This Scope of Work document can be used as a template to build a Scope of Work to solicit bids from your project contractors. This particular Scope of Work provides detailed requirements & specifications for each Scope of Work on the project.

DISCLAIMER

This document is intended to be used solely as an example of a Scope of Work Agreement and should not be used without legal counsel from a licensed attorney in your state to address the particulars of your specific situation.

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Project Scope of Work

Exhibit “A”

The Scope of Work shall include, but not be limited to all labor, materials, tools, equipment, incidentals, insurance, overhead and profit to perform the work as outlined below:

**GENERAL NOTES:**

* 1. **Scope Verification.** Contractor shall field verify locations, sizes and quantities of work required for the project. Any quantities provided by the Owner need to be field verified for accuracy and exact installation requirements.
  2. **Tools, Material and Equipment.** Contractor will supply all tools, material and equipment required to perform the Scope of Work, unless otherwise specified.
  3. **Building Permits & Inspections.** Contractors and Subcontractors shall be responsible for all building permits, building inspections, fees and licensing as pertaining to the law, ordinances and regulations and as required to complete their respective Scopes of Work in this Agreement. Contractor shall pay for the entire cost of any remedial work resulting from a failed inspection.
  4. **Taxes.** Contractor shall be responsible for all federal, state and local taxes imposed directly or indirectly for its Services required to fill this Agreement.
  5. **Insurance.** Contractor shall provide and maintain General Liability and Worker’s Compensation insurance throughout the Term of this Agreement and Project duration. Contractor shall provide certificates of insurance or other acceptable evidence of insurance upon execution of this Agreement
  6. **Clean-Up.** Contractor is responsible for daily cleanup of all areas where work is performed and disposal of debris to Owner provided dumpster.
  7. **Dumpsters**. Jobsite dumpsters will be **Owner-Furnished.**

**Owner Furnished vs. Contractor Furnished Material Designation**

Throughout this agreement the acronyms below will be used to designate the responsibility of materials procurement responsibilities:

* + **OFCI** – Owner Furnished, Contractor Installed.
* **CFCI** – Contractor Furnished, Contractor Installed.
  1. **DEMOLITION**
     1. Scope Items
     2. Kitchen Demolition
        1. Remove stairwell/kitchen partitions on main level to open into kitchen. Temporarily shore ceiling as necessary.
        2. Remove walls around staircase to create open stairs. Temporarily shore ceiling as necessary.
        3. Remove existing kitchen cabinets.
        4. Remove existing kitchen flooring.
        5. Remove existing gyp board bulkheads & soffits.
        6. Remove existing light fixtures.
        7. Remove wallcovering/wallpaper.
        8. Remove existing vinyl flooring.
        9. Remove existing appliances (place in garage).
        10. Disconnect/cap plumbing for kitchen sink.
     3. Master Bedroom Demolition
        1. Remove existing built-in cabinet.
        2. Cut-in (02) new openings for master bathroom & master closet door openings. Salvage paneling to be used to patch opening on North side of room.
     4. Main Level Bathroom Demolition
        1. Remove existing floor & wall tile.
        2. Remove existing partitions & doors in bathrooms to accommodate new floor layout.
        3. Remove existing plumbing fixtures and plumbing lines as necessary (vanity cabinets, tubs, shower pans, sinks, toilets)
        4. Disconnect, temporarily cap and remove plumbing fixtures including toilet, bathtub, sink/vanity cabinet
     5. Basement Bedroom Demolition
        1. Remove ceiling tiles in basement bedroom.
        2. Remove existing flooring throughout.
        3. **LEAVE THE EXISTING WOOD PANELING TO REMAIN.**
     6. Basement Bathroom Demolition
        1. Remove existing floor & wall tile.
        2. Remove existing plumbing fixtures (toilet, vanity).
        3. **LEAVE THE SHOWER PAN & SURROUND.**
     7. Miscellaneous Demo Items
        1. Remove existing carpet flooring throughout.
        2. Cut-in new opening of the Master Bedroom to new bathroom layout. **Salvage wood wall paneling to be used to patch the door removed on other side of room.**
        3. Remove existing door hardware **(LEAVE DOORS & FRAMES)**
        4. Remove existing attic stair in existing staircase.
        5. Remove existing duct grilles & registers.
        6. Remove existing curtains & window coverings throughout.
        7. General cleanup and prep for new construction activities.
        8. Remove and dispose of any furnishings left by previous owner.
        9. Remove all appliances from the kitchen.

