



Contract 20210781

**City of Springfield Contract Tracer Document**

*Amendment #2*

The purpose of this document is to provide continuous responsibility for the custody of **CONTRACTS** during the processing period.

**INSTRUCTIONS:** Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Community Development			AG	5-6-22
City Comptroller	JA	5.09.22	JK	5.09.22
Law				
CAFO	Ymm	5.11.22	Ymm	5.11.22
Mayor	MDM	5-11	MDM	5-11
City Comptroller				
Community Development				

*KB  
5/16/2022*

Vendor No.: 21877 Contract No.: 20210781 Contract Date: 06/07/21  
*Amended* *Amend #2*  
 Contract Amt.: \$159,446.59 Issue Date: 05/04/2022 Renewal Date:  
 Appropriation Code1: 26451815-530105-64516 *\$22,256.59 incr*  
 Appropriation Code2: 26881801-530105-68800  
 Appropriation Code3:  
 Appropriation Code4:  
 Description of Funding Source: CDBG-NDR  
 Bid No.: Requisition No.: 21015067 PO No.: 21013180  
 Vendor Name: Angela Borges  
 Contract Type: Healthy Homes *Amendment #2*  
 Contract Purpose: Rehab of 38 Merwin Street *Increasing Am d #1 Contract amount \$137,190 by \$22,256.59 Making the new Am d amount*  
 Originating Dept.: Office of Disaster Recovery and Compliance  
 Expiration Date: 08/06/2026 Amendment Date: 05/04/2022 Extension Date:  
 TYPE OF DOCUMENT (Please select at least one):  
 New  Renewal  Amendment  Extension

*Increased in Muni's Contract Order Module 5.12.22 JER*

*\$159,446.5*

AMENDMENT TO HEALTHY HOMES REHABILITATION PROGRAM AGREEMENT (CONTRACT # 20210781)

AGREEMENT, made the 4 day of May, 2022 by and between Angela Borges with an address of 38 Merwin Street, Springfield, Massachusetts (hereinafter referred to as the "Borrower") and the City of Springfield, through its Office of Disaster Recovery, with the approval of its Mayor (hereinafter referred to as the "City") regarding the rehabilitation of the property at 38 Merwin Street, Springfield, Massachusetts.

WHEREAS, the City and the Borrower wish to amend the rehabilitation amount within the existing Agreement;

NOW, THEREFORE, the parties hereto agree that their Agreement dated June 7, 2021 shall be amended as follows:

1. **Increasing the original contract amount of \$122,452.00 (One Hundred Twenty Two Thousand Four Hundred Fifty Two 00/100 Dollars) as identified in the original agreement as Exhibit A – Project Budget, to an amended total of \$159,446.59 (One Hundred Fifty Nine Thousand Four Hundred Forty Six 59/100 Dollars) as identified in this amended agreement as Exhibit A – Final Project Budget.**
2. **All other terms and conditions remain the same.**

IN WITNESS WHEREOF, the Borrower and the City have executed this Amendment on this 4 day of May, 2022

BORROWERS:

  
\_\_\_\_\_  
Angela Borges

CITY OF SPRINGFIELD

  
\_\_\_\_\_  
Office of Disaster Recovery

26451815-530105-64516 \$22,256.59 inch

Approved as to Appropriation:

Approved as to Form:

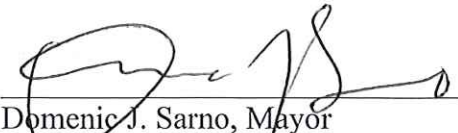
  
\_\_\_\_\_  
Office of Comptroller <sup>DEPUTY</sup> 5-9-22

  
\_\_\_\_\_  
Law Department

APPROVED:

APPROVED:

  
\_\_\_\_\_  
Chief Administrative & Financial Officer

  
\_\_\_\_\_  
Domenic J. Sarno, Mayor

**City of Springfield**  
**Healthy Homes Program**

**Rehabilitation Loan Agreement (Amendment)**

**List of Exhibits**

**Healthy Homes Rehabilitation Program Agreement Amendment**

**Exhibit A – Project Budget**

**Exhibit B – Amended Mortgage**

**Exhibit C – Amended Promissory Note**



**MORTGAGE AMENDMENT # 2**  
**(Contract # 20210781)**

AGREEMENT, made as of the 4 day of May, 2022 by and between **Angela Borges**, hereinafter referred to as "**Mortgagor**", of 38 Merwin Street, Springfield, Hampden County, Massachusetts, and the **City of Springfield**, a municipal corporation within the County of Hampden, Commonwealth of Massachusetts, with the approval of its Mayor, hereinafter referred to as the "**Mortgagee**".

**WHEREAS** an existing Mortgage, dated June 7, 2021, granting a security interest in the property known as 38 Merwin Street, Springfield, Massachusetts, is recorded at the Hampden County Registry of Deeds in Book 23935 Page 497. Said Mortgage expressly states an indebtedness in the principal amount of "**One Hundred Twenty Two Thousand Four Hundred Fifty Two 00/100 Dollars (\$122,452.00)**"

**WHEREAS** the Mortgagee and the Mortgagor have since amended the Promissory Note (See Schedule A) by Increasing the amount borrowed to a total amount of One Hundred Fifty Nine Thousand Four Hundred Forty Six 59/100 Dollars (**\$159,446.59**).

**WHEREAS** the Mortgagee seeks further security in the property to reflect total amount loaned to the Mortgagor,

**NOW THEREFORE**, the Mortgagor and Mortgagee hereto agree that the total indebtedness evidenced hereby is **One Hundred Fifty Nine Thousand Four Hundred Forty Six 59/100 (\$159,446.59) Dollars**

All other terms and conditions contained in the Mortgage instrument dated June 7, 2021, recorded June 11th, 2021 in the Hampden County Registry of Deeds in Book 23935, Page 497 remain the same and are incorporated herein by reference.

**IN WITNESS WHEREOF**, The Mortgagor and the Mortgagee have executed this Agreement on this 4 day of May, 2022.

**SIGNATURES APPEAR ON FOLLOWING PAGE**



[Signature]  
Witness

[Signature]  
Angela Borges - Mortgagor

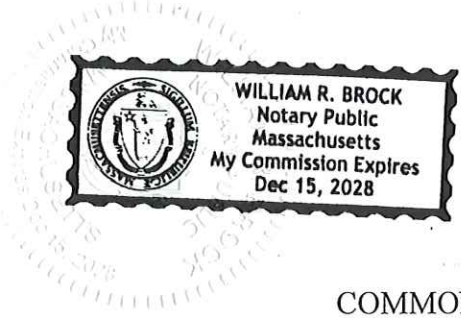
\_\_\_\_\_  
Witness

[Signature]  
Dominic J. Sarno - Mayor  
City of Springfield  
Mortgagee

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS.

On this 4 day of May, 2022, before me, the undersigned notary public, personally appeared Angela Borges, proved to me through satisfactory evidence of identification, which was Mass Drivers License 532627127, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that s/he signed it voluntarily for its stated purpose.

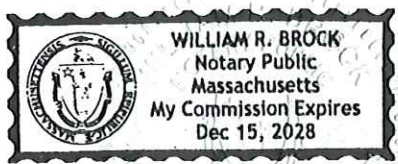


[Signature]  
Notary Public, William R. Brock  
My Commission Expires: Dec. 15, 2028

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS.

On this 17th day of May, 2022, before me, the undersigned notary public, personally appeared **Dominic J. Sarno**, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



[Signature]  
Notary Public, William R. Brock  
My Commission Expires: Dec. 15, 2028

SCHEDULE A – PROMISSORY NOTE

**(Schedule A)**

**FIRST AMENDMENT TO PROMISSORY NOTE  
(City)**

THIS FIRST AMENDMENT TO PROMISSORY NOTE (this "Amendment") is executed as of the 4 day of May, 2022, by and between THE CITY OF SPRINGFIELD, (the "City"), and ANGELA BORGES, (the "Borrower").

**RECITALS**

- A. The Borrower executed a Promissory Note, payable to the City, as of June 7, 2021 (the "Note").
- B. The Borrower's contractor completed the work at a Increased cost.

**AMENDMENT**

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Borrower and the City hereby agree as follows:

- 1. The June 7, 2021 Promissory Note had an original principal amount of **\$122,452.00 (One Hundred Twenty Two Thousand Four Hundred Fifty Two 00/100 Dollars)**.
- 2. Due to the Increased costs incurred, the parties agree to Increase the original principal amount of the Note to **\$159,446.59 (One Hundred Fifty Nine Thousand Four Hundred Forty Six 59/100 Dollars)**.

This Note will continue to be secured by a Mortgage (and amendment) duly filed for record at the Hampden County Registry of Deeds.

- 3. All other terms and conditions contained in the original Promissory Note dated June 7, 2021 remain unchanged.

IN WITNESS WHEREOF, this First Amendment to Promissory Note has been duly executed by the undersigned as of the date and year first above written.

***SIGNATURES APPEAR ON FOLLOWING PAGE***

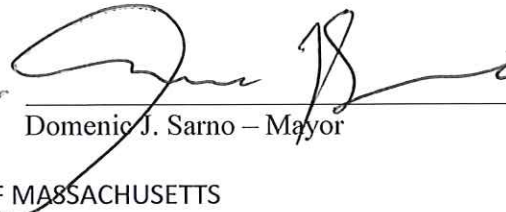


**BORROWER:**

Angela Borges,

By:   
Angela Borges

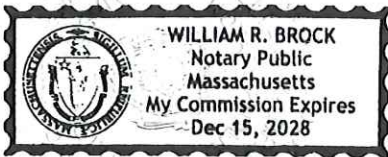
**CITY:**


By:   
Domenic J. Sarno – Mayor

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS

On this 4 day of May, 2022, before me, the undersigned Notary Public, personally appeared the above-named Angela Borges, proved to me through satisfactory evidence of identification, which was MA Drivers License, to be the person whose name is signed on the preceding or attached document, and acknowledge that s/he signed it voluntarily for its stated purpose, and acknowledged to me that s/he executed the same as her/his free act and deed.

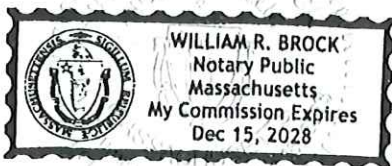


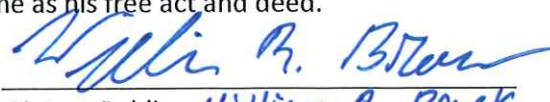
  
Notary Public William R. Brock  
My Commission Expires: Dec. 15, 2028

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS

On this 14 day of May, 2022, before me, the undersigned Notary Public, personally appeared the above-named Domenic J. Sarno, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledge that he signed it voluntarily for its stated purpose, and acknowledged to me that he executed the same as his free act and deed.



  
Notary Public William R. Brock  
My Commission Expires: Dec. 15, 2028

**FINAL AMENDMENT TO PROMISSORY NOTE**  
(City)

THIS FIRST AMENDMENT TO PROMISSORY NOTE (this "Amendment") is executed as of the 4 day of May, 2022, by and between THE CITY OF SPRINGFIELD, (the "City"), and ANGELA BORGES, (the "Borrower").

**RECITALS**

A. The Borrower executed a Promissory Note, payable to the City, as of June 7, 2022 (the "Note").

B. A change order, agreed upon by the Borrower and the City, will increase the borrowed amount to \$159,446.59

**AMENDMENT**

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Borrower and the City hereby agree as follows:

1. The June 7, 2021 Promissory Note had an original principal amount of **\$122,452.00 (One Hundred Twenty Two Thousand Four Hundred Fifty Two 00/100 Dollars)**.

2. Due to the Increased projected new costs, the parties agree to Increase the original principal amount of the Note to **\$159,446.59 (One Hundred Fifty Nine Thousand Four Hundred Forty Six 59/100 Dollars)**.

This Note will continue to be secured by a Mortgage (and amendment) duly filed for record at the Hampden County Registry of Deeds.

3. All other terms and conditions contained in the original Promissory Note dated June 7, 2021 remain unchanged.

IN WITNESS WHEREOF, this First Amendment to Promissory Note has been duly executed by the undersigned as of the date and year first above written.

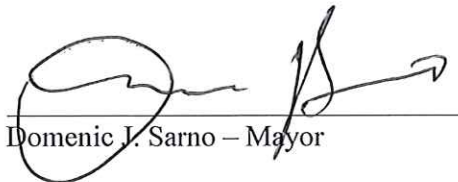
***SIGNATURES APPEAR ON FOLLOWING PAGE***

**BORROWER:**

Angela Borges,

By:   
Angela Borges

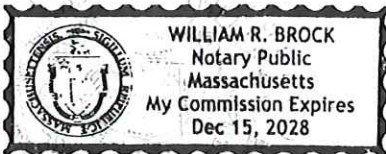
**CITY:**

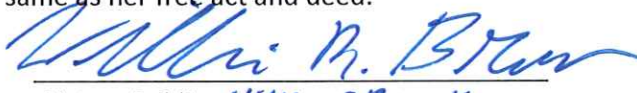
By:   
Domenic J. Sarno – Mayor

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS

On this 4 day of May, 2022, before me, the undersigned Notary Public, personally appeared the above-named Angela Borges, proved to me through satisfactory evidence of identification, which was MA Drivers Lic, to be the person whose name is signed on the preceding or attached document, and acknowledge that she signed it voluntarily for its stated purpose, and acknowledged to me that she executed the same as her free act and deed.

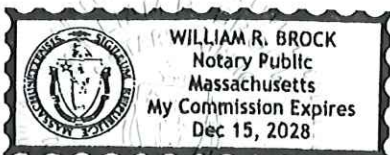


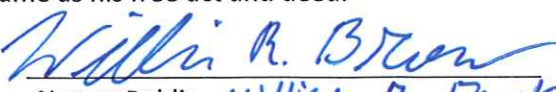
  
Notary Public William R. Brock  
My Commission Expires: Dec. 15, 2028

COMMONWEALTH OF MASSACHUSETTS

HAMPDEN, SS

On this 11th day of May, 2022, before me, the undersigned Notary Public, personally appeared the above-named Domenic J. Sarno, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledge that he signed it voluntarily for its stated purpose, and acknowledged to me that he executed the same as his free act and deed.



