

RE: Town of Thurston Housing Rehabilitation Program

Dear Contractor:

The Town of Thurston is pleased to inform you that you have been asked to submit an itemized estimate for the improvements described in the attached work write-up for the property located at ***4211 Foster Road, Addison, NY 14801***.

Please review the work write-up and prepare a formal, itemized estimate. The Code Enforcement Officer, Nick Lewis-Nolton may be reached at 607-968-5175 with any questions on the proposed improvements or to arrange for an on-site inspection.

You may discuss the write-up and scope of work with the code enforcement officer and homeowner, but you are not to discuss the cost estimate or any related information with other contractors, as this would violate competitive bidding practices. Estimates must be submitted on the cost estimate forms attached to the work write-up. Contractors should not leave their estimates with the homeowner.

Estimates must be submitted via email to Lauryn DaCosta, ldacosta@labellapc.com, **no later than 4:00 PM, December 5, 2025**, to be considered for the project. If you do not wish to bid on this project, please return the bid packet to our office, along with a cover letter to this effect.

Contractors will be responsible for completing all work items and cleaning up all work areas. Please note that this property may contain lead-based paint work hazards that must be addressed using Safe Work Practices for Lead Based Paint. Only contractors who have completed training in Safe Work Practices will be permitted to work on the lead paint hazards. The contractors and the Town will make arrangements for lead-based paint clearance testing on completed projects. The Town will pay for one round of clearance testing on each project. If the property fails the initial testing, the contractors will be responsible for re-cleaning the work site and paying for subsequent testing until the property passes clearance.

The Town's Code Enforcement Officer will monitor work in progress, and a final inspection will be conducted to ensure that all work is completed according to specifications in the work write-up. If the improvements have been completed adequately and the property passes lead clearance testing, forms will be signed to that effect by the Inspector, the Contractor, and the Homeowner. At that time, grant funds for final payment will be released and you will be responsible for coming to Town Hall to sign the check.

If you have any questions regarding the work write-up procedures, please do not hesitate to contact Lauryn DaCosta, Grants Administrator, at 585-471-7303. Minority- and Women-Owned Business Enterprises and Section 3 eligible firms are encouraged to submit bids.

**TOWN OF THURSTON
HOUSING REHABILITATION PROGRAM**

CONTRACTOR'S COST ESIMATE

PROPERTY OWNER(S): _____

PROPERTY ADDRESS: _____

I have visited the above property on _____, 20 and hereby submit the following estimate to perform the work described in the attached work write-up provided to me by the Town of Thurston's Housing Rehabilitation program.

An itemized cost estimate is attached.

Total cost of repairs on write-up: \$ _____

The starting date would be ____ **days after the contract is awarded.**

The completion date would be ____ **days after the work begins.**

In submitting this estimate, I am aware that payment for this work will be provided in whole or part with funds allocated to the Town under the Community Development Block Grant (CDBG) program, which is sponsored by the NYS Office of Community Renewal (OCR). In consideration thereof, if I am awarded this contract, I agree to abide by all applicable federal regulations and provisions, which are found in the Standard Agreement (contract) for residential rehabilitation work.

Signature

Legal Name of Firm

Printed Name

Address

Title

City, State, Zip Code

Federal I.D. No or SSN

Telephone Number

Exhibit "A"

TOWN OF THURSTON
Rehabilitation Program Specifications

FOR

Cheryl Sumey
4211 Foster Road
Addison, NY 14801

SPECIFICATIONS WRITTEN BY

Nick Lewis-Nolton
Code Enforcement Officer
Town of Thurston

ACCEPTANCE OF SPECIFICATIONS

Homeowner **Date**

Specifications Writer **Date**

PROJECT #1 – EXTERIOR SIDING

1. Replace exterior siding, trim, fascia, and flashing on entire dwelling . Install 1" Foam board insulation under vinyl siding. Follow manufacturer’s installation instructions. Wrap fascia and Window/Doors trims with aluminum coilstock and make a weathertight

Total: _____

PROJECT #2 – WINDOWS & DOORS

1. Remove all entry doors, including the jambs, casings, thresholds, and hardware.
2. Rough frame the openings to accept pre-hung door units to match existing opening.
3. Install pre-primed, steel, insulated (Energy Star), half-glass (double glazed, insulated glass) pre-hung door units, such as “Benchmark” or equal, to match existing openings.
4. Insulate and seal around all jambs. Install exterior and interior casings to match the existing surrounding casings as closely as possible. Set all nails and fill all holes and seams.
5. Remove existing sashes and any other necessary materials from all windows and remove from the site, in preparation of installing replacement windows.
6. In the existing openings, install new vinyl replacement, double-glazed, insulated window units with Low “E” glass (Energy Star/Energy Code Compliant) and ½ screens such as “Andersen” tilt wash series, or equivalent. New window sizes to match the existing window openings as close as possible. Maintain egress sizing where needed.

Note: All replacement windows shall be double hung.

7. Insulate around each window and re-install check stops and trim or install new check stops and trim as needed. Paint or stain check stops and trim to match existing casings as closely as possible.
8. Inspect and replace any deteriorated wood sills and casings. Install aluminum coil stock on ALL windows and door openings (including any windows and doors not replaced) on exterior to be weathertight. Caulk as necessary. Color to be white.
9. Remove existing two (2) vented basement windows and jambs and replace with glass block window. Apply mortar under and alongside glass block window panel.
10. Seal the gap between glass block window panel and sill plate with silicone or acrylic latex caulk.