**DEMOLITION COST:**

* 1. **SITE WORK/LANDSCAPING**
     1. Scope Items:
        1. Demolish and remove existing bushes and plantings along North, East & South side of home.
        2. Clean front and back yards of debris and trash.
        3. Install (5) 1-gallon bushes in front planting beds. **(OFCI)**
        4. Install (10) ½ gallon plantings/annuals/perennials in front planting beds. **(OFCI)**
        5. Install filter fabric over in front planting beds. **(OFCI)**
        6. Install black mulch beds in front planting beds. **(OFCI)**

**SITE WORK/LANDSCAPING COST:**

* 1. **SITE CONCRETE**
     1. All concrete and sidewalk components are to be **contractor furnished, contractor installed.**
     2. Scope Items:
        1. Demolish and remove existing spalling sidewalk as spray painted/marked on-site to accommodate new concrete sidewalks.
        2. Furnish and install new concrete sidewalk with 4” base rock to replace existing **(CFCI).**
        3. Pour concrete landing at new deck stair **(CFCI).**
        4. Provide tooled construction joints & a brushed finish.
        5. Fine grade, prep & reseed disturbed areas.

**SITE CONCRETE COST:**

* 1. **SIDING**
     1. All siding components and repairs are to be **contractor furnished, contractor installed.**
     2. Scope Items:
        1. Patch and repair existing damaged and rotted plywood siding and trim pieces to match existing. **(CFCI)**
        2. Replace damaged and rotted fascia board and soffits. **(CFCI)**

**SIDING COST:**

* 1. **DECKING**
     1. All deck framing, decking, railing & stair components are to be **contractor furnished, contractor installed.**
     2. Scope Items:
        1. Construct approximately 10 x 16 deck off NW corner of home. **(CFCI)**
        2. Furnish and install 42” tall hand rails w/ 1” wood balusters. **(CFCI)**
        3. Construct stair off North side of deck down to grade. **(CFCI)**
        4. Furnish and install concrete footings for deck posts. **(CFCI)**
     3. Miscellaneous Items:
        1. Deck structural design and layout is to be approved by the City prior to installation.
        2. Wood to be pressure treated decking materials. **(CFCI)**
        3. Staining of the deck is by Others.

**DECKING COST:**

* 1. **ROOFING**
     1. All roofing components are to be **contractor furnished, contractor installed.**
     2. Scope Items:
        1. Remove existing asphalt shingles as necessary to install new roof shingles.
        2. Replace damaged or rotted plywood sheathing as necessary. Plywood replacement will be priced by each sheet required to be replaced. Price per sheet: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
        3. Furnish and install new architectural roof shingles, roof vents, flashings & components as required by local building standards.
           1. Architectural Shingle Specification: **GAF Timberline HD Weather Wood Lifetime Shingles.** Alternate materials and manufacturers that provide savings to the Client will be considered, but must be approved.
        4. Repair any loose or damaged gutters or downspouts.

**ROOFING COST:**

* 1. **EXTERIOR DOORS & WINDOWS**
     1. Scope Items:
        1. Doors
           1. Install new 6ft French patio door in existing window opening at NW corner of home in Kitchen. **(OFCI)**

Remove existing window, siding, framing and drywall to install new opening as required.

* + - * 1. Remove existing entry door and replace w/ new steel entry door at front entrance. **(OFCI)**
        2. Install new glass storm door at front entry. **(OFCI)**
        3. Install new steel entry door in basement bedroom at lower level patio. **(OFCI)**
        4. Install new door hardware at all new exterior door locations. **(OFCI)**
      1. Windows
         1. All window components are to be **contractor furnished, contractor installed.**
         2. Furnish and install two (02) new vinyl windows in basement bedroom. **(CFCI)**
         3. Furnish and install two (02) new vinyl windows in basement window wells. **(CFCI)**

Contractor to field verify window sizes.