  
Notary Public William R. Brock  
My Commission Expires: Dec. 15, 2028



**Exhibit A – Final Project Budget**

**Healthy Homes Rehab Project Budget**

Homeowner/Borrower: Angela Borges

Project Address: 38 Merwin Street

<b>Project Budget</b>	<b>Amount</b>
Repair/Rehab	\$137,830.00
Lead Abatement	\$14,100.00
Lead Services	\$2,017.00
Legal Fees	\$730.00
Final Recording	\$310.00
NAI Plotkin	\$3,250.00
<b>Subtotal</b>	<b>\$159,446.59</b>

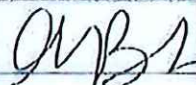
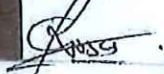
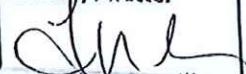
#1

Office of Housing CHANGE ORDER REQUEST

PROJECT NAME	Healthy Homes Program		
LOCATION OF WORK	38 Merwin St		
PROJECT MANAGER	William Brock	HOMEOWNER	Angela M. Borges
REQUESTING PARTY	AK Construction	DATE OF REQUEST	8/16/2021

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGES NEEDED	<p><i>Describe the change.</i></p> <p>There are additional 3 windows that are not operable were mist during the walk through will need to be changed</p>
REASON FOR CHANGE	<p><i>Fill in reason for change order - narrative as to why scope was not foreseen, etc.</i></p> <p>The windows are not operational</p>
SUPPORT & JUSTIFICATION DOCUMENTS	<p><i>List all attached documents which support the requested change. Justify any increased cost and time.</i></p>
SPECIFICATIONS	<p><i>Detail changes to repair specifications.</i></p> <p>Three windows that were not on the list of things that need to be done are not working</p>
ADDITIONAL INFORMATION	

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT SCHEDULE (If applicable)	
ORIGINAL PRICE	99,650	ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS		NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	\$1,950	NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	101,600	TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE		APPROVED BY SIGNATURE		
HOMEOWNER NAME	Angela Borges	SUPERVISOR NAME & TITLE	Courtney Rose, NAI Plotkin	Tina Quagliato-Sullivan, Director
DATE		DATE		


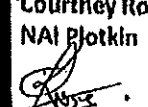
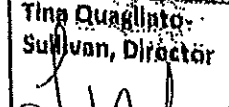
Office of Housing CHANGE ORDER REQUEST

#2

PROJECT NAME	Healthy Homes Program		
LOCATION OF WORK	38 Merwin st Springfield MA		
PROJECT MANAGER	William Brock	HOMEOWNER	Angela Borges
REQUESTING PARTY	AK Construction	DATE OF REQUEST	8/31/2021

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGES NEEDED	Describe the change. The soffits around the house and facla are falling off
REASON FOR CHANGE	Fill in reason for change order – narrative as to why scope was not foreseen, etc. In order to install the gutters facla needs to be secured and straight
SUPPORT & JUSTIFICATION DOCUMENTS	List all attached documents which support the requested change. Justify any increased cost and time.
SPECIFICATIONS	Detail changes to repair specifications. Replace and secure an area of about 40 Linear feet of facla
ADDITIONAL INFORMATION	Prime and paint the new material to match existing house

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT SCHEDULE (if applicable)	
ORIGINAL PRICE	\$99,650.00	ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS	\$1,950.00	NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	\$2,150.00	NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	\$101,750.00	TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE		APPROVED BY SIGNATURE	
HOMEOWNER NAME	Angela Borges	SUPERVISOR NAME & TITLE	Courtney Rose, NAI Plotkin
DATE		DATE	
			Tina Quaglino, Sullivan, Director



#3

Office of Housing CHANGE ORDER REQUEST

PROJECT NAME	Healthy Homes Program		
LOCATION OF WORK	38 Merwin st Springfield MA		
PROJECT MANAGER	William Brock	HOMEOWNER	Angela Borges
REQUESTING PARTY	AK Construction	DATE OF REQUEST	9/23/2021

CHANGE REQUEST OVERVIEW

DESCRIPTION OF CHANGES NEEDED	<p><i>Describe the change.</i>          Replacing front porch roof, ceiling and flooring, replacing 4 additional windows, replacing flooring on first floor front bedroom 270 sq.ft. Right side roofing, soffit</p>
REASON FOR CHANGE	<p><i>Fill in reason for change order – narrative as to why scope was not foreseen, etc.</i>          When removing old gutters a lot more damage was discovered around the soffit, some of the roofing that needs changed is not visible from the ground level but when got up on the roof it became visible to the extend of the damage, windows were not operable, when the tenant moved out and furniture was moved the flooring is visible in bad shape same as the living room on the first floor.</p>
SUPPORT & JUSTIFICATION DOCUMENTS	<p><i>List all attached documents which support the requested change. Justify any increased cost and time.</i>          This will prolong the work by a period of up to 2 weeks, and will have the supported pictures with this</p>
SPECIFICATIONS	<p><i>Detail changes to repair specifications.</i>          Replace of up to 4 squares of roof, replace the ceiling and damaged Flooring on the front deck and rotted wood under the decking, replace the flooring on the front 2<sup>nd</sup> floor deck, replace 4 additional windows, install new soffit on the front porch. Replace the damaged floor in the front bedroom to match the floor that is going to be in the living room.</p>
ADDITIONAL INFORMATION	<p>Prime and paint the new material to match existing house</p>

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT SCHEDULE (If applicable)	
ORIGINAL PRICE	\$99,650.00	ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS	\$16,800 <i>4100.00</i>	NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	<del>\$4,100</del> <i>16,800</i>	NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	\$120,750.00	TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE		APPROVED BY SIGNATURE		
HOMEOWNER NAME	Angela Borges	SUPERVISOR NAME & TITLE	Courtney Rose, NAI Plotkin	Tina Quagliato-Sullivan, Director



Office of Housing CHANGE ORDER REQUEST #C/

PROJECT NAME	Healthy Homes Program		
LOCATION OF WORK	38 Merwin		
PROJECT MANAGER	William Brock	HOMEOWNER	Angela B
REQUESTING PARTY	AK Construction	DATE OF REQUEST	9/29/2021

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGES NEEDED	<i>Describe the change.</i> Replacing kitchen cabinets and countertop, replacing kitchen floor
REASON FOR CHANGE	<i>Fill in reason for change order – narrative as to why scope was not foreseen, etc.</i> the cabinets did not have working doors and are falling apart, flooring is in poor condition with a lot of tiles damaged
SUPPORT & JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change. Justify any increased cost and time.</i>
SPECIFICATIONS	will install 5 base cabinets, and 3 wall mount cabinets, install flooring through out the kitchen that will match the rest of the first floor.
ADDITIONAL INFORMATION	it will be 6,100 for the kitchen cabinets counters and plumbing, and 1,800 for approximately 200 sq.ft. of foring with removal of the old and installing of new.

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT SCHEDULE (if applicable)	
ORIGINAL PRICE	99,650	ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS	20,900	NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	7,900	NET INCREASE / DECREASE	Increase in 20 days
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	128,450	TOTAL CONTRACT TIME WITH APPROVED CHANGES	

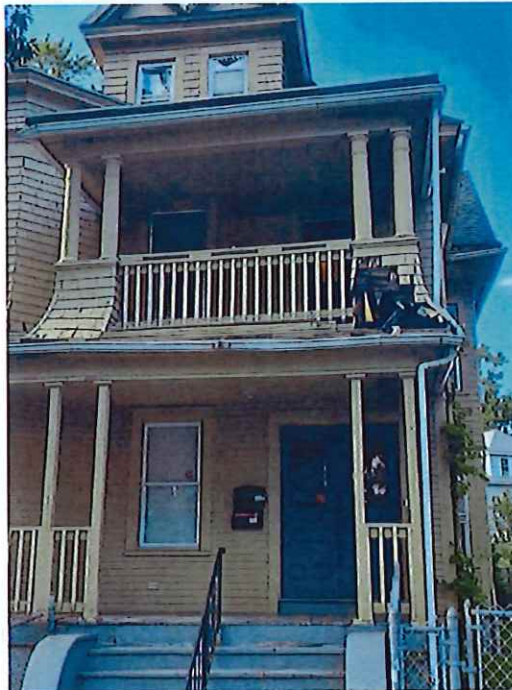
ACCEPTED BY SIGNATURE		APPROVED BY SIGNATURE		
HOMEOWNER NAME	Angela Borgez	SUPERVISOR NAME & TITLE	Courtney Rose, NAI Plotkin	Tina Quagliato-Sullivan, Director
DATE	9/30/21	DATE		

# Healthy Home's Change Order Property Inspection Report

For



**The City of Springfield, MA**



**38 Merwin Street**  
Springfield, MA

Conducted on September 3, 2021

September 9, 2021

Will Brock  
Senior Project Manager  
City of Springfield  
Office of Disaster Recovery and Compliance  
1600 East Columbus Avenue, 2<sup>nd</sup> Floor  
Springfield, MA 01103

RE: Property Inspection Change Order Report: 38 Merwin Street, Springfield, MA

Good day Sir

NAI Plotkin has completed a Healthy Home's Change Order Inspection of the above referenced property. The report and probable cost estimates were conducted in accordance with generally accepted industry standards.

NAI Plotkin certifies that to the best of its knowledge this report is true and accurate. We hope you find the report complete and informative. Please do not hesitate to contact us if you have any questions or if we can be of further service to you.

Sincerely,

Courtney O. Rose  
*Construction Manager*  
NAI Plotkin  
1350 Main St Suite 1410  
Springfield, MA 01103  
Phone: [REDACTED]  
Email: [REDACTED]



## **Identified Items**

1. 4 Windows
2. Siding to Second Floor Porch
3. Front Porch Roof, Ceiling and Flooring
4. Right Side Roofing
5. Soffit

### 1. **First Floor – Rear Bedroom Window (1)**

- There is one (1) window at the front of the bedroom that are not operating properly.
- Remove and replace window with a new vinyl double insulated window with matching grid.
- Repair all interior trim as needed.
- Install metal wrap on the exterior as needed.
- Caulk and seal all edge



## 2. First Floor – Front Bedroom Window (1)

- There is one (1) window at the front of the bedroom that are not operating properly.
- Remove and replace window with a new vinyl double insulated window with matching grid.
  - Repair all interior trim as needed.
  - Install metal wrap on the exterior as needed.
  - Caulk and seal all edge.



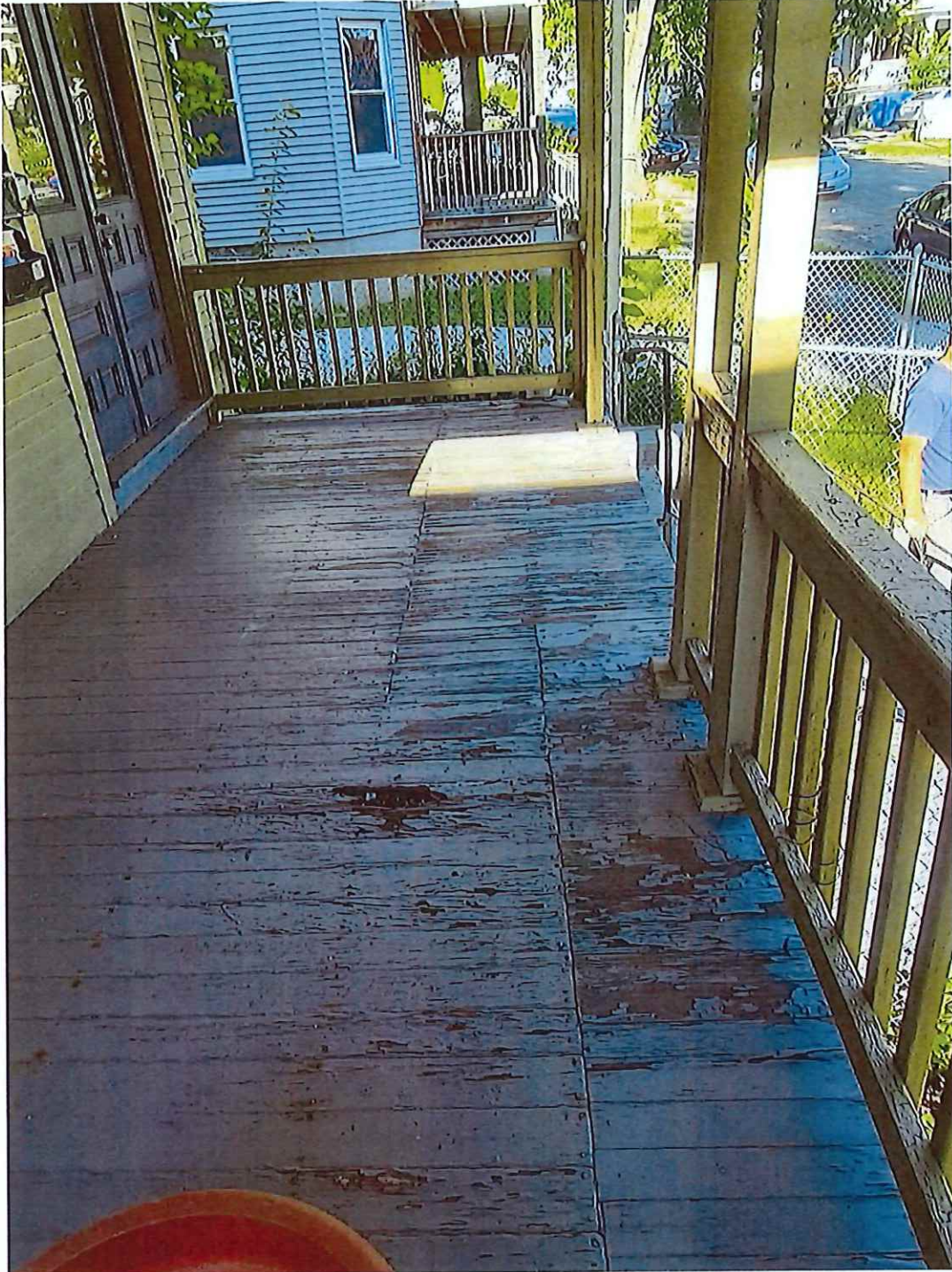




### 3. Exterior- Front Porch Floor

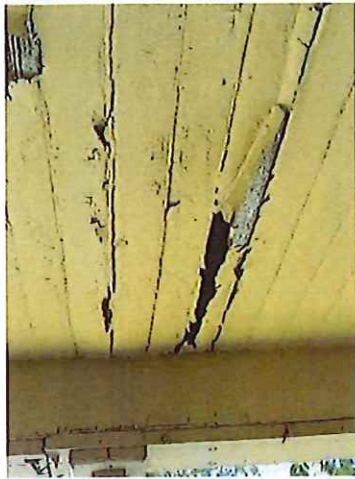
- The front porch floor has some sections that are failing.
- Remove and replace 12 damaged boards and replace with new tongue and groove fir flooring.
- Paint entire floor. (Approximately 140 sq ft)





#### 4. Exterior- Front Porch Ceiling

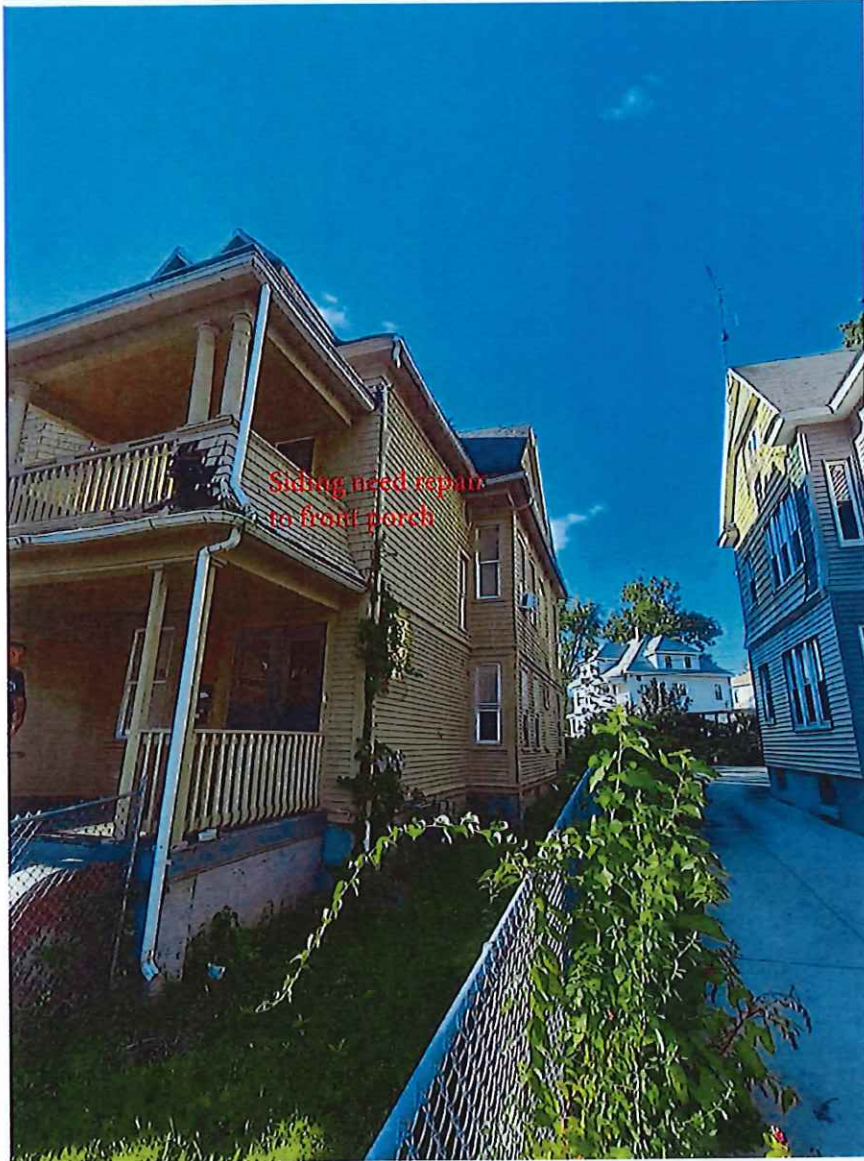
- The front porch ceiling needs repair and paint. (Approximately 140 sq ft)
- Remove and replace damaged boards and replace with new tongue and groove fir flooring.
- Paint entire floor. (Approximately 140 sq ft)





