the gutters.

13 **DOWNSPOUTS:** Install aluminum down spouts to be compatible with spec #12 gutters. Install 90 degree elbows and bottoms. Properly secure downspouts to the house. All fasteners shall be rivets or screws. Provide splash blocks at the bottom of the downspouts.

14A **KITCHEN BASE CABINETS AND SINK:** Install medium grade base cabinets. All cabinets shall be installed level and plumb. The new cabinet layout shall be similar to the original layout unless otherwise noted. All filler pieces needed to complete the system shall be included. All cabinets shall consist of shelving. All ne cabinets shall receive a new formica, or equal, counter top with a 4" backsplash. Install a new stainless steel, single bowl sink in the same location as the original sink. Provide a new drain trap, venting and braided water supply lines with new shut off valves under the counter. Install new faucets with spray hose. All hook ups and connections shall be included to complete the installation. The bottom of the sink base shall be neatly cut out or rebuilt to accommodate the plumbing line penetrations.

14B **WALL CABINETS:** Install new medium grade wall cabinets. Layout shall be similar to the original layout or match the new base cabinet layout, unless otherwise noted. Each individual cabinet shall be secured to a wall stud. If a stud is not present, the contractor shall install the appropriate wood blocking. All cabinets shall consist of shelving. All hook ups and connections shall be included to complete the installation.

15A BATHROOM TUB: Remove the existing bathroom tub. Remove all wall coverings and ceiling coverings within the tub area down to bare studs. Install new water resistant drywall to these areas as per spec #8. Install a new fiberglass tub unit. This standard size unit shall fit in the existing rough opening. Provide any infill framing and drywall as per spec #8 to finish the area. Provide a new trap, shut off valves, venting supply, Trip and waste device, Shower head, and faucets, complete. Provide new water supply lines if necessary. All hook ups and connections shall be included to complete this installation. Shower curtains or doors are NOT included. Provide any fire blocking necessary.

15B TUB SURROUND: Install a fiberglass wall surround at the tub area, complete. This unit shall have a soap dish. Install using waterproof adhesive. There shall be no adhesive residue or excess caulk visible. Ensure the unit is impervious to water. Home owner shall choose the color. Install this unit complete as per the manufacturers specs. Shower curtains or doors are NOT included.
Install grab bars as per spec #15F only in the locations called out in the work scope.

15C WALK IN SHOWER UNIT: Remove the existing shower or tub unit. Install a new standard size fiberglass shower unit to fit in the original rough opening. This unit shall have a maximum curb height of 4". Provide any infill framing and drywall as per spec #8 to fill in the excess area. Provide a new trap, shut off valves, venting supply, shower diverter, and shower head. This unit shall have a soap dish. Provide new water supply lines if necessary. All hook ups and connections shall be included, complete. Provide any fire blocking necessary. Install grab bars as per spec # 15F only in the locations called out in the work scope.

15D VANITY/SINK: remove the existing vanity and sink. Install a medium grade vanity and sink in the same location as the original unit. This cabinet shall be a standard size, similar in size to the original cabinet unless otherwise noted. Install a countertop with a 4" backsplash. Install a new porcelain sink with faucets, new shut off valves, trap, and venting supply, and waste device. The bottom of the cabinet shall be neatly cut out or rebuilt to accommodate the plumbing lines. All hook ups and connections shall be included, complete.

15E WATER CLOSET: Remove the existing toilet. Install a new "American Standard" or equal toilet with tank, complete in the same location as the original toilet. Provide a new wax ring. The toilet original toilet flange shall be reused. The contractor shall asses the condition of this flange to determine if it is reusable. The contractor shall receive a change order to install a new flange. Provide a new braided water supply line with new shut off valve. All hook ups and connections shall be included, complete.

15F GRAB BARS: Install new "Glacier Bay", or equal, brushed stainless steel garb bar model # 20135-03202. Install in each location as indicated in the work scope. The lengths shall be determined by what the location will allow. Provide in wall, wood blocking for fastening only if the wall coverings have been removed for drywall repair. Otherwise, the contractor shall use an approved method of fastening to achieve a support of 500 lb. The contractor shall obtain written approval from the home owner as to the bar lengths and locations.