* + 1. Miscellaneous Items:
    2. Furnish and install caulking, flashing, trim boards around doors and windows to provide water tight installation. **(CFCI)**

**EXTERIOR DOORS & WINDOWS COST:**

* 1. **DRYWALL & FRAMING**
     1. Scope Items:
     2. All framing/drywall/insulation components are to be **contractor furnished, contractor installed.**
     3. Kitchen Scope of Work
        1. Furnish and install new structural beam between kitchen/stairwell. Shore existing ceiling as required to install beam and remove structural walls.
        2. Construct new drywall pantry as indicated on floor plan.
        3. Construct half-wall partition (4ft tall) at stairs.
        4. Infill existing exterior door with framing, drywall & batt insulation. Siding patching in siding scope of work.
        5. Infill existing door opening between kitchen and master bedroom. Patch bedroom side w/ salvage wood paneling.
        6. Patch ceilings as required at kitchen where soffit is removed.
     4. Main Level Bathrooms Scope of Work
        1. Construct new drywall partitions in main level bathrooms as shown on floor plan.
        2. Rework/patch existing drywall ceilings as required at removed partitions.
        3. Prep or replace existing drywall where tile wainscot was removed.
        4. Furnish and install new sister joists as required to support existing floor framing at removed & relocated waste lines.
        5. Patch existing subfloor with new plywood as required.
     5. Bedroom 1 Closet Scope of Work
        1. Construct new drywall partitions for Bedroom 1 closet.
        2. Reframe existing ceiling joists as required to install 32”x32” attic access panel.
     6. Basement Scope of Work
        1. Construct new partitions as indicated on the basement floor plan drawing.
        2. Furrout new 4” drywall partitions w/ insulation over the existing basement foundation walls.
        3. Furrout new 4” drywall partitions over existing block fireplace.
        4. Install new gyp board over existing framing in basement.
        5. Furrout and install new gyp board ceilings throughout basement (basement bedroom, laundry room, & opening living area).
        6. Construct drywall soffit over existing ductwork.
        7. Patch basement restroom ceiling for Main floor plumbing rough-in (if required).
     7. Miscellaneous Items:
        1. Provide knockdown ceiling texture throughout.
        2. Patching of walls/ceilings for plumbing/electrical rough-in (if required).
        3. Patching of ceilings where partitions are removed.
        4. Skim coating walls as required where wall covering is removed.
        5. Patching/wall prep of miscellaneous cracks in walls/ceilings.
        6. Patching/wall prep of miscellaneous holes in walls/ceilings.
        7. Treated, fire-resistant lumber and mold-resistant drywall shall be installed according to building codes & standards.

**DRYWALL & FRAMING COST:**

1. **CABINETRY INSTALLATION**
   * 1. Scope Items:
        1. Install kitchen cabinets per the layout shown. **(OFCI)**
        2. Install kitchen cabinets, base, upper & pantry cabinets. **(OFCI)**
        3. Install kitchen cabinet range hood cabinet. **(OFCI)**
        4. Install crown molding, base molding, filler panels, end panels & trim pieces. **(OFCI)**
        5. Install cabinet door pulls. **(OFCI)**
     2. Bathrooms
        1. Install three (03) new vanity cabinets in bathrooms **(OFCI).**
     3. Miscellaneous Items:
        1. Provide all necessary shims and fasteners as required.
        2. All cabinets shall be attached to wall blocking or framing.

**CABINETRY INSTALLATION COST :**

1. **INTERIOR DOORS & TRIM INSTALLATION**
   * 1. Scope Items:
     2. Doors
        1. Install (01) new steel entry door in basement garage entrance. **(OFCI)**
        2. Install (03) new hollow core, split jamb doors **(OFCI)**
           1. Basement mechanical room door **(OFCI)**
           2. Basement laundry room door **(OFCI)**
           3. Basement under-stair door **(OFCI)**
        3. Install (01) new sliding closet door in Bedroom 1 Closet. **(OFCI)**
        4. Install barn door/barn hardware at Master bedroom cased opening **(OFCI).**
        5. Install all new door latches at existing & new doors throughout (12 total). **(OFCI)**
        6. Provide all necessary shims and fasteners as required.
     3. Trim & Wood Work
     4. All trim and wood work is **contractor furnished, contractor installed.**
        1. Install wood hand rail, post & iron balusters at new open stair well. **(CFCI)**
        2. Install wood floor cap at open stair well transition. **(CFCI)**
        3. Install wood hand rail at stairs to basement. **(CFCI)**
        4. Install and rout wood cap at top of half wall in kitchen. **(CFCI)**
        5. Install crown molding in kitchen. **(CFCI)**
        6. Install 4” wood base at new drywall partitions **(CFCI)**
        7. Install cased openings at Master bedroom bathroom & closet **(CFCI).**
        8. Patch-in new base in wall infills or door infills as required. **(CFCI)**
        9. Install shoe molding at all hardwood flooring on main level after floors are refinished. **(CFCI)**
     5. Miscellaneous
        1. Install wire rack closet shelving in Pantry Room. **(OFCI)**
        2. Install wire rack closet shelving in Master Bedroom 1 Closet. **(OFCI)**
        3. Install wire closet shelf & rail in Bedroom 1 Closet. **(OFCI)**
        4. Install new 32”x32” attic access panel in Master Bedroom Closet **(OFCI).**
        5. Install new 16”x16” access panel at sump pump. **(OFCI)**
        6. Reinstall existing ceiling molding in Basement Bedroom after drywall ceiling is installed.

