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Amend #2  
Contract 20190305

### City of Springfield Contract Tracer Document

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			KB	12/27/19
City Comptroller	LKF	12/27/19	LKF	12/27/19
Law	DF	12/30/19	DF	12/30/19
CAFO	mm	1/2/20	mm	1/9/20
Mayor	mm	1/3/20	mm	1/3/20
City Comptroller			LKL	1.10.20
Community Development				

Vendor No.: 18472    Contract No.: 20190305    Contract Date: 12/2/2018

Contract Amt.: \$1,725.00    Issue Date: 12/27/19    Renewal Date:

*incr*

Appropriation Code1: 26451815-530105-64516  
 Appropriation Code2:  
 Appropriation Code3:  
 Appropriation Code4:

Description of Funding Source: CDBG-NDR

Bid No.:                      Requisition No.: 19005867    PO No.: 19005478

Vendor Name: Maritza Crespo/11-13 Spruce Street, Spfld MA

Contract Type: Amendment #2/Healthy Homes Rehab

Contract Purpose: Increase in funding for extra costs incurred.

Originating Dept.: Community Development/Nigel Greaves

Expiration Date: 11/16/2023    Amendment Date:                      Extension Date:

TYPE OF DOCUMENT (Please select at least one):  
 New                       Renewal                       Amendment #2                       Extension

**SECOND AMENDMENT TO HEALTHY HOMES REHABILITATION  
PROGRAM AGREEMENT (CONTRACT #20190305)**

**AGREEMENT**, made the 26th day of November, 2019 by and between **Maritza Crespo** with an address of 13 Spruce Street, **Springfield, Massachusetts** (hereinafter referred to as the "Borrower") and the **City of Springfield** through its Office of Housing, with the approval of its Mayor (hereinafter referred to as the "City") regarding the rehabilitation of the property at **11-13 Spruce Street, Springfield, Massachusetts**.

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

**NOW, THEREFORE**, the parties hereto agree that their Agreement shall be amended as follows:

- 1. Increasing the amended contract amount of \$85,748.00 (Eighty-Five Thousand, Seven Hundred Forty-Eight and 00/100 Dollars) to a second amended total of \$87,473.00 (Eighty-Seven Thousand, Four Hundred Seventy Three and 00/100 Dollars).**
- 2. All other terms and conditions remain the same.**

**IN WITNESS WHEREOF**, the Borrower and the City have executed this Amendment on this 26th day of November, 2019.

**BORROWERS:**

  
\_\_\_\_\_  
Maritza Crespo

*W* Approved as to Appropriation:

 12/27/19  
\_\_\_\_\_  
Office of Comptroller

**APPROVED:**

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

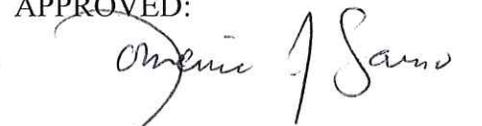
**CITY OF SPRINGFIELD**

  
\_\_\_\_\_  
Office of Housing

Approved as to Form:

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

**APPROVED:**

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

# Healthy Homes Rehab Project Budget

## Second Contract Amendment

Homeowner/Borrower: Maritza Crespo

Project Address: 11-13 Spruce Street

<u>Cost Description</u>	<u>Project Budget</u>
General Rehab	\$ 74,820.00
Lead Abatement	\$ 7,500.00
<b>Initial rehab contract amount</b>	<b>\$ 82,320.00</b>
Rehab Change Order (#1)	\$ 2,100.00
<b>Total Rehab Contract</b>	<b>\$ 84,420.00</b>
Weatherization reimbursement (#1)	\$ 78.00
Lead Paint Inspection (#1)	\$ 475.00
<b>Healthy Homes Rehab Total</b>	<b>\$ 84,973.00</b>
Legal Fees (#1)	\$ 700.00
Mortgage Amendment recording fee (#1)	\$ 75.00
<b>First Contract Amendment Total #1</b>	<b>\$ 85,748.00</b>
Lead Paint Inspection (#1) {cost sdjustment}	\$ (25.00)
Lead Paint Reinspection (#2)	\$ 400.00
Supplementary soffit repair	\$ 1,275.00
Amended Mortgage Recording Fee (#2)	\$ 75.00
<b>Second Amendment - Project Grand Total</b>	<b>\$ 87,473.00</b>

*Eighty-Seven Thousand, Four Hundred Seventy-Three and 00/100*

# SPECS BY LOCATION/TRADE

10/15/2019

Pre-Bid Site Visit: \_\_\_\_\_  
 Bidding Open Date: \_\_\_\_\_  
 Bidding Close Date: \_\_\_\_\_  
 Initial: \_\_\_\_\_

Case Number: Maritza Crespo  
 Project Manager: Nigel Greaves  
 Phone: 413-886-5050

**Address:** 11 Spruce Street **Unit:** Unit 01

**Location:** 1 - General Requirements **Approx. Wall SF:** 0 **Ceiling/Floor SF:** 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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**Trade:** 1 **General Requirements**

**10 OWNER ACCEPTS SCOPE OF WORK** 1.00 DU

The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this WWU.