16 WATER HEATER: Remove the existing water heater unit. Install a new 40 gallon water heater in the same location as the original unit. This unit shall remain the same fuel source as the original unit, electric or gas. Connect to the original plumbing, electric or gas lines. All new approved venting lines shall be installed, complete. If installed in a garage, All bollard protection requirements shall be satisfied. All clear space requirements shall be satisfied. Unit shall have a pressure temperature relief valve. All hook ups and connections shall be included to complete the installation. Provide any blocking necessary under the unit if installed in a basement.

17 CONCRETE STEPS/LANDING: Remove the existing stair and landing system. A portion of this original system may be left in place to be used as fill for the new system. Install new footings and block work to this area. The size of this new system shall be similar to the original or it shall meet the minimum size requirements to satisfy code. Provide any additional fill needed. Pour a new concrete slab for the landing. The height shall satisfy any step requirement into the door entry. Install new concrete steps to this area. These steps may be poured concrete or pre fab steps. Properly transition to the grade level. All treads, risers and width requirements shall be met. Parge the block work to finish. This shall be a permit item.

18 CONCRETE FLOOR (CELLAR): Properly grade the area. Install a new 4" thick concrete slab throughout the entire area. Properly pitch the floor so as to create a low point for the sump pump. Ensure the high points are closest to the appliances. If no sump pump existed, then provide a hole in the slab to receive a sump pump pit. Install a new sump pump as per spec # 18. The new concrete shall have a float finish.

19 IRON RAILING: Remove all existing railings at the areas indicated in the work scope. Install new welded, solid wrought iron railings to both sides of the steps and all sides of the landing unless otherwise noted. All vertical rails shall be standard design. Spacing and heights shall satisfy all codes. These railings shall be self- supported in a bed of grout. Do not attach to the side of the house. Paint to finish with rust resistant paint. All hook ups and connections shall be included, complete.

20 MASONRY CHIMNEY REPAIR: Remove all loose masonry at the exterior portion of the chimney. Properly patch all defects. If chimney is brick, replace any missing or damaged brick and point up all grout areas. If chimney is block work, parge the entire exterior of the chimney and paint to finish. Utilize the existing flashing unless otherwise noted.

21A WALL INSULATION (BLOWN IN): Install blown in cellulose or fiberglass insulation to all exterior walls of the building that are accessible. Drill any hole necessary to install the product. If the siding is vinyl, it shall be removed then reinstall when completed. If the siding id wood, then exposed plugs painted to match as close as possible shall be acceptable. Install a minimum of R-11. It is understood that all cavities may not be accessible. 100% of the walls may not be achieved.

21B ATTIC INSULATION (BLOWN IN): Install blown in cellulose or fiberglass insulation to the attic floor. The thickness shall equal R-38. Install insulation baffles to all rafter bays at the exterior wall intersections. Do not include the areas that the floor has plywood unless otherwise noted. The contractor shall be responsible to move and cover for protection any home owner personal belongings unless otherwise noted. Provide a plywood enclosure around the attic access to prevent the insulation from falling through the opening.

21C INSULATION (CRAWL SPACE): Remove all existing crawl space insulation and discard unless otherwise noted. Install new R-19 insulation batts with vapor barrier to the entire crawl space area. Properly support the insulation batts in each joist bay with wire supports. The entire crawl space shall be free from all old and new insulation when completed.

22 PARGE FOUNDATION WALLS: Remove all loose cement and wires from the foundation. Properly parge the walls with cement mixture. Provide a broom type finish. All damp proofing requirements shall be satisfied.