**INTERIOR DOORS & TRIM INSTALLATION COST :**

* 1. **HARDWOOD FLOOR REFINISHING**
     1. Scope Items:
        1. Sand, fill and refinish the existing hardwood floor on the main level.
        2. Stain finish of floor to be determined.

**HARDWOOD FLOOR REFINISHING COST:**

* 1. **TILING**
     1. Scope Items:
        1. Bathrooms:
           1. Master Bathroom

Install floor tile in standard floor tile pattern on bathroom floor. **(OFCI)**

Install shower tile on shower floor. **(OFCI)**

Install wall shower tile w/ 4” glass tile accent strip. **(OFCI)**

Install accent tile in 1ft tall x 36” wide soap alcove. **(OFCI)**

* + - * 1. Bathroom 1

Install floor tile on bathroom floor. **(OFCI)**

* + - * 1. Bathroom 2 (Basement)

Install floor tile on bathroom floor. **(OFCI)**

* + - * 1. Kitchen

Install floor tile on kitchen floor and pantry floor.

Install mosaic tile backsplash in kitchen below kitchen cabinets **(OFCI)**

* + - * 1. Main Entry

Install floor tile at main entry. **(OFCI)**

* + - * 1. Miscellaneous

Furnish and install hardi-backer or cement board (contractors’ preference) at all tile areas. **(CFCI)**

Install pre-fabricated or field built shower base (contractors’ preference) at master bathroom shower.

Install fluid-applied or mechanically fastened waterproofing membrane (contractors’ preference) at master bathroom shower.

Furnish and install all mortar. **(CFCI)**

Install all grout and joint sealants **(OFCI)**

**TILE INSTALLATION COST:**

* 1. **PAINTING**
     1. Exterior Painting
        1. Paint exterior walls, exterior doors, & exterior trim.
           1. Power wash existing siding as necessary to prep for new paint.
           2. Scrape existing peeling, splintering or cracking paint to prep for new paint.
           3. Caulk & prep all new & existing exterior trim boards. **(CFCI)**
           4. Painting Plan Scheme

Walls – Stone Manor, Flat, Latex

Trim – Extra White, Flat Latex

Front Door – Black, Semi – Gloss

* + 1. Interior Painting
       1. Paint interior walls, ceilings, doors & trim. **(CFCI)**
          1. Three-color scheme

Walls – Realist Beige, Flat, Latex

Ceilings – White, Flat, Latex

Trim – White, Semi-Gloss, Oil Based

Doors – White, Semi-Gloss, Oil Based

Door Casings/Window Casings - White, Semi-Gloss, Oil Based

Bookshelves in Master Bedroom

* + - 1. Prep existing walls to received paint.
      2. Protect existing surfaces not to receive paint.
      3. Caulk all new & existing trim to receive paint as required. **(CFCI)**

**PAINTING COST:**

* 1. **APPLIANCES**
     1. Scope Items:
        1. Install and connect owner furnished kitchen appliances **(OFCI):**
           1. Range
           2. Wall-mounted range hood
           3. Refrigerator
           4. Dishwasher
           5. Microwave
           6. All cords, hoses & connections to be **Owner-Furnished, Contractor Installed.**

**APPLIANCE INSTALLATION COST :**

* 1. **PLUMBING**
     1. Scope Items:
     2. All work associated with plumbing is contractor furnished, contractor installed unless otherwise noted.
     3. Copper or PEX piping are acceptable water supply lines.
     4. Remove any existing piping as required to complete new plumbing work.
        1. Kitchen:
           1. Remove existing galvanized waste lines at existing kitchen sink & replace w/ PVC.
           2. Provide rough-in for new kitchen layout.
           3. Provide water supply and new waste lines to sink.

Note: Sink to be installed by countertop installation contractor.