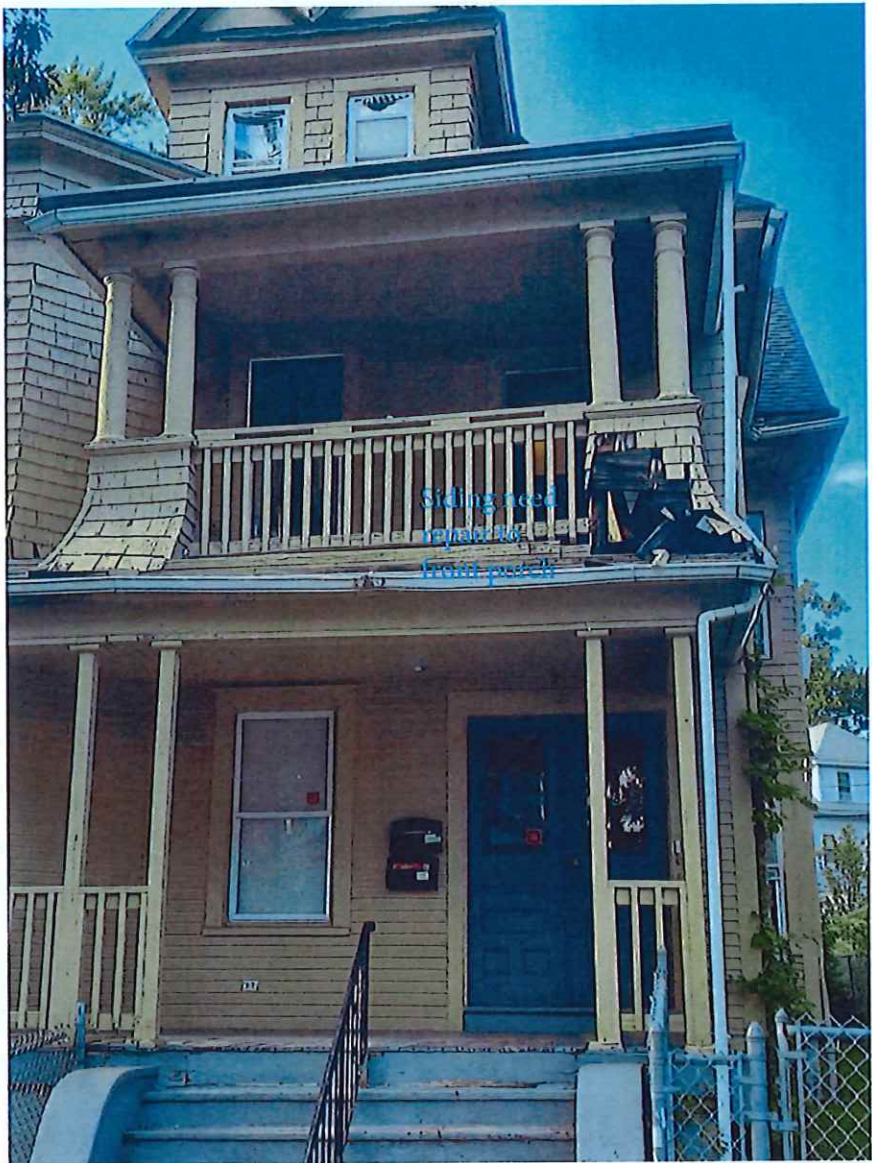


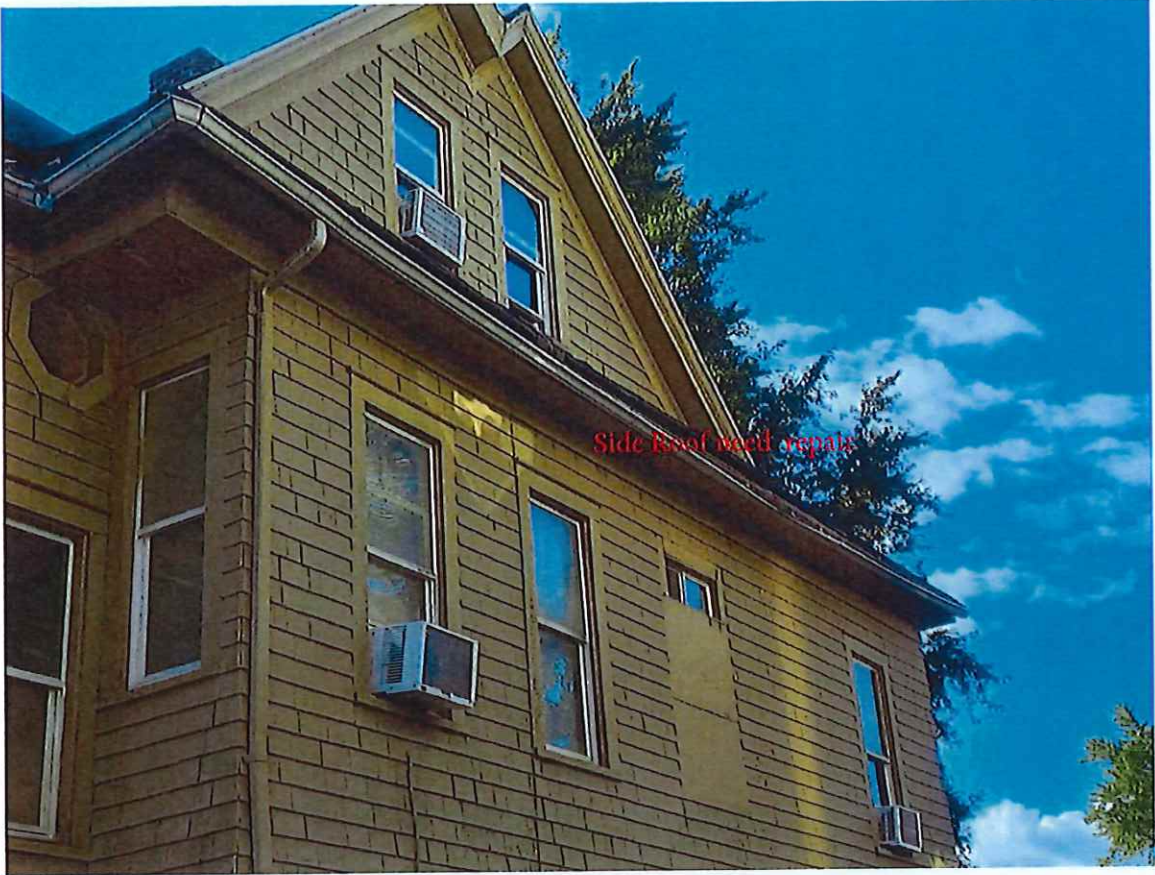










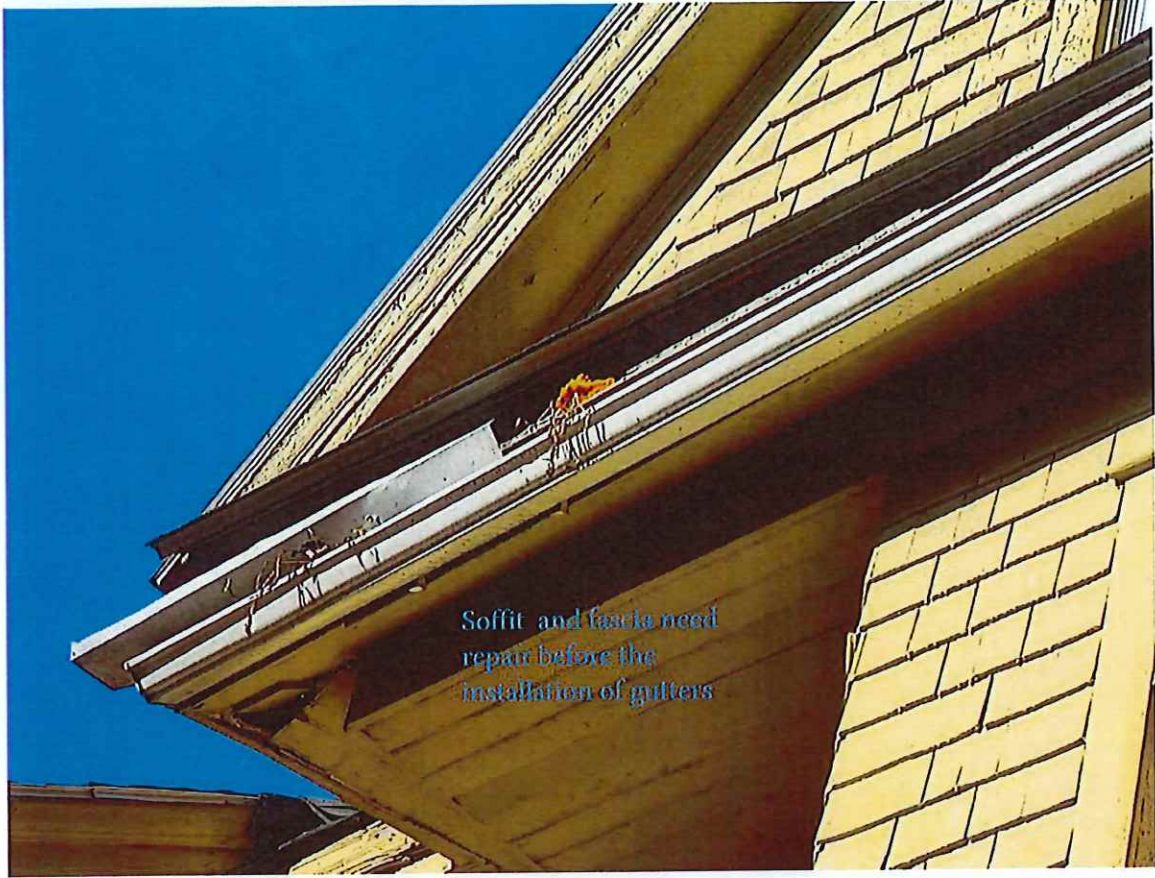


Side Roof weel repair

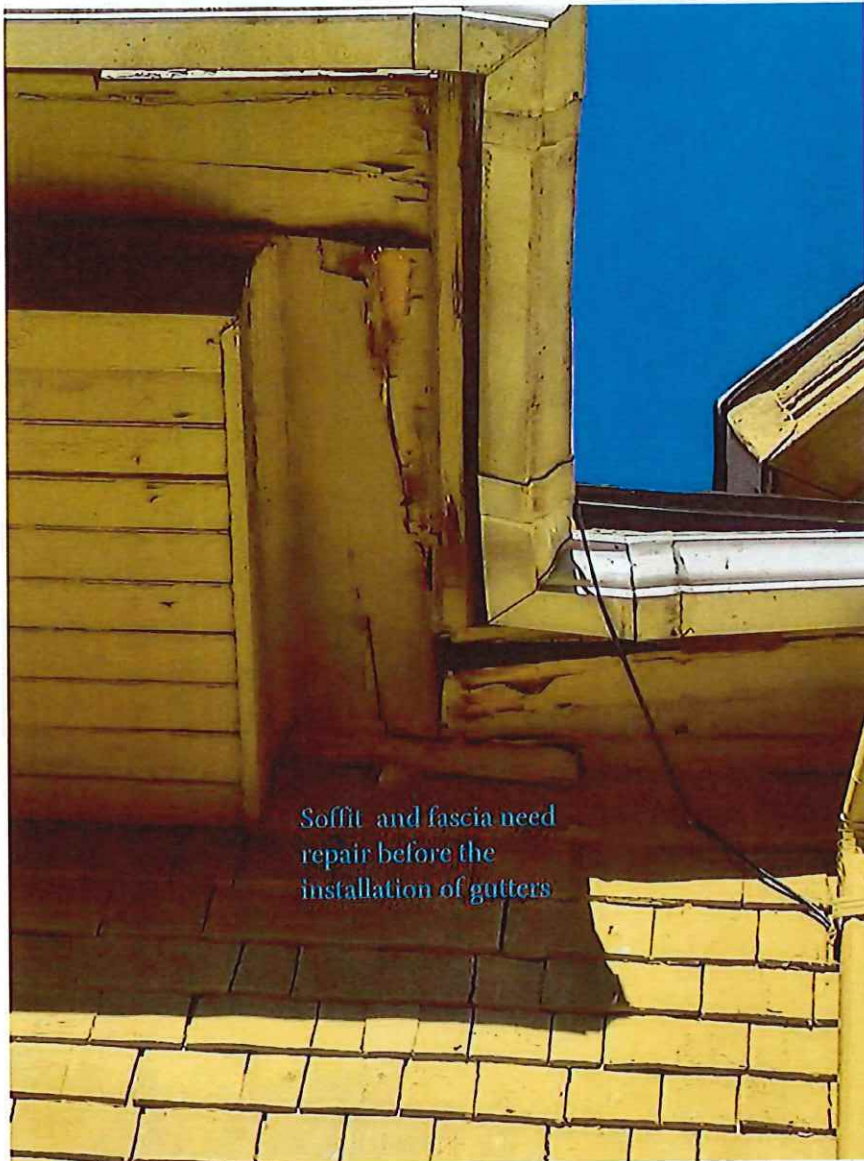




Soffit and fascia need  
repair before the  
installation of gutters

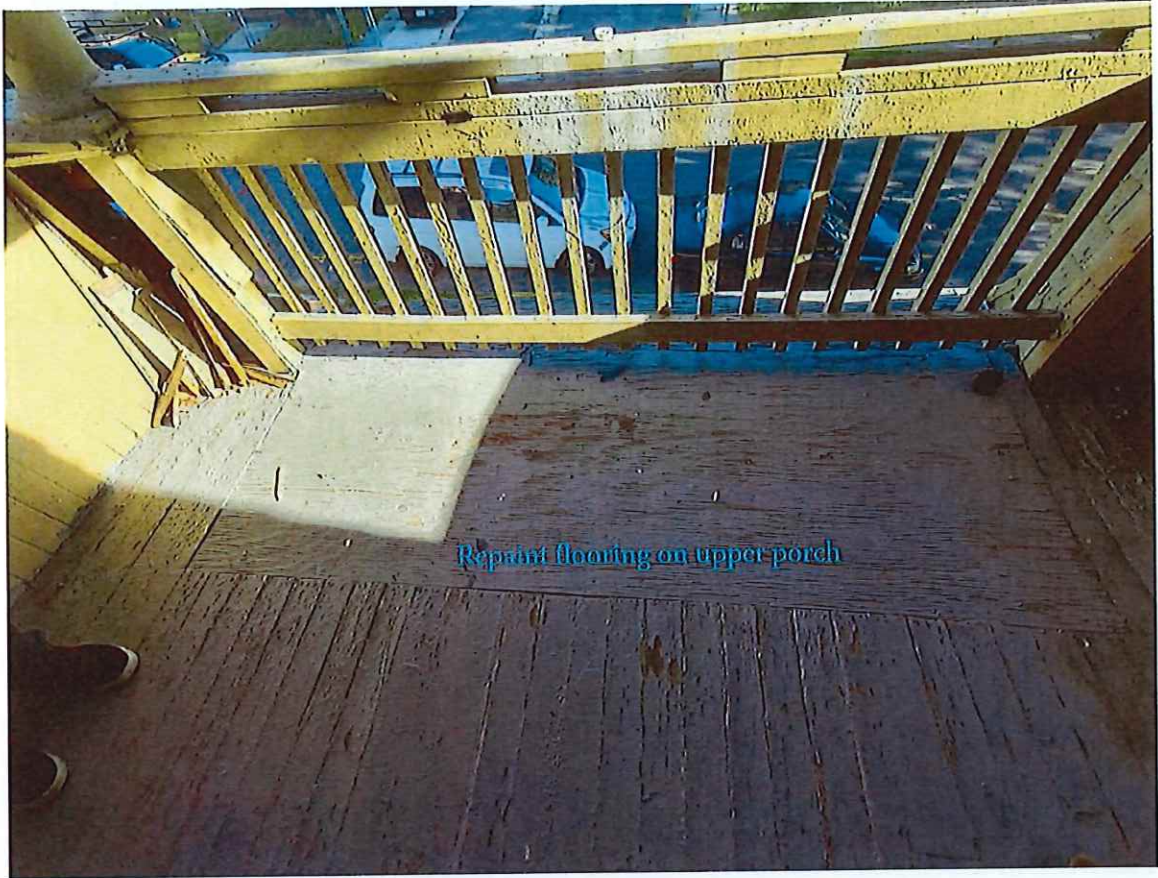


Soffit and fascia need  
repair before the  
installation of gutters

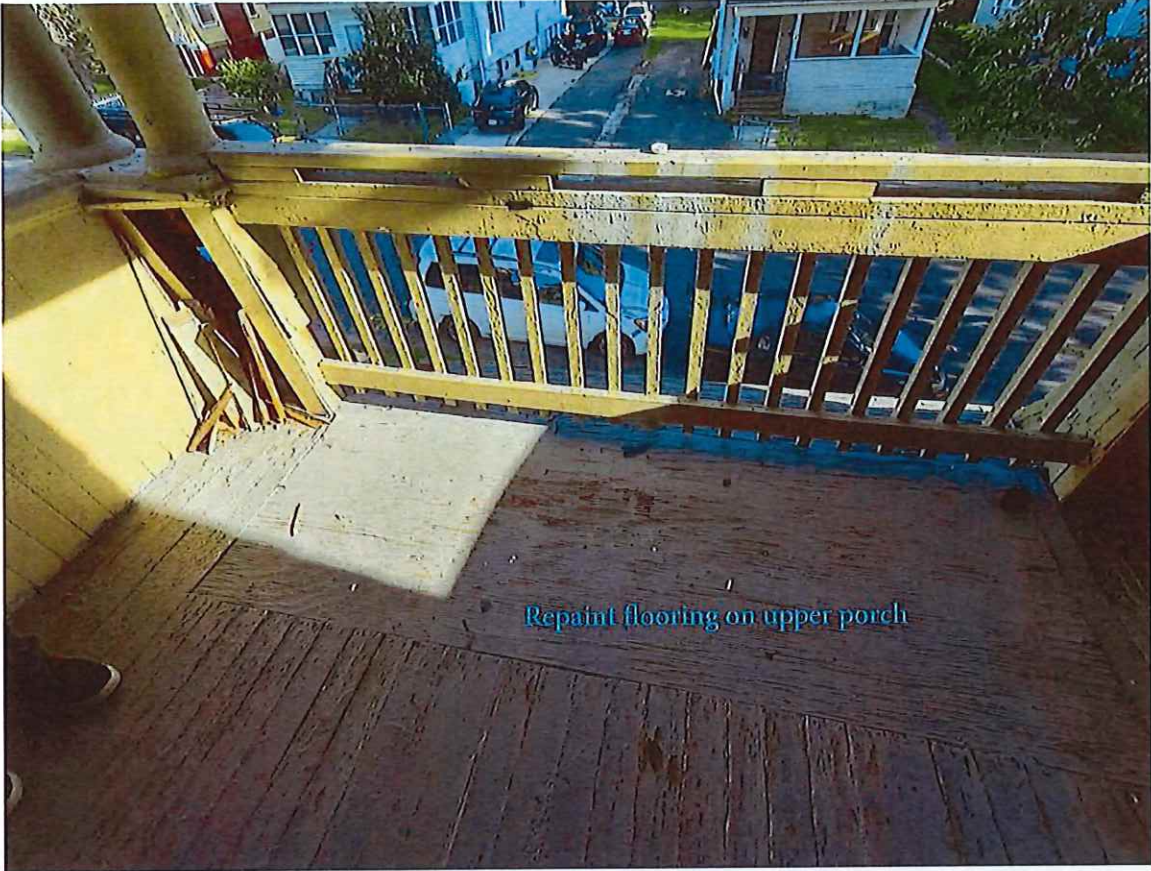


Soffit and fascia need repair before the installation of gutters





Repair flooring on upper porch



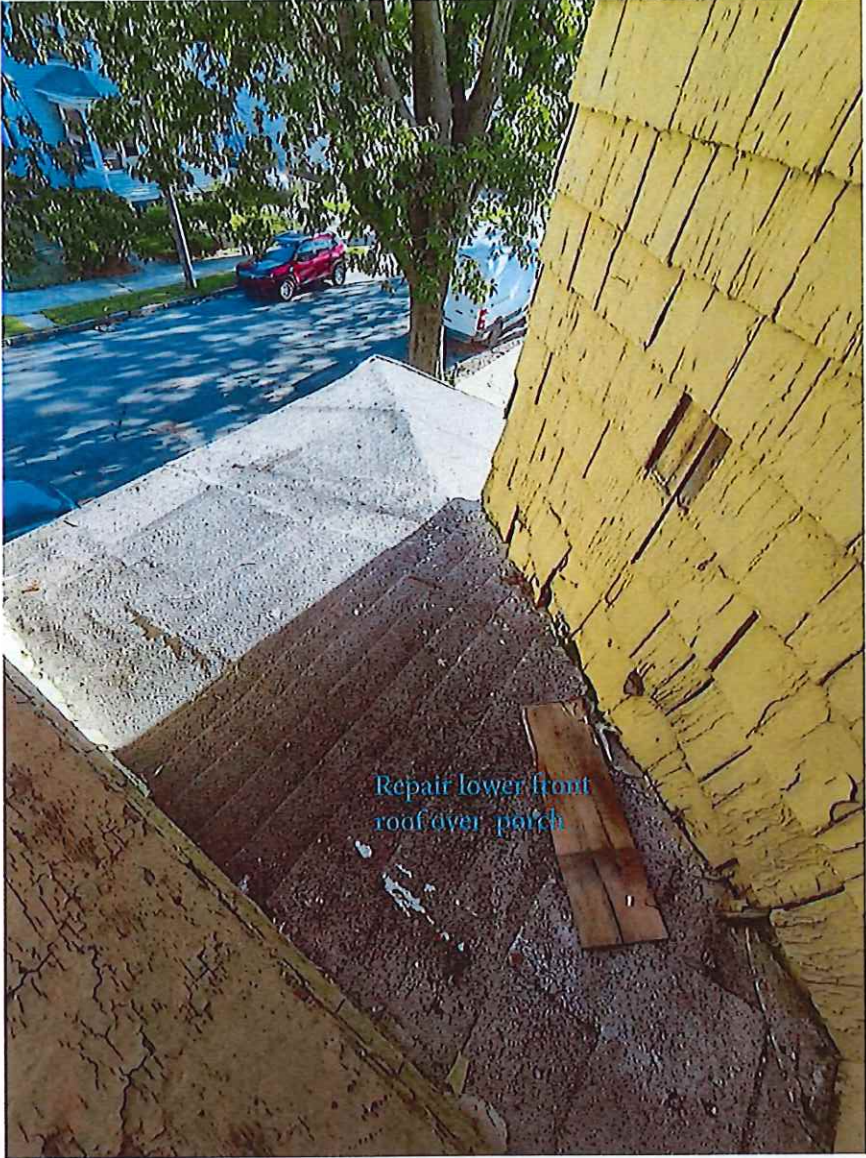
Repaint flooring on upper porch





Repair flooring on upper porch



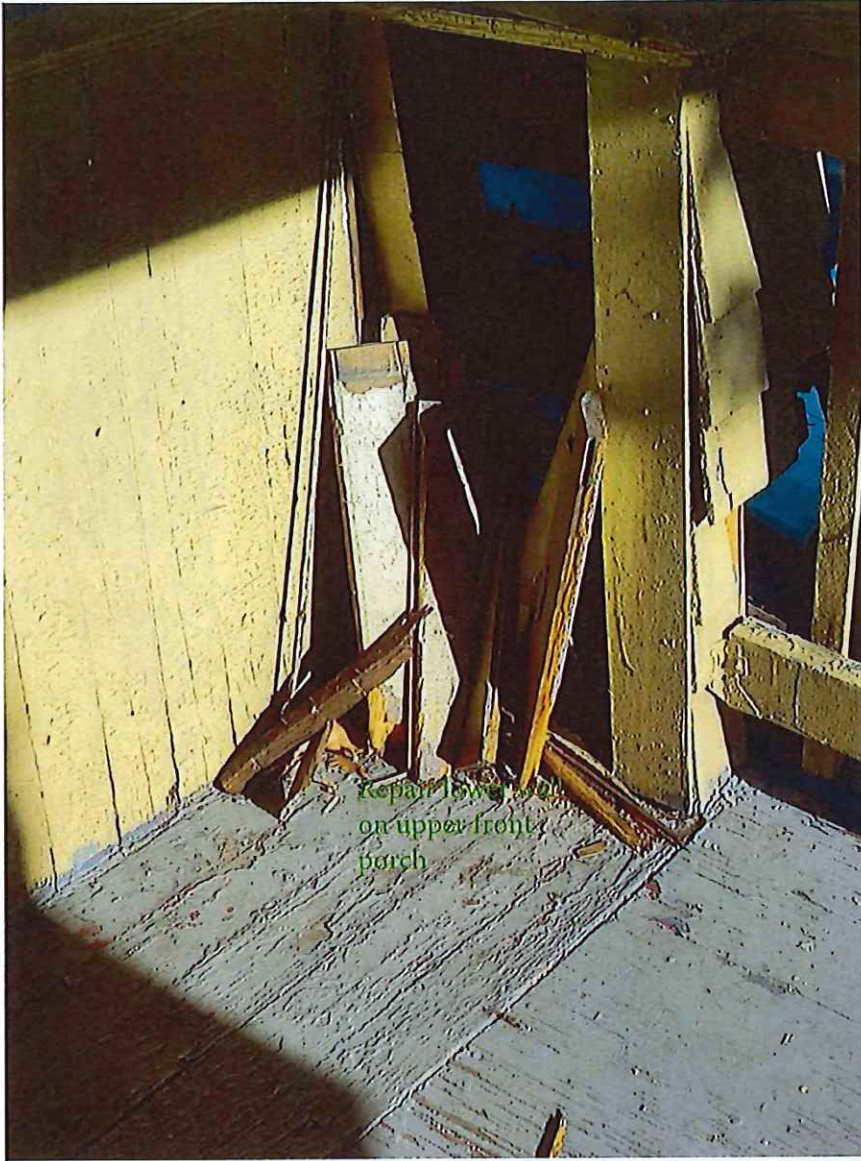


Repair lower front  
roof over patch

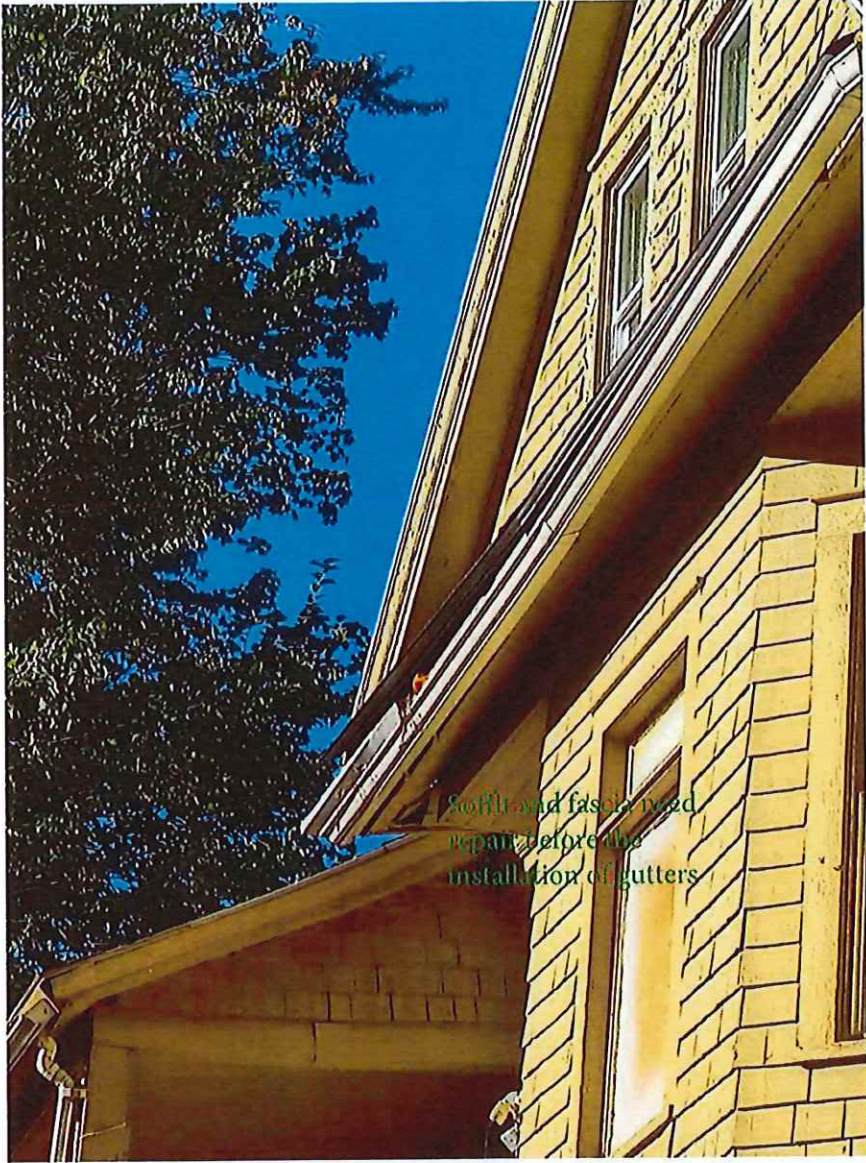


Repair lower front  
roof over porch

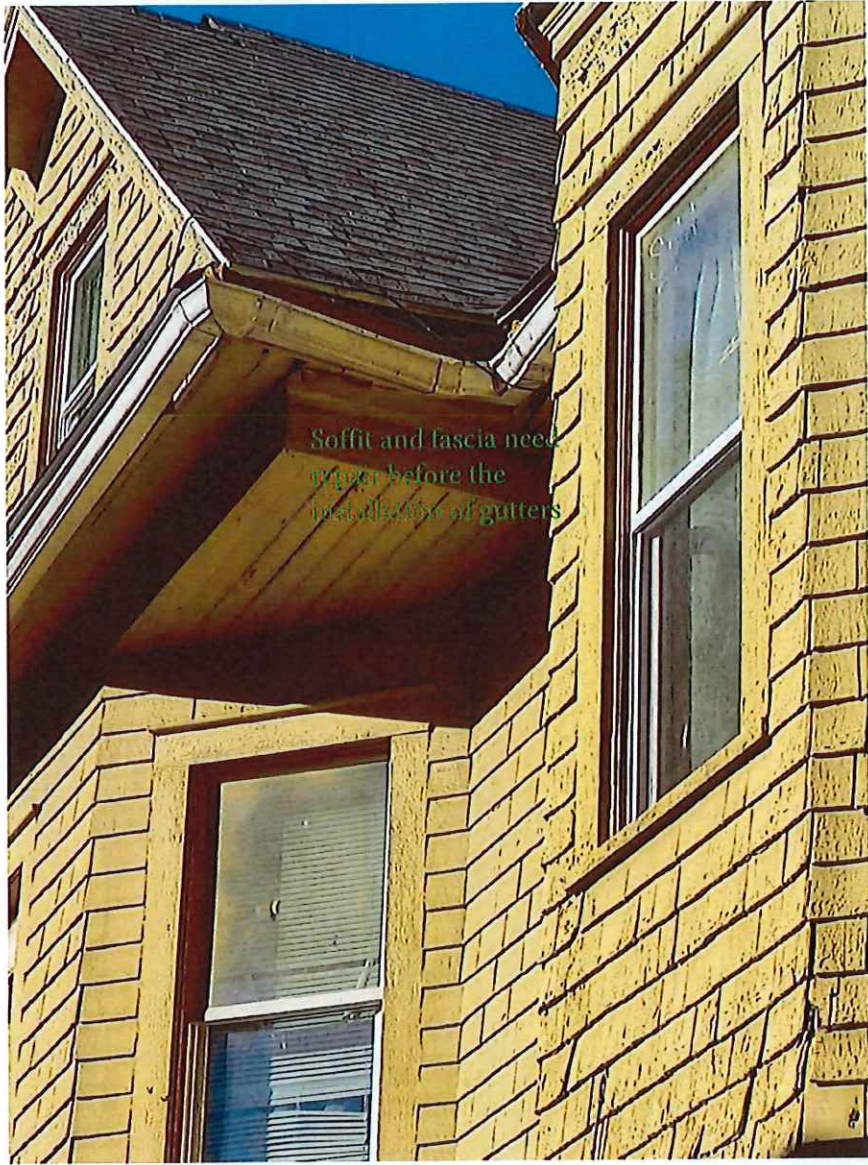






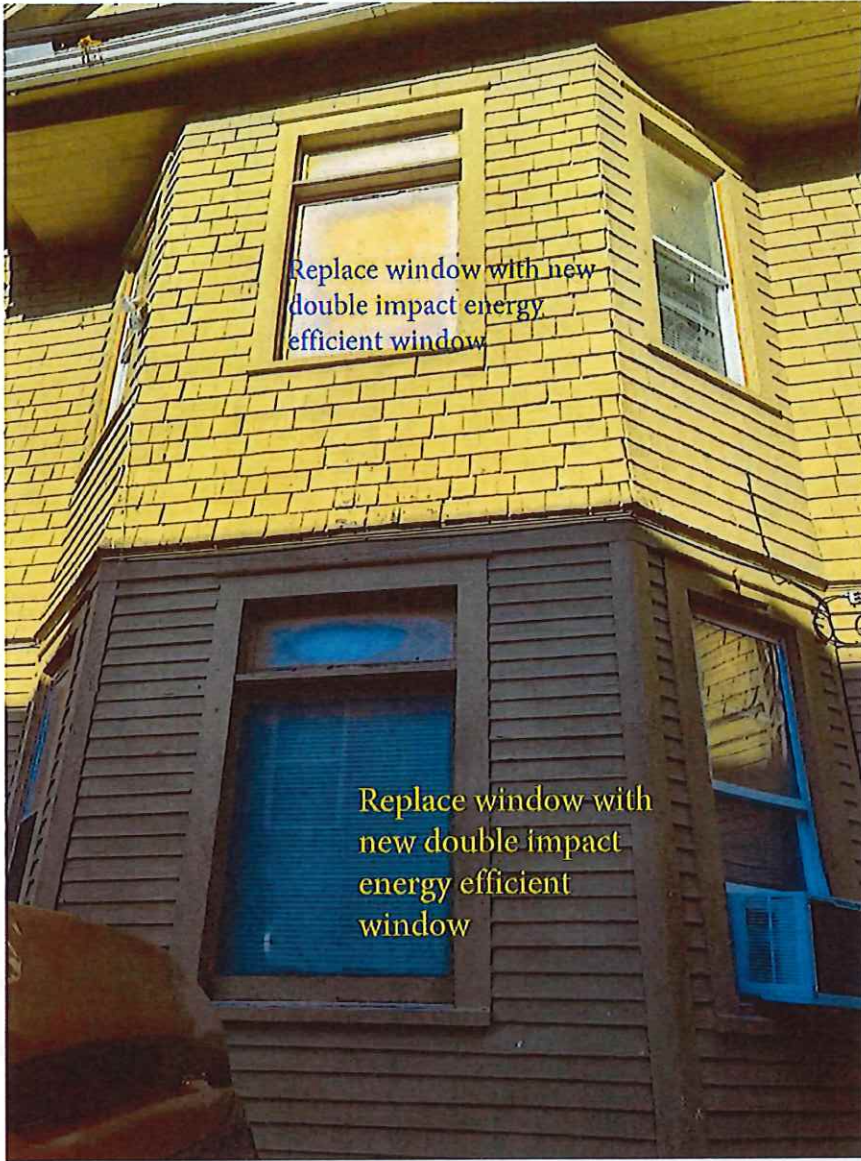


Soffit and fascia need repair before the installation of gutters



Soffit and fascia need repair before the installation of gutters

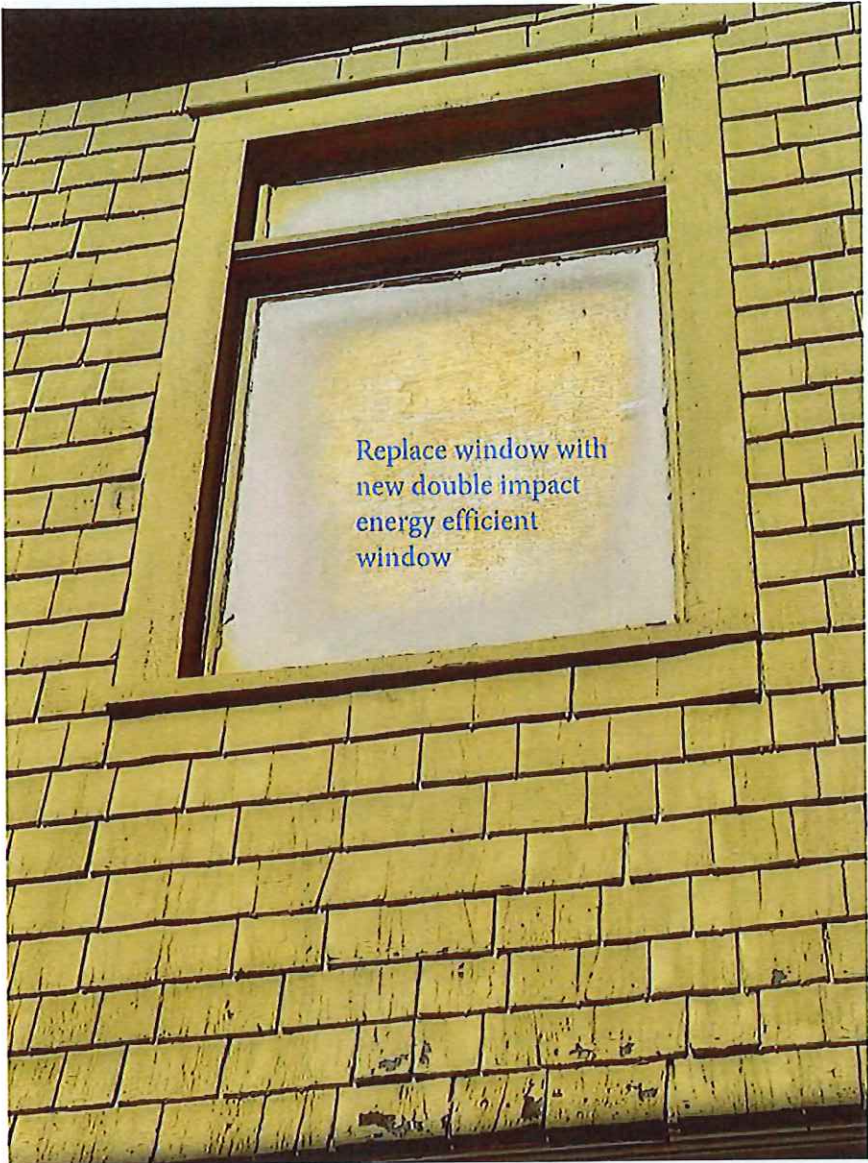




Replace window with new  
double impact energy  
efficient window

Replace window with  
new double impact  
energy efficient  
window

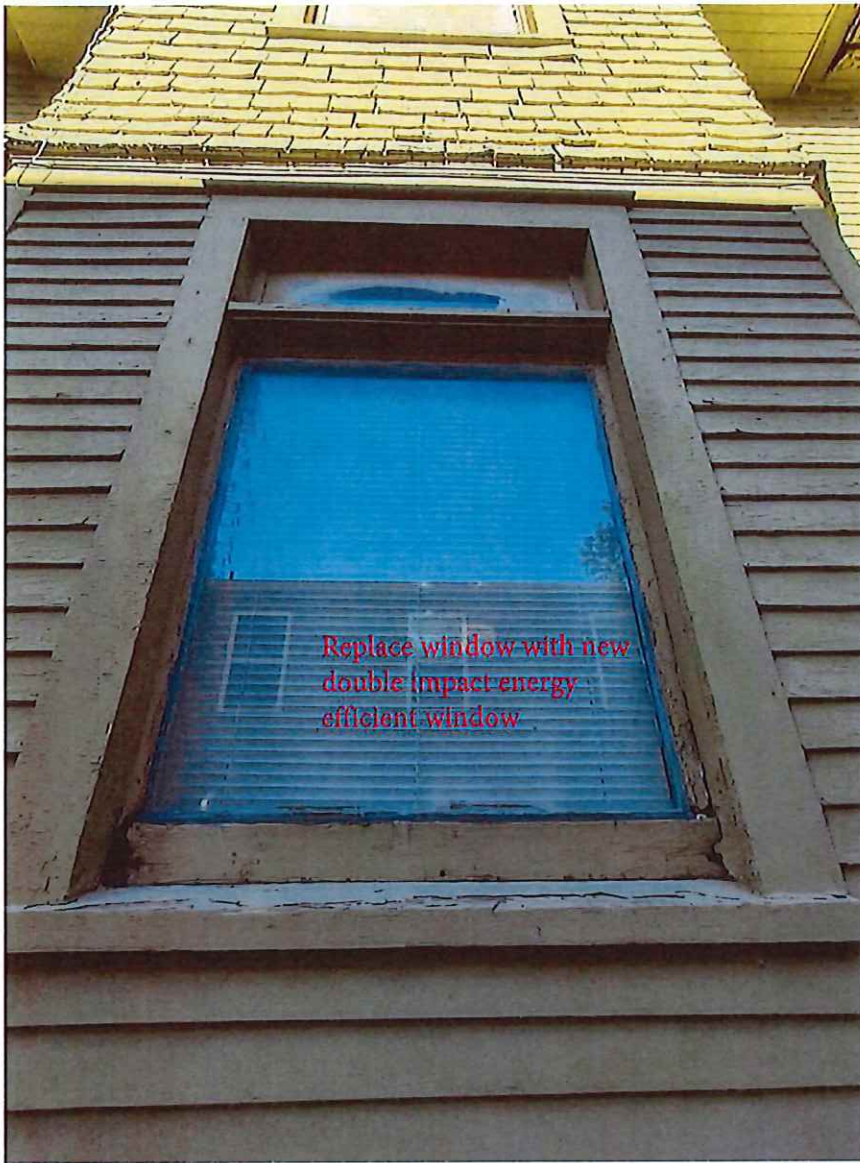




Replace window with  