23 ELECTRICAL SERVICE: Disconnect and remove the existing electrical service. Install a new 150 amp electrical service, complete, consisting of a new service wire beginning at the electrical companies connection at the side of the house, through the meter, to the service panel box. If required, the meter shall be relocated to the corner of the house required to satisfy any code or requirement from the utility company. All subsequent upgrades shall be included to accomplish this relocation. This includes, but not limited to relocating the meter, the interior service panel, All additional wiring to reach this area, exterior siding patches, all interior wall patches, etc., complete. Panel shall be a minimum of 32 breaker spaces with a main disconnect switch. All new circuit breakers shall be included. Maintain the original circuits, unless otherwise noted. All hook ups and connections shall be included to complete this installation as per the electrical code.

24A EXTERIOR ALUMINUM TRIM WRAP: Remove all existing aluminum trim wrap throughout the entire house, unless otherwise noted. Install new WHITE aluminum trim wrap to all exposed exterior wood. This includes, but not limited to all fascia, cornices, window moldings, door moldings, etc. exterior support columns and railing systems are NOT included. This wrap shall be free from kinks. Caulk all edges of this wrap using "OSI" waterproof WHITE caulk sealant. Model # 1642487. See the work scope to determine if there are specific locations and items applicable.

24B EXTERIOR SOFFITS: Remove all existing soffit panels including all wood panels from all roof overhangs, unless otherwise noted. Expose the soffit areas to ensure proper air flow into the attic. Install new perforated soffit panels to all roof overhangs. The underside of any porch roof system shall NOT be included unless otherwise noted.

24C VINYL SIDING: Remove all existing vinyl or aluminum siding from the entire house unless otherwise noted. Any asbestos or wood siding shall remain intact. Secure any loose areas. Install new 3/8" rigid foam insulation to the entire exterior area with joints taped. All fasters shall be galvanized. All necessary siding trim shall be included. All siding, fastening and accessories shall be included to complete the installation to the entire house unless otherwise noted. All high wind load requirements shall be met.

25 HEATING SYSTEM, OIL OR GAS FORCED AIR: Remove the existing heater unit and discard. Install a new heater unit in the same location as the original unit. This unit shall be a minimum of 90% efficiency. If located in a basement or garage, a proper size topping slab or masonry blocks shall be installed under the unit to satisfy elevation requirements. Also any bollard requirements shall be met. This unit shall be adequate in size to properly heat the home. If necessary, the contractor shall show the calculations that determined the unit size. All necessary electrical wiring back to the panel box with dedicated circuit shall be included. If oil fired, a new oil filter shall be provide within the existing fuel line. Utilize the existing propane or natural gas line from the meter to the new unit unless otherwise noted. All existing supply ducts and return ducts shall be utilized unless otherwise noted. All new air intake and venting systems shall be included, complete. Install a new thermostat. Install a new emergency shut off switch and convenience outlet and light fixture unless these items are already present and operational. Contractor shall ensure the air return functions properly. The location of this unit shall satisfy all clearance requirements. Move this unit if necessary. All hook ups and connections shall be included to complete this installation. If installing in a garage, then the unit shall be installed on an 18" masonry platform. All new registers and return grills shall be provided. The contractor shall provide instruction to the home owner on where the emergency shut off switch is located and also the proper way to change the air filter. Provide a coil within this unit to accommodate central air conditioning.

26 HEATING SYSTEM, OIL OR GAS WATER BASE SYSTEM: Remove the existing heater unit. Install a new boiler/heater unit with a summer/winter hook ups for domestic hot water. Utilize the existing water lines unless otherwise noted. Provide any new water line to properly connect the new unit. Install all new venting from the unit to the exterior of the building. All existing baseboard units shall remain. Remove the covers to all baseboard units and properly clean out all dirt and debris. The existing fuel line shall be utilized unless otherwise noted. All hook ups and connections shall be included to complete this installation. All clear space and bollard requirements shall be satisfied. Provide any masonry blocks under the unit to satisfy elevation requirements.