Total: _____

PROJECT #3 – SEPTIC TANK REPLACEMENT

Note: All septic replacements will require an engineered design submitted to the Town Code Enforcement Officer prior to starting any work.

1. Complete replacement of existing septic tank system with new engineered designed septic system

Total: _____

PROJECT #4 – INTERIOR WALLS & CEILING

Note: Prior to installing insulation, any framing members showing signs of water staining should be allowed to dry and then coated with some form of stain preventative paint such as Kilz, or equal.

1. Remove damaged sections of interior ceilings and walls in preparation for replacement and remove from the site. *Care shall be taken to prevent any mold-laden materials from entering any other areas of the dwelling.*
2. Install 6-inch Kraft-Faced fiberglass insulation in the exterior walls and R49 in ceiling.
3. Cover walls and ceiling with ½ inch sheetrock.
4. All seams and joints will be taped. A two-coat system of spackling will be done to obtain a smooth and uniform finish.
5. Prime and paint entire replacement section of walls, ceiling, and molding, using “Sherwin Williams” or equal. Color to be white.

Total: _____

PROJECT #5 – BASEMENT STAIRS & STRUCTURAL REPAIRS

1. Replace basement stairs with Code Compliant stairs and railing
2. Replace all beams and joists with structural deficiencies

Total: _____

PROJECT #6 – BATHROOM RENOVATION

1. Complete renovation and remodel of bathroom for ADA accessibility

Total: _____

PROJECT #7 – SMOKE & CARBON MONOXIDE DETECTORS

1. Install new battery-operated smoke detectors throughout the dwelling, as per NYS Building Code:
 - a. (1) in each bedroom
 - b. (1) in common hallway outside of bedrooms
 - c. (1) on each level including the basement

Note: Cost of new smoke detectors should not exceed \$50.00 each.

2. Install a minimum of (1) new carbon monoxide detector according to the manufacturer's recommendations and specifications, as per above NYS Building Code

Total: _____

PROJECT #8 – ENVIRONMENTAL HAZARD CONTROLS

1. Lead Based Paint

Note: Federal regulations now require certain projects to use Lead Based Paint abatement procedures in addition to Lead Safe Work Practices.

See attached list of confirmed positives for LBP in dwelling.

Exceptions: Replacement of all windows & doors covered by the above Scope of Work.

Replacement of bathroom cabinets covered by the above Scope of Work

Methods for Lead Based Paint Abatement:

1. Removal: wet sand, wet scrape, wet plane. KEEP AREA CLEAN.
2. Replacement: remove the painted substrates (i.e., wood trim) and dispose of. After removing the materials, replace them with new primer and paint.
3. Encapsulation (preferred): coat and seal lead based paint with durable coating applied as liquid to the painted surface. Lead based paint is not considered an encapsulant unless it has passed the ASTM encapsulant test procedure. Encapsulants should not be used on surfaces subject to rubbing or impact, such as doors, unless proper precautions are taken.
 - a. If doors bind against the jamb, the door shall be removed and wet planed to eliminate the binding, primed, and painted with encapsulant.
 - b. Felt or similar products shall be installed where the door impacts against the jamb.
 - c. INSL-X Lead Encapsulant Coating: Eggshell EC-3210 is an approved encapsulant.

NOTE: The Contractor shall be responsible for contacting the local Code Enforcement Officer to obtain required Building Permits. Material lists, liability insurance and worker's compensation paperwork will be required with all building permit applications. The Contractor shall be responsible for contacting the local Code Enforcement Officer for progress and final inspections.

NOTE: Where applicable, all work shall conform to the LEAD SAFE WORK PRACTICES as prescribed by HUD, and shall include but not be limited to a "Whole House Cleaning" (Floors, Sills, and Window Troughs). If visible dust is present on interior surfaces after cleanup, additional cleaning by the Contractor will be required prior to the collection of dust wipe samples for the Clearance Examination. This project will have a

Clearance Examination (no less than two hours after completion of work) to complete the Final Approval process prior to authorization of payment.

The initial Clearance Examination shall be included in the overall project costs. Upon failure of the initial exam, any subsequent testing costs shall be the sole responsibility of the Contractor. This additional cost (per repeat Clearance) shall be made payable on the day of any repeated Clearance Examination testing.

**Town of Thurston
2025 CDBG Housing Program**

ADDRESS:	4211 FOSTER RD	OVERALL RATING:	
	SUMEY	COST TO REPAIR:	
COMPONENT	DEFICIENCY		
	N Z O N	R O Z - M R O Z O N	R O J A M C R I T I C A L
STRUCTURAL COMPONENTS			REPAIR NEEDED/COMMENT
ROOF	X		
FOUNDATION	X		
EXT. WALLS			X
FLOOR STRUCT.		X	
CHIMNEY	X		
BUILDING SYSTEMS			
HEATING	X		
ELECTRICAL	X		
WATER	X		
PLUMBING			X
HIGH COST COMPONENTS			
INSULATION			X
EXTERIOR COVER			
WINDOWS/DOORS			
SECONDARY COMPONENTS			
WALLS/FLOORS	X		
CEILINGS		X	
OTHER FACTORS			
HEALTH / SAFETY		X