* + - * 1. Install new kitchen faucet. **(OFCI)**
        2. Install new garbage disposal and connection to dishwasher discharge. **(OFCI)**
        3. Provide & connect water supply to dishwasher.
        4. Provide & connect water supply to refrigerator.
        5. Remove and cap existing gas service line to kitchen.
      1. Master Bathroom:
         1. Provide rough-in for new bathroom layout.
         2. Provide water supply and waste lines for new toilet, shower, vanity sink & faucet.
         3. Install new plumbing fixtures:

Toilet **(OFCI)**

Shower head kit **(OFCI)**

Vanity Sink & Faucet **(OFCI)**

* + - 1. Bathroom 1:
         1. Provide rough-in for new bathroom layout.
         2. Provide water supply and waste lines for new toilet, bathtub, vanity sink & faucet.
         3. Install new plumbing fixtures:

Toilet **(OFCI)**

Bathtub and tub surround **(OFCI)**

Shower head kit **(OFCI)**

Vanity Sink & Faucet **(OFCI)**

* + - 1. Bathroom 2 (Basement):
         1. Note: Existing plumbing fixtures are staying in same location.
         2. Install new plumbing fixtures:

Toilet **(OFCI)**

Vanity Sink & Faucet **(OFCI)**

* + - 1. Laundry Room (Basement):
         1. Furnish & install new laundry water supply kit within new drywall partition.
      2. Miscellaneous Items:
         1. Re-route existing gas pipe in basement to mechanical soffit.

**PLUMBING COST :**

* 1. **HVAC**
     1. Scope Items:
     2. Relocate existing wall grille to the floor where new patio door is installed.
     3. Re-locate existing ductwork as required for new main level bathroom layout.
     4. Furnish and install new supply and return ductwork as required for basement finish.
     5. Relocate dryer exhaust vent as required for new deck conflict.
     6. Install new registers and grilles throughout **(CFCI).**

**HVAC COST:**

* 1. **ELECTRICAL**
     1. All work associated with electrical is contractor furnished, contractor installed unless otherwise noted.
     2. Scope Items:
        1. Perform any necessary electrical demolition to accommodate new floor layout.
        2. Replace existing electrical panel with new 200 AMP panel & circuit breakers.
        3. Reuse existing electrical circuits where applicable.
        4. Replace all existing outlets w/ new white outlets.
        5. Kitchen
           1. Rough-in new power & lighting for kitchen as required by code.

Install new GFI protected outlets along new kitchen cabinet layout as required by code.

Install new outlets for appliances as required.

Install new (04) new can lights **(OFCI)**

Install new surface mounted light fixture in Pantry Room on pull cord. **(OFCI)**

* + - 1. Master Bathroom
         1. Rough-in new power & lighting for new bathroom layout as required by code.

Furnish and install new GGI protected outlet at vanity cabinet.

Install (01) new vanity light and associated switching. **(OFCI)**

Install (01) can light centered in bathroom and associated switching. **(OFCI)**

Install exhaust fan on separate switch from light fixtures. **(OFCI)**

* + - 1. Bathroom 1
         1. Rough-in new power & lighting for new bathroom layout as required by code.

Furnish and install new GGI protected outlet at vanity cabinet.

Install new vanity light and associated switching. **(OFCI)**

Install exhaust fan on separate switch from light fixtures. **(OFCI)**

* + - 1. Basement Bathroom 2

Install new vanity light on existing circuit. **(OFCI)**

* + - 1. Master Bedroom Closet
         1. Rough-in new surface mounted light fixture w/ switch. **(OFCI)**
      2. Bedroom 1 Closet
         1. Rough-in new surface mounted light fixture w/ pull cord. **(OFCI)**
      3. Existing Light Fixtures
         1. Replace existing light fixtures & ceiling fans on the main level **(OFCI).** Reuse existing light switching and circuits.
      4. Basement
         1. Install new outlets at new basement walls as required by code.
         2. Install new can lights in new basement ceiling. **(OFCI).**

**ELECTRICAL COST:**

* 1. **MISCELLANEOUS**
     1. Scope Items:
        1. Install bath accessories (toilet paper bar, towel bar)
        2. Install bathroom mirrors

**MISCELLANEOUS COST:**

**Total Proposal:**

IN WITNESS WHEROF**,** the Client and the Contractor agree to the terms of this Scope of Work as of the date set forth above.

|  |  |
| --- | --- |
| CONTRACTOR | CLIENT |
| DATE | DATE |
| STREET ADDRESS |  |
| CITY, STATE, ZIP |  |

Contractor Clarifications (Specific Inclusions or Exclusions that need to be clarified):