27 OIL TANK:

Remove the existing oil tank and fuel line leading from the tank to the heater unit. If a fuel tank filling line is present, this line shall remain intact unless otherwise noted. Install a new oil tank. Provide any support blocking necessary under this tank. Install a new fuel line leading from the new tank to the heater unit with filter. The existing fuel in the original tank shall be captured to accommodate the installation of the new tank. Upon completion of the tank installation, this fuel shall be returned to the new tank. This process shall take place immediately so as to not prolong the installation process due to weather conditions. Contractors shall not wait for the tank to be emptied of fuel during normal use. All hook ups and connections shall be included to complete this installation.

28 CELLAR WINDOWS: Remove the existing cellar window system down to the masonry opening. If necessary, install new pressure treated 2X material to create a new rough opening. Seal the wood to the masonry. Install new awning style, custom style, replacement style vinyl cellar windows in this rough opening. Caulk the exterior and interior of the window frame. Screen and lock shall be included.

29 SMOKE DETECTORS: Install the minimum number of smoke detectors throughout the entire house. They shall be hard wired, 10 year warranty units and also satisfy section R314 of the International Residential Building code. All necessary wiring shall be included. All hook ups and connections shall be included to complete this installation.

30 CARBON MONOXIDE DETECTORS: Install the minimum number of carbon monoxide detectors throughout the entire house to satisfy code. Devices may be smoke/carbon monoxide combo units. All hook ups and connections shall be included to complete this installation.

31 CENTRAL AIR CONDITIONING: Install a new air conditioning condenser unit at the exterior of the building. This unit shall be compatible with the interior blower unit. The blower unit shall receive a compatible coil. All necessary electric from the blower unit, to the condenser and back to the service panel shall be included, complete. All new refrigerant line shall be included, complete. Properly seal all lines penetrating the exterior of the house. All hook ups and connections shall be included to complete this installation.

32 VINYL FLOORING: Remove all existing flooring down to bare sheathing. Contractor is not responsible for the condition of the floor joists. The existing floor system shall remain at its current state of level and straightness. Install new 'WATERPROOF VINYL PLANK" flooring to all areas indicated on the work scope. The flooring planks shall be a minimum of 5mm thick. Vapor barrier between the flooring and the subfloor shall be included if applicable. Install new wood baseboard and shoe moldings throughout the entire floor system unless otherwise noted. Paint to finish. If only installing shoe molding, paint or stain to match the existing baseboard. The home owner shall choose the color, style and size from a list of stock or standard products. All necessary transition strips shall be included. The home owner shall remove all personal belongings from each room for this installation. Heavier items such as sofas, chairs, tables, entertainment centers, etc. shall be aided by the contractor along with returning them to original positions. All manufacturers specs shall be met.

33 SUMP PUMP: Install a new ½ horse sump pump. The contractor shall locate this pump along the perimeter of the foundation wall as close to the low point as possible, unless otherwise noted. If there is an existing interior French Drain, contractor shall connect the new pit into the existing French Drain. Provide a standard plastic sump pump pit with cover designed for this use. Cut the existing concrete slab as needed. Install this system as per the manufacturer's specs. All necessary electric shall be included, complete. All necessary drains to the exterior of the build shall be included, complete. All new stone shall be included. Home owner shall accept that this pump system will NOT guarantee a completely dry floor area. There also may be existing imperfections in the slab that will affect the performance of the pump due to level and straightness of the floor that contractor is NOT responsible for.

34 PROPERTY NUMBER DISPLAY: Install a new 4 X 4 pressure treated post to display this properties address number. Each municipality has different ordinance numbers so the contractor is responsible for obtaining the information from the municipality to properly install this post. The number display size, height and specific location on the property shall satisfy the appropriate municipalities ordinance.

35 MINI SPLIT HEATING AND AIR CONDITIONING SYSTEM: Install the minimum number of mini split systems to properly heat, and or cool the entire house. The contractor shall make available the calculations used to determine the size, locations and number of units needed. See the work scope to determine whether these units will be used for HEAT, AIR CONDITIONING, OR BOTH. Provide the proper units to achieve this. Install all interior and exterior units to satisfy code. Install a single unit in the attic if possible and provide duct work to the individual rooms. All necessary electric to all units back to the service panel using dedicated circuits shall be included, complete. Remote controls for each unit shall be provided. All necessary refrigerant lines shall be included. All hook ups and connections shall be included to complete this installation. If an electrical service panel increase is necessary, it will be addressed in a separate item. Contractor shall obtain a "Product Sign Off" sheet from the home owner showing the size and location of all units.