new double impact  
energy efficient  
window

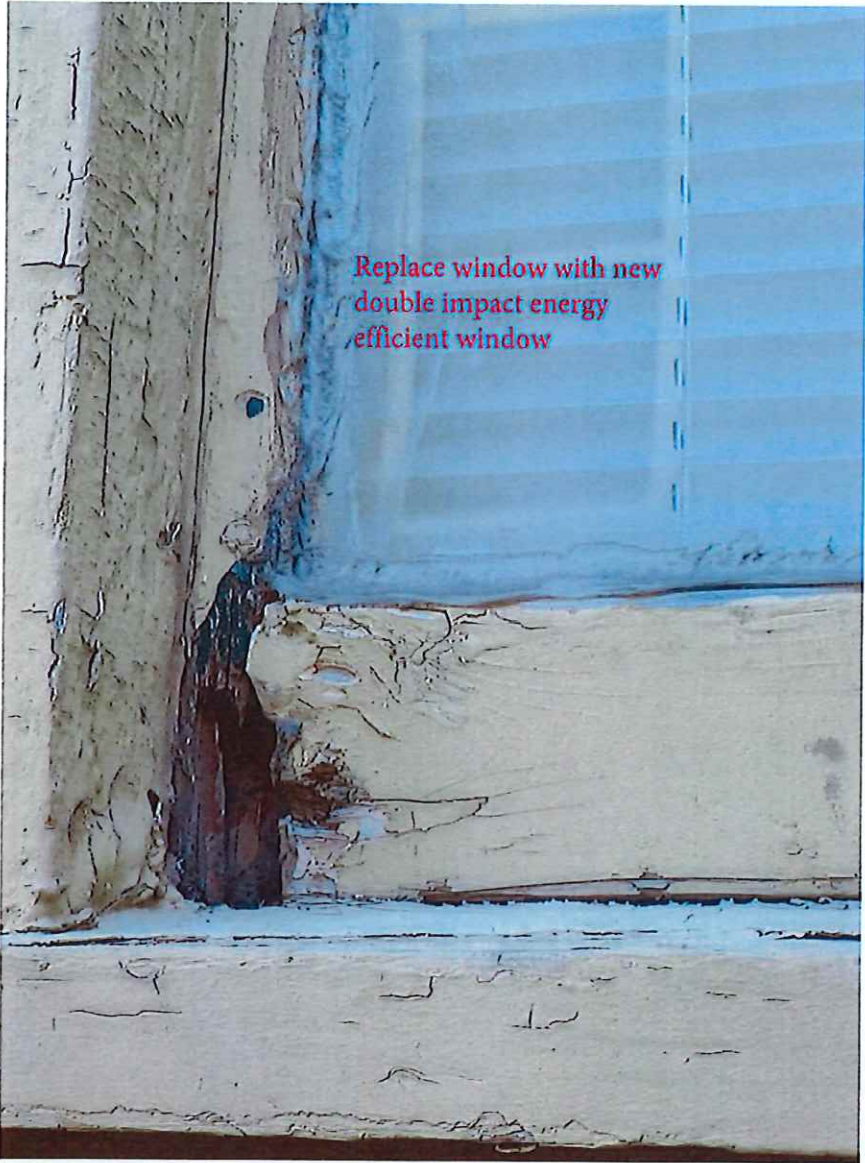




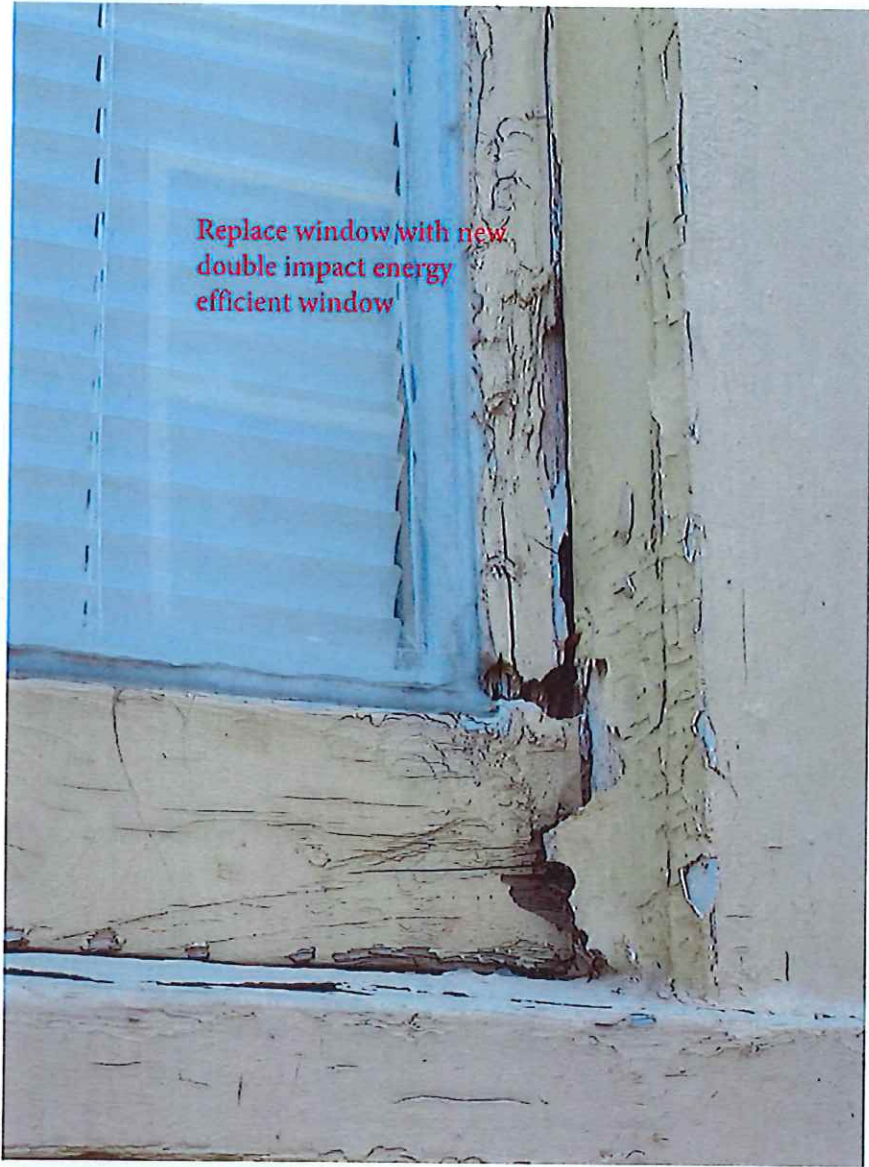


Replace window with new  
double impact energy  
efficient window





Replace window with new  
double impact energy  
efficient window



Replace window with new  
double impact energy  
efficient window



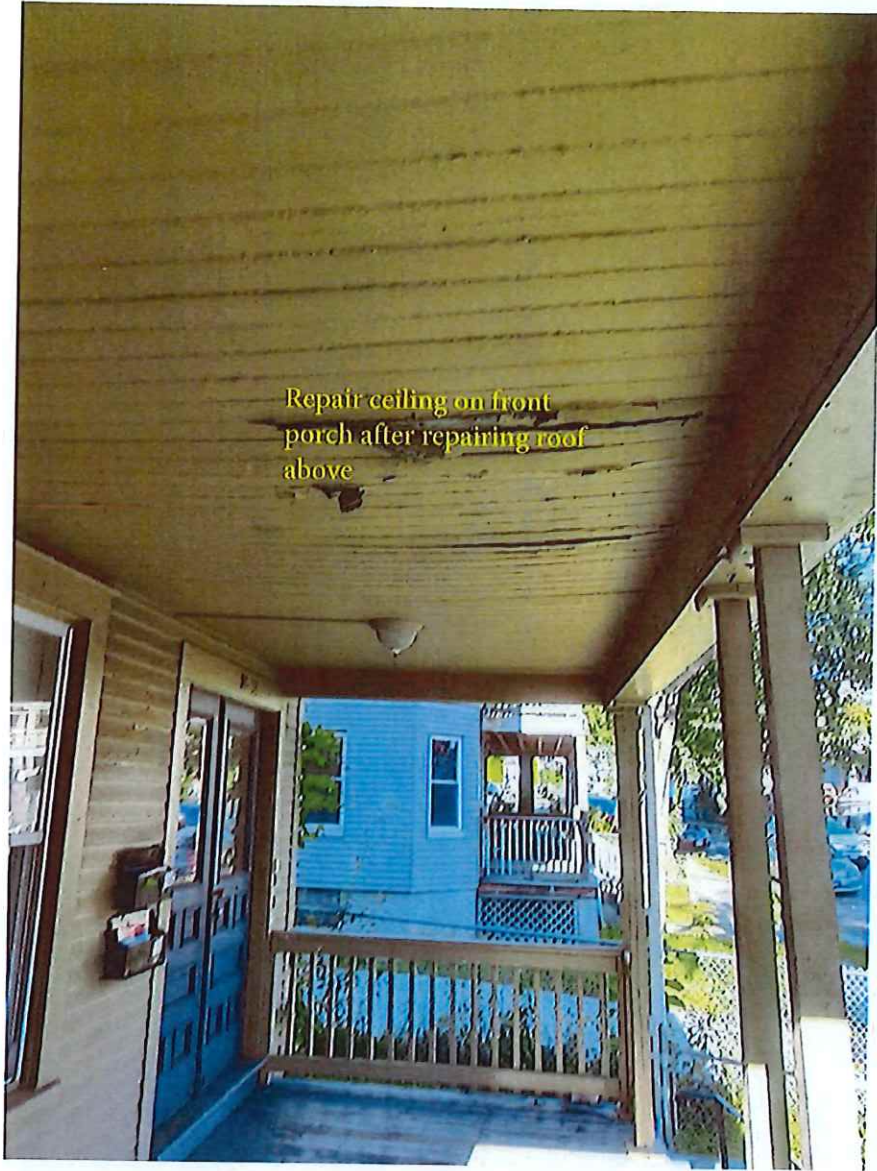
Replace window with new  
double impact energy  
efficient window

KENNEDY  
HOME



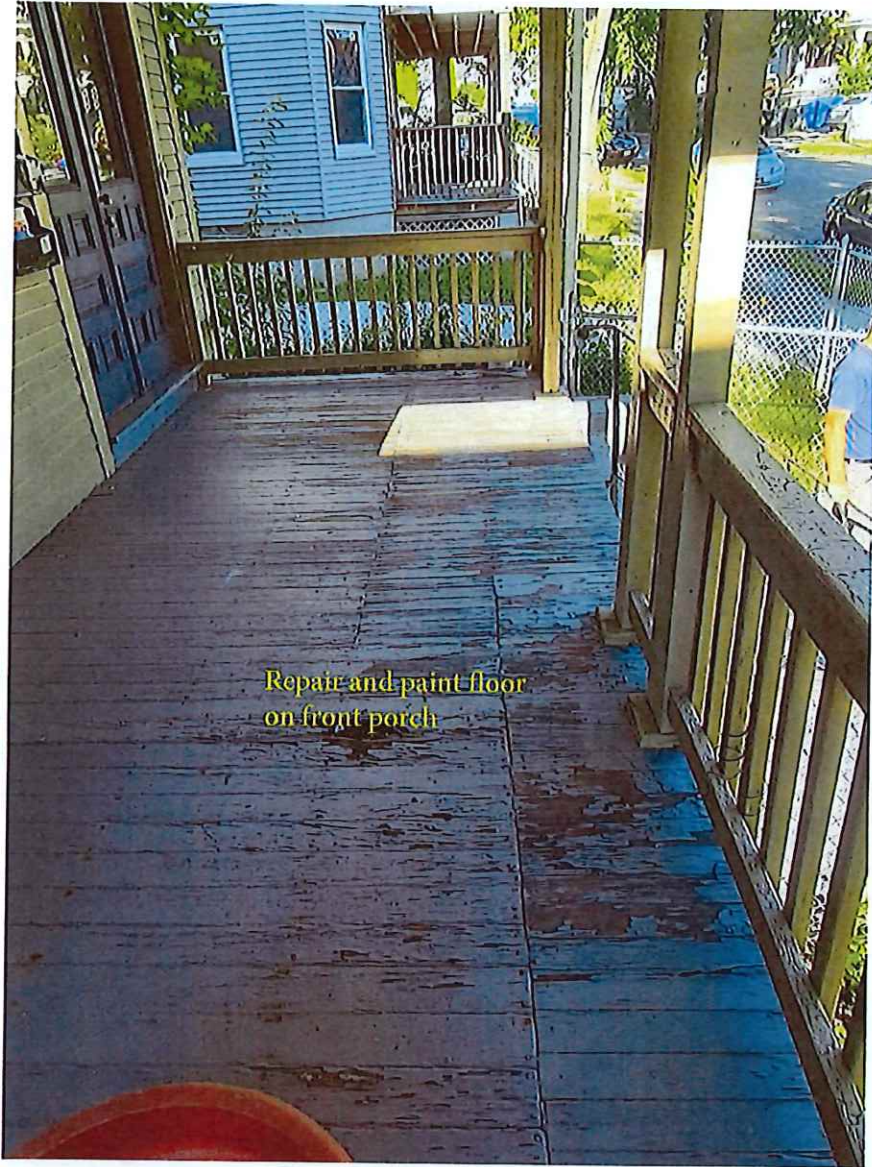


Replace window  
with new double  
impact energy  
efficient window



Repair ceiling on front porch after repairing roof above





Repair and paint floor  
on front porch





Repair roofing on front  
porch after repairing  
roof above

### CONTRACTORS BID FORM

IDENTIFIED ITEMS AND PROPOSED LABOR & MATERIAL COSTS	
REPAIR ITEM	LABOR & MATERIAL COSTS
Building Permit:	
<b>First Floor – Front Bedroom Window (1)</b>	
Carefully take damaged existing window, repair header, sill and trims in window way then wrap with waterproof flashing to code approval. Then install new energy efficient window	
<b>First Floor – Rear Bedroom Window (1)</b>	
Carefully take damaged existing window, repair header, sill and trims in window way then wrap with waterproof flashing to code approval. Then install new energy efficient window	