X Nigel Greaves 11/26/19  
 Applicant Date Applicant Date

**14 CONTRACTOR ACCEPTS SCOPE OF WORK** 1.00 DU

The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of \_\_\_\_\_ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU.

X \_\_\_\_\_  
 Contractor Date

**30 WALL NAMING PROTOCOLS** 1.00 EA

Walls and attached components shall be identified with the letters A, B, C & D. Wall A is always the wall that is closest to the address elevation or the "street side" of the house. Moving clockwise, the walls are then B, C, D.

To name components, for example, a window as a subset of 4 windows on the D wall, the first would window is Window D1. The last is window D4 moving in a clockwise direction. These locational markers may also be combined with the adjectives: left, right, upper, lower. For example: Replace the right side window casing at window D3.

**31 CONSTRUCTION DEFINITIONS** 1.00 GR

"Install" means to purchase, set up, test and warrant a new component. "Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component.

**32 SUBSTITUTION APPROVAL PROCESS** 1.00 GR

Any requests for substitutions of specified proprietary items must accompany the initial proposal and shall include: the manufacturer's specifications; full installation instructions and warranties. The agency and owner will notify the contractor of decision at contract award.

**34 LINE ITEM BREAKDOWN** 1.00 DU

The apparent winning bidders shall provide the owner with a line item cost breakdown within 3 working days of a request.

**35 VERIFY QUANTITIES/MEASUREMENTS** 1.00 GR

All Quantities stated in the attached specifications for this address using Units of Measure other than Each (EA), Room (RM) or Dwelling Unit (DU) (e.g. SF of Drywall) are for the contractor's convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. All quantities stated in the Units of Measure Each (EA), Room (RM) or Dwelling Unit (DU) are as stated. Discrepancies in Quantities found by the contractor must be communicated to the Housing Rehabilitation Specialist prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.

**40 ALL PERMITS REQUIRED** 1.00 AL

The contractor shall apply for, pay for, obtain and forward copies of the following indicated permits to the agency: \_\_\_\_\_  
 Plumbing; \_\_\_\_\_ Electric; \_\_\_\_\_ HVAC; \_\_\_\_\_ Building; \_\_\_\_\_ Zoning; \_\_\_\_\_ Lead Abatement; \_\_\_\_\_ Asbestos Abatement.

Address: 11 Spruce Street Unit: Unit 01

Location: 1 - General Requirements Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	General Requirements				
45	<b>CONTRACTOR PRE-BID SITE VISIT</b> The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.	1.00	DU		
55	<b>WORK TIMES</b> Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.	1.00	GR		
77	<b>NEW MATERIALS REQUIRED</b> All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.	1.00	GR		
78	<b>WORKMANSHIP STANDARDS</b> All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.	1.00	GR		
85	<b>CLOSE-IN INSPECTIONS REQUIRED</b> Call the agency for inspection of all work that will be concealed from view before it is closed in. This type of inspection frequently includes, but is not limited to footings, roof sheathing & flashing prior to installation of new felt & shingles, and repaired framing & decking prior to installation of underlayment & floor coverings, prior to insulation and prior to drywall.	1.00	GR		
90	<b>1 YEAR GENERAL WARRANTY</b> Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.	1.00	DU		
9008	<b>ENVIRONMENTAL REHAB--RRP REQUIREMENTS</b> Any contractor performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes must comply with EPA 40 CFR Part 745(Lead; Renovation, Repair, and Painting Program), be certified by the EPA as a Renovation Firm and must use Certified Renovators who are trained by EPA-approved training providers to follow lead-safe work practices.	1.00	GR		
<b>Location Total:</b>					

Location: 2 - Exterior Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 15	Roofing				
4770	<b>GUTTER, SOFFIT, TRIM--REPLACE</b> Remove gutters and all damaged fascia boards, soffits and moldings. Replace any damaged framing members and replace damaged fascia/soffit with pine. Wrap new pine wood with white aluminum coil and cover soffit with vinyl soffit. Re-install existing gutters to house making sure roof drains into gutters. LEFT SIDE PORCH	12.00	LF		
<b>Location Total:</b>					

Unit Total for 11 Spruce Street, Unit Unit 01: \_\_\_\_\_

Address Grand Total for 11 Spruce Street: \_\_\_\_\_

Bidder: \_\_\_\_\_

# Charista Construction

East Longmeadow, MA 01028  
38 Harkness Avenue

# Estimate

Date	Estimate No.
10/9/2019	2010-748

Springfield Housing  
Maritza Crespo  
11-13 Spruce Street  
Springfield, MA 01118

Project			
Description	Qty	Rate	Total
<p>Left side of house, lower soffit area over kitchen door area:</p> <p>Remove and save gutter for re-use. Rebuild the soffit using 2x6 framework as needed, install a pine fascia, vinyl soffit cover and aluminum trim coil. Re-hang gutter.</p> <p>** Any soffit damage is due to improper flashing, drip edge or construction prior to Charista's contracted work **</p>		1,275.00	1,275.00
		<b>Total</b>	<b>\$1,275.00</b>