36 WATER SOFTENER SYSTEM: Install a new water softener system in the same location as the original system, or a location called out in the work scope. The contractor shall obtain, from a reputable testing agency, a water test that shows any unacceptable levels. The contractor shall install the proper unit to remedy these unacceptable levels. All necessary electric and plumbing shall be included, complete. All hook ups and connections shall be included to complete this installation. The contractor shall review with the home owner the operation of this unit and details on what salt to use and how to install the salt into the system. The home owner shall be tasked with periodic maintenance recommended by the manufacturer. The contractor shall provide the final test results, showing all items to be at acceptable levels, from the testing company to the inspector.

The following specifications and instructions apply to the preparation for all painting of all interior surfaces which are specified to be painted or papered, unless specifically noted otherwise.

Contractor shall obtain a "Product Sign Off" sheet from the home owner indicating all colors, locations, paint grade, and paint finish (sheen)

INTERIOR PAINTING AND PREPARATIONOF ALL EXISTING SURFACES

SURFACE PREPARATION:

- **a)** All oil, grease or foreign matter shall be removed.
- **b)** Cracks and open joints shall have perforated tape applied in a bed of joint compound and finished to a level 4 finish.
- **c)** All glossy surfaces shall be thoroughly sanded prior to painting.
- **d)** All loose, blistered or otherwise defective paint shall be removed and edges sanded smooth.
- **e)** Spackle/fill all nail/screw holes, cracks and other defects after prime coat has dried.
- **f)** All trim casings and baseboards that are attached to drywall surfaces shall be caulked.

WORKMANSHIP:

- **a)** Painting work shall be uniform, of color approved by home owner, smooth and free from runs, sags, holidays, defective brushing and rolling.
- **b)** Edges of paint adjoining other materials or colors shall be sharp and clean
- c) The top and bottom edges of exterior doors shall be covered with a minimum of (2) coats. Top edges of any interior doors shall be covered with (1) coat.
- d) Papering, if required, shall be hung true and plumb with matching patterns and abutting edges, free of paste smudges and smears.

MATERIALS:

All materials shall be the product of a recognized reliable manufacturer.
Materials shall be applied strictly in accordance with the manufacturer's recommendations or instructions.

a) Before proceeding with painting or papering, color samples shall be shown to the home owner for selection. The contractor shall obtain a "Product Sign Off" sheet from the home owner indicating colors, locations, paint grade, and paint finishes (sheen).

EXTERIOR PAINTING AND PREPARATION OF ALL EXISTING SURFACES

All loose and blistered, peeled, and scaly paint shall be scraped, wire brushed or sanded and removed or any other method that will provide a smooth surface. Dust, dirt, rust and grease shall also be removed prior to painting.

No exterior painting will be permitted over wet or damp surfaces and drying time between coats shall not be less than the time recommended by the paint manufacturer.

Do not apply exterior paint in damp, rainy weather, or until the surface has thoroughly dried from the effects of such weather. Do not apply paint when the temperature is below 45 degrees F.

Finish work shall be uniform, of approved color, smooth and free from runs, sags, holidays, or defective brushing and rolling. Make edges of paint adjoining other materials or colors sharp and clean.

Apply all missing putty and necessary caulking prior to finish coat.

All paints shall be applied in strict accordance with the manufacturer's specs and instructions.

All materials shall be the product of a recognized, reliable manufacturer.

Before proceeding with painting, color samples shall be shown to the home owner for selection. The contractor shall obtain a "Product Sign Off" sheet signed by the home owner indicating colors, locations, paint grade and paint finishes (sheen).