<b>First Floor – Dining Room Window (1)</b>	
Carefully take off damaged existing window, repair header, sill and trims in window way then wrap with waterproof flashing to code approval. Then install new energy efficient window	
<b>Second Floor – Dining Room Window (1)</b>	
Carefully take off damaged existing window, repair header, sill and trims in window way then wrap with waterproof flashing to code approval. Then install new energy efficient window	
<b>Front roof repair</b>	
Carefully take off damaged roofing shingles, underlaying, and rot roof sheeting. Then install new and make good finish as per code requirements.	
<b>First Floor Ceiling</b>	
Carefully remove damaged T & G ceiling materials then repair ceiling joist, then install matching material and repair as per original	
<b>Right Side roof repair</b>	
Carefully take off damaged roofing shingles, underlaying, and rot roof sheeting. Then install new and make good finish as per code requirements.	
<b>First Floor - Front Porch Flooring</b>	
Carefully take out damaged T&G flooring and replace with new the paint and make good.	
<b>Second Floor - Front Porch Flooring</b>	
Repair and repaint porch floor.	
<b>Porch Siding</b>	
Carefully remove damaged siding, then repair wall around porch and install new siding to match original	
<b>Soffit</b>	

Remove damage soffit and replace with new as per original Item include rent of lift equipment	
<b>Grand Total:</b>	





1350 Main Street, Suite 1410  
Springfield, Massachusetts 01103  
+1 413 781 8000 | Fax: 1 413 781 2100

[NAIPlotkin.com](http://NAIPlotkin.com)

October 6, 2021

William Brock  
Senior Project Manager  
City of Springfield  
Office of Disaster Recovery and Compliance  
1600 East Columbus Avenue, 2<sup>nd</sup> Floor  
Springfield, MA 01103

**RE: Change Order Inspection Report: 38 Merwin Street, Springfield, MA**

Dear William:

NAI Plotkin has completed an Amended Healthy Home's Property Inspection for payment of the above referenced property. The inspection and report were conducted in accordance with generally accepted industry standards.

NAI Plotkin certifies that to the best of its knowledge this report is true and accurate. We hope you find the report complete and informative. Please do not hesitate to contact us if you have any questions, or if we can be of further service to you.

Sincerely,

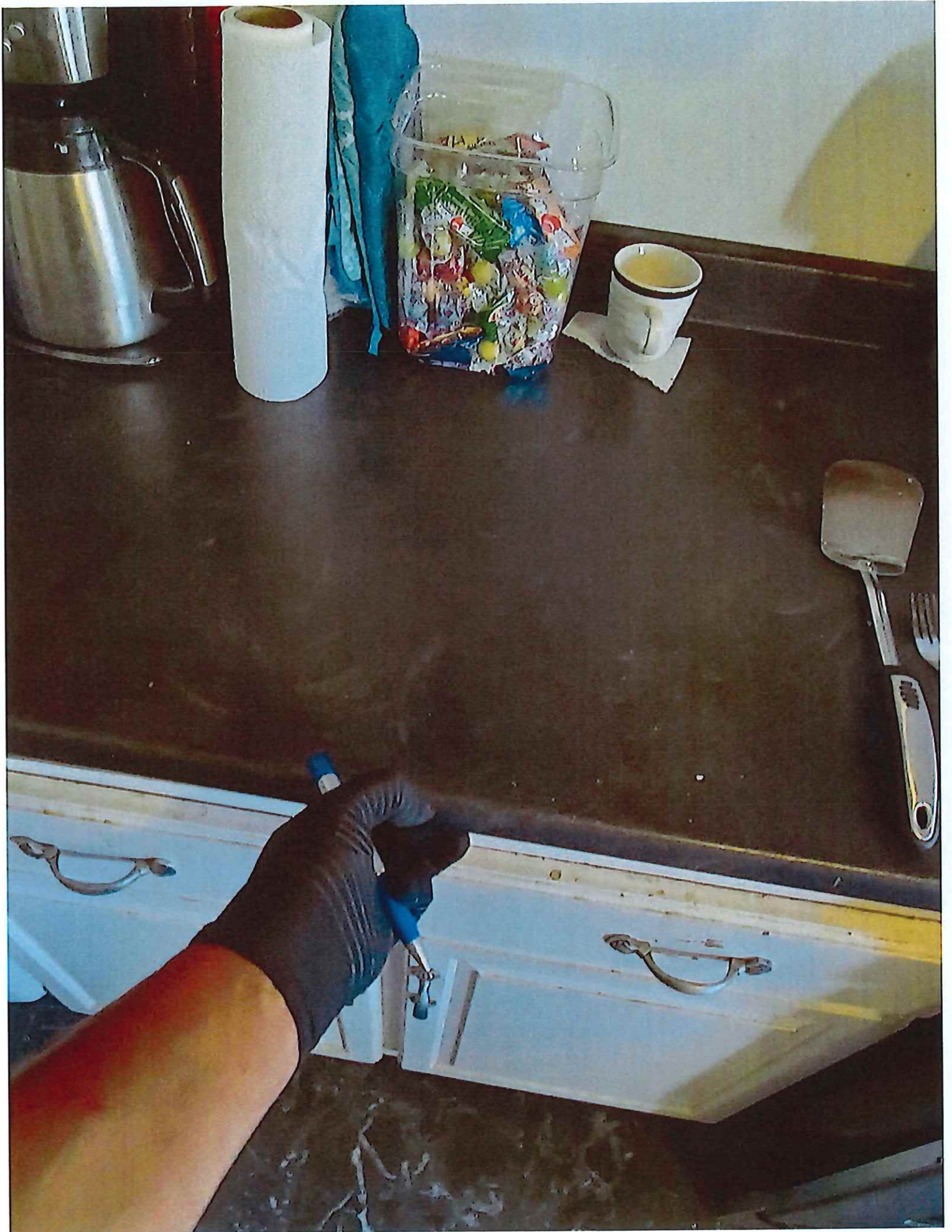
Courtney Rose  
*Construction Manager*

NAI Plotkin  
1350 Main St, Suite 1410  
Springfield, MA 01103  
Phone: [REDACTED]  
Email: [REDACTED]



Right Side







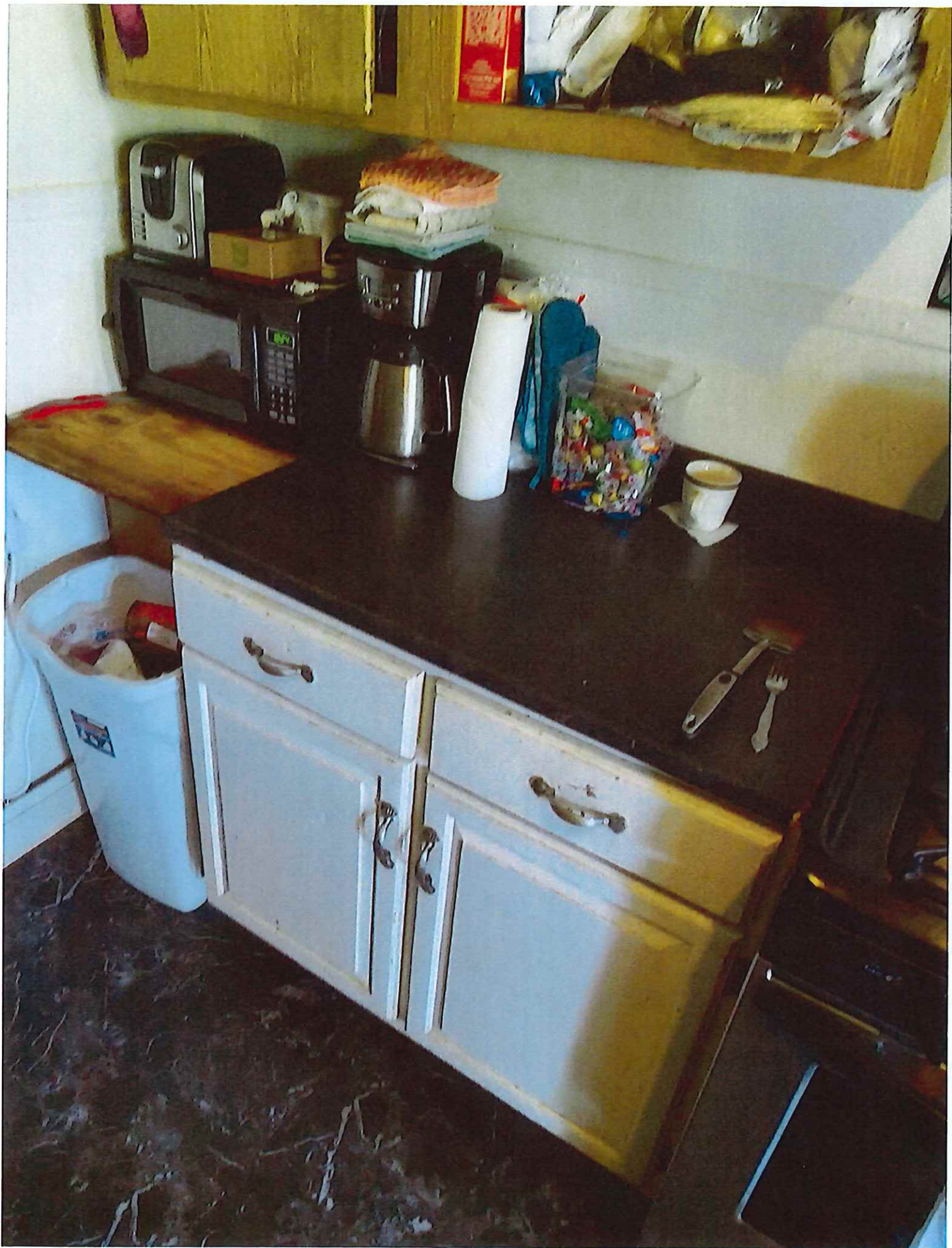


Keep  
Life  
Simple

10:49

Together  
Favorite  
place to be





# Healthy Home's Change Order Property Inspection Report

For



**The City of Springfield, MA**



**38 Merwin Street**  
Springfield, MA

Conducted on December 16, 2021





December 16, 2021

Will Brock  
Senior Project Manager  
City of Springfield  
Office of Disaster Recovery and Compliance  
1600 East Columbus Avenue, 2<sup>nd</sup> Floor  
Springfield, MA 01103

**RE: Property Inspection Change Order Report #5 : 38 Mervin Street, Springfield, MA**

Dear Will:

NAI Plotkin has completed a Healthy Home's Change Order Inspection of the above referenced property. The report and probable cost estimates were conducted in accordance with generally accepted industry standards.

NAI Plotkin certifies that to the best of its knowledge this report is true and accurate. Prices are within the guidelines of the industry standard; therefore, I recommend the additional prices in the change order.

We hope you find the report complete and informative. Please do not hesitate to contact us if you have any questions or if we can be of further service to you.

Sincerely,

Courtney O. Rose  
*Construction Manager*

NAI Plotkin  
1350 Main St Suite 1410  
Springfield, MA 01103  
Phone: [REDACTED]  
Email: [REDACTED]

**Office of Housing CHANGE ORDER REQUEST**

PROJECT NAME	Healthy Homes Program		
LOCATION OF WORK	38 Merwin Street, Springfield, MA		
PROJECT MANAGER	William Brock	HOMEOWNER	Angela Borges
REQUESTING PARTY	Contractor	DATE OF REQUEST	12/15/21

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGES NEEDED	Install Flooring and Doors on the second and third floor. There exist holes and damage on 6 interior doors, exposed underlayment and damage to approx. 1000 sq. ft. of flooring. Damaged and deteriorating shower surround exists in the bathroom on the second floor.
REASON FOR CHANGE	Original inspector did not enter this area of the building or the materials originally encountered have deteriorated drastically since the original inspection.
SUPPORT & JUSTIFICATION DOCUMENTS	Invoice Included to outline proposed pricing. Pictures Included for documentation purposes. Flooring will need to be installed in order to bring the home up to state minimum standards for human habitation.
SPECIFICATIONS	Install 1000 sq. ft. of LVT vinyl floor on the second and third floors, where flooring previously existed. Install 48"x32" Shower Surround on Second Floor. - <i>deducted \$600 for <del>the</del> previously Bid line Item From change order total</i> Install 6 replacement doors and hardware. <i>2nd Fl Bathroom - Caulking tub Shower Unit</i>
ADDITIONAL INFORMATION	

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT SCHEDULE (if applicable)	
ORIGINAL PRICE	\$ 99,650.00	ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS	\$ 28,800.00	NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	\$ 23,480.00	NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	\$ 151,930.00	TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE		APPROVED BY SIGNATURE		
HOMEOWNER NAME	Angela Borges	SUPERVISOR NAME & TITLE	NAI Plotkin	Tina Quagliato-Sullivan, Director
DATE		DATE	12/16/2021	2/4/22



# Change order

## AK Construction

*Making houses into homes*

710 Florence RD Northampton, MA 01062  
Phone [REDACTED]

DATE: 12/13/2021

38 Merwin st  
Springfield, MA

SALESPERSON	JOB	PAYMENT TERMS	PROPOSAL VALD UNTILL

UNIT	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Install additional 1000sq.ft. of flooring on the second and 3 <sup>rd</sup> floor. Replace a 48"x32" shower surround on the second floor Replace 6 damaged interior doors and hardware		23,480
SUBTOTAL			\$
5% RETENTION			
TOTAL DUE			\$

THANK YOU FOR YOUR BUSINESS!

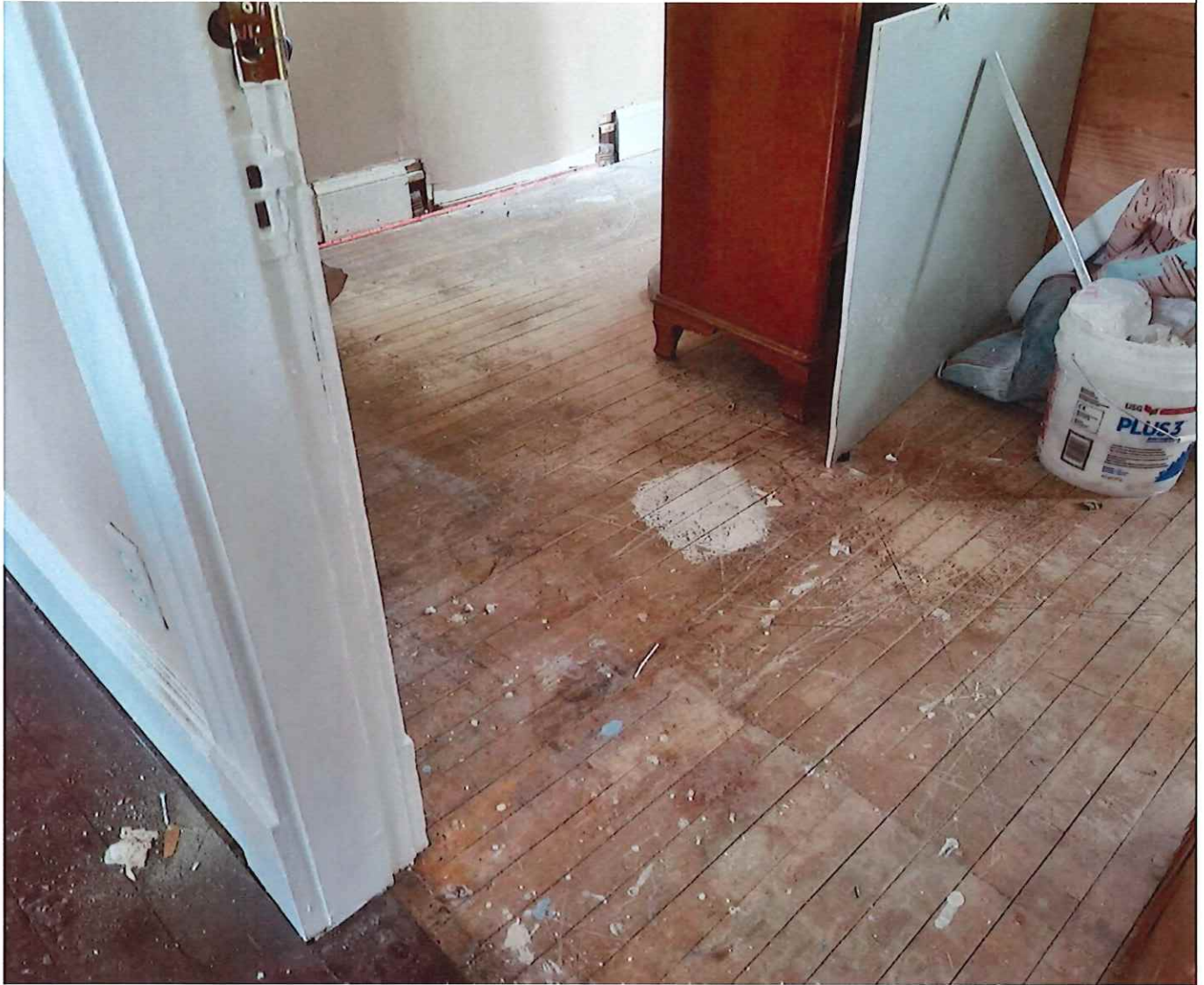


## Identified Items

Repair floor underlayment then 1000 square foot of LVT floor to the second and third floor.

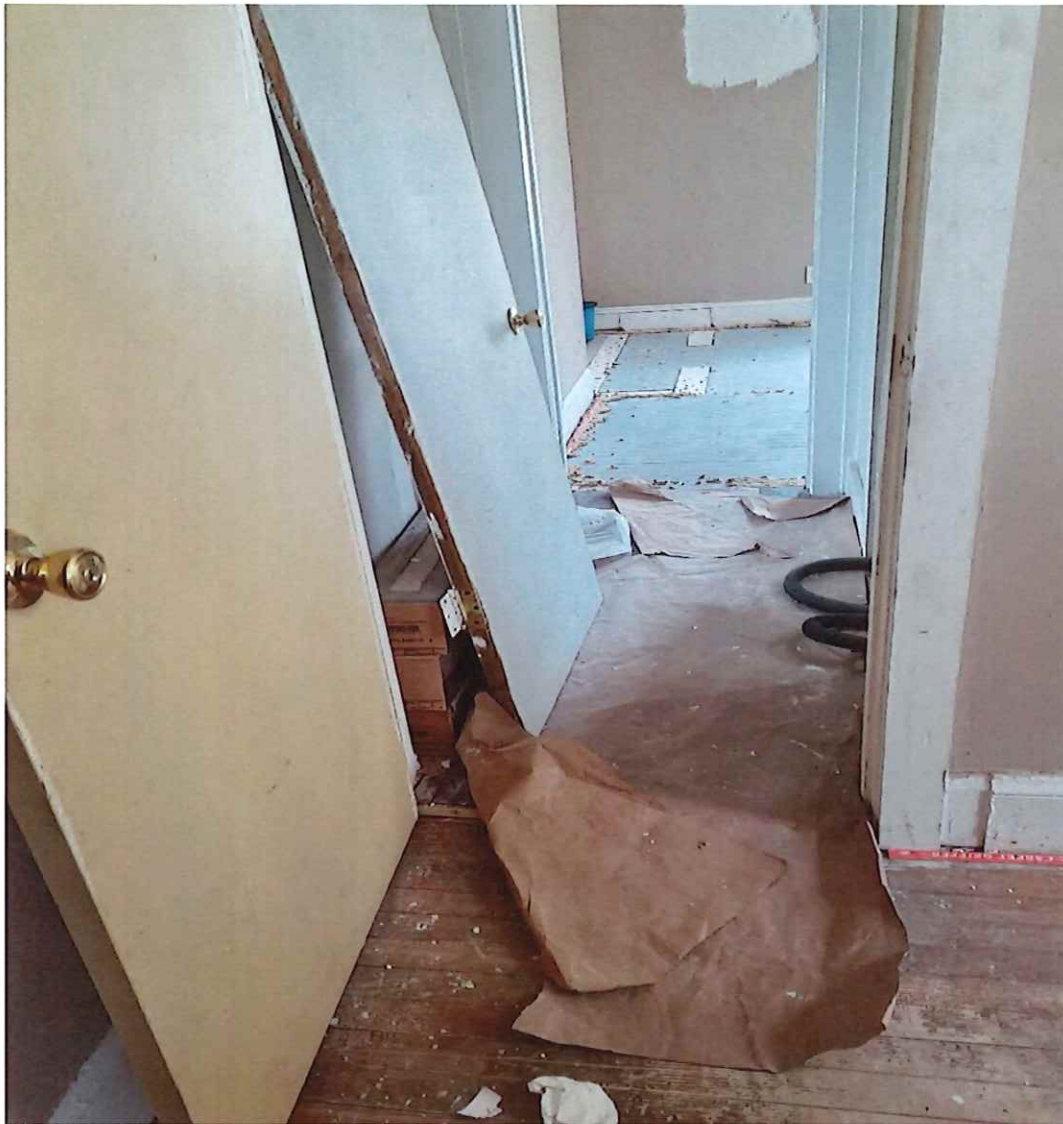
Install 48”x 32” shower base and surround to second floor bathroom.

Replace 6 damaged interior hollow core doors



**Second and third floor – Replacement of flooring.**

Repair floor underlayment then 1000 square foot of LVT floor to the second and third floor.



**Second and third floor – Replacement of flooring.**

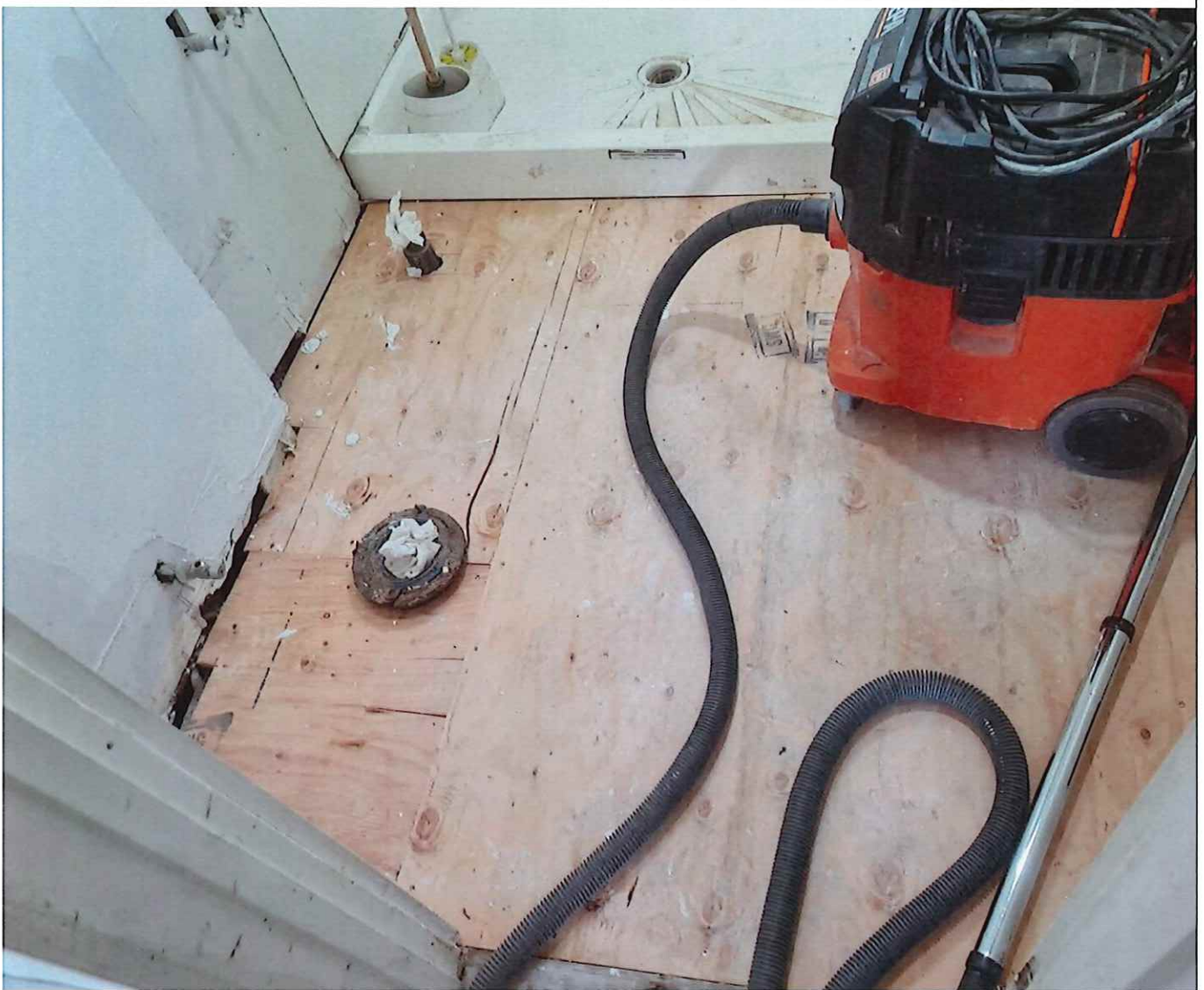
Repair floor underlayment then 1000 square foot of LVT floor to the second and third floor.





**Second Floor – Shower replacement.**

Install 48”x 32” shower base and surround to second floor bathroom.



**Second and third floor – Replacement of flooring.**

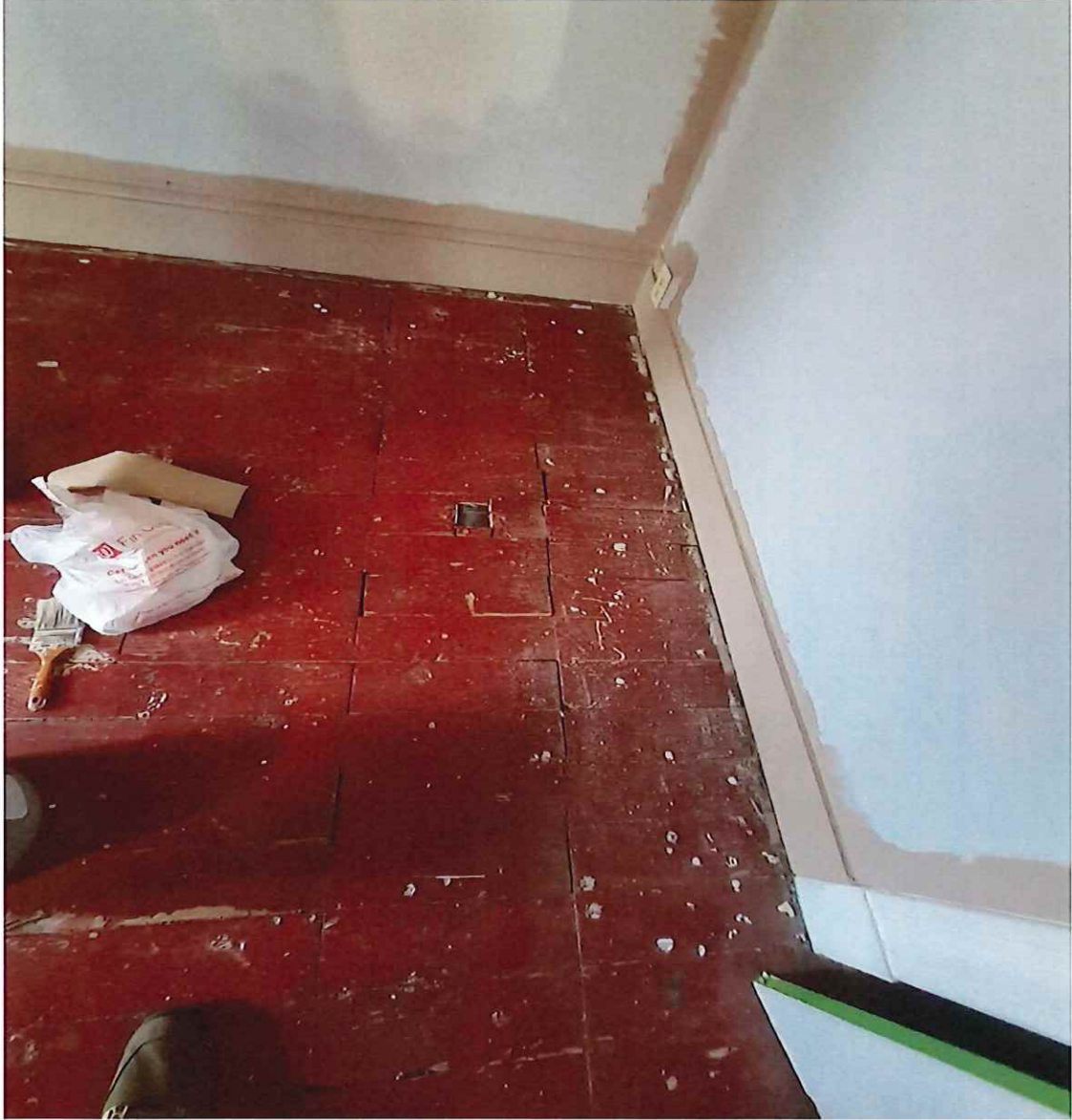
Repair floor underlayment then 1000 square foot of LVT floor to the second and third floor.



**Second and third floor – Replacement of flooring.**

Repair floor underlayment then 1000 square foot of LVT floor to the second and third floor.



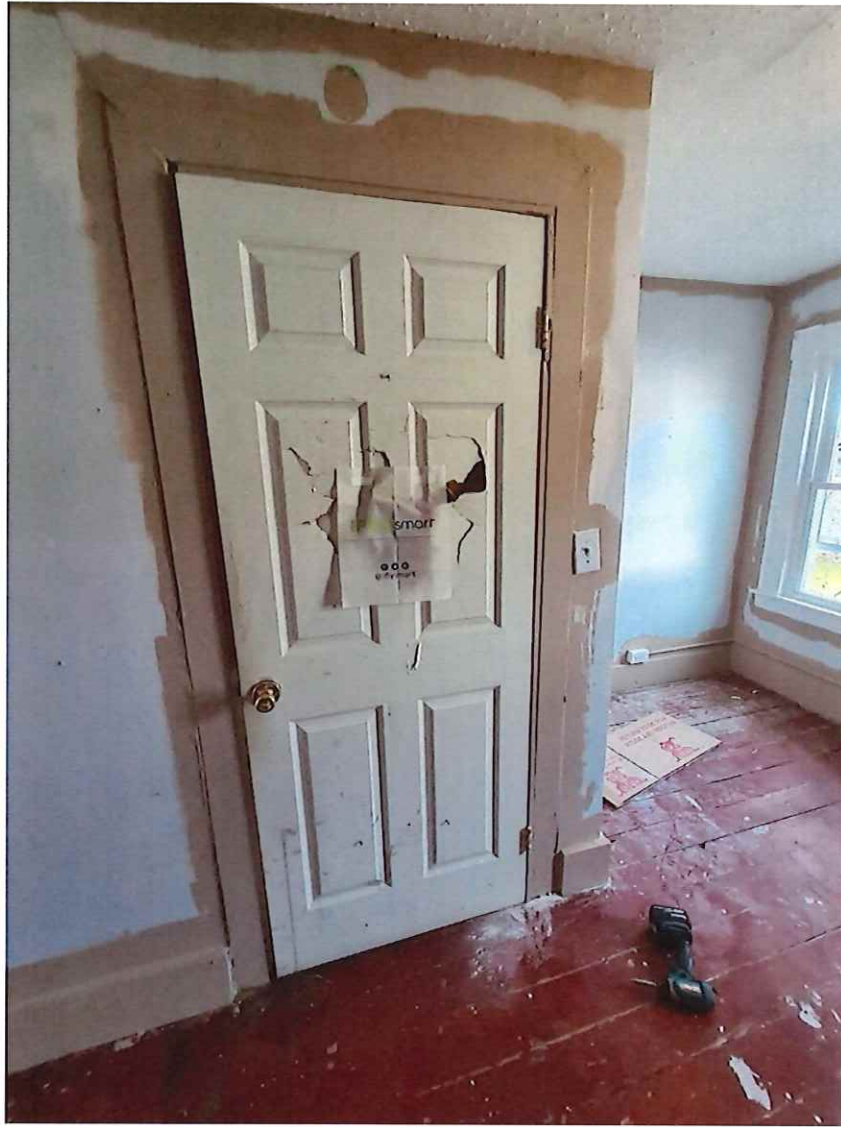


**Second and third floor – Replacement of flooring.**

Repair floor underlayment then 1000 square foot of LVT floor to the second and third floor.

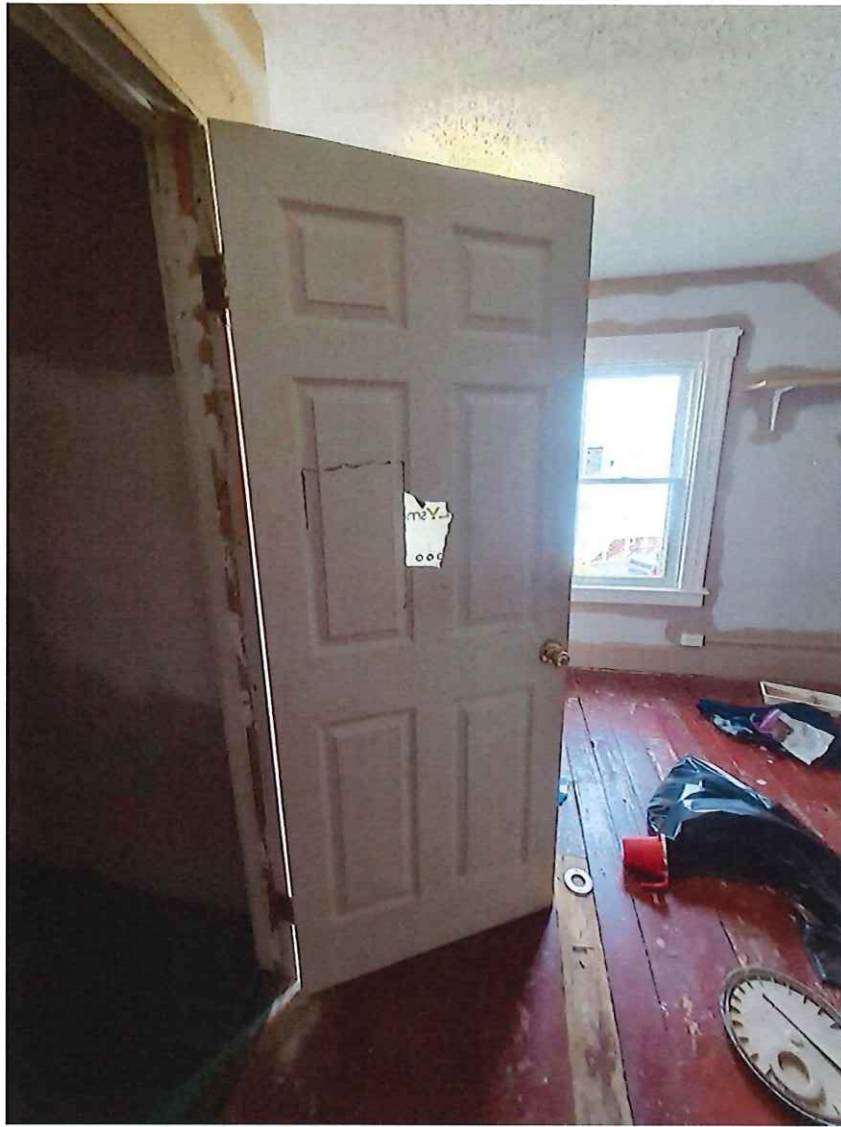


**Second and third floor – Replacement of doors.**  
Replace damaged interior hollow core doors



**Second and third floor – Replacement of doors.**  
Replace damaged interior hollow core doors





**Second and third floor – Replacement of doors.**  
Replace damaged interior hollow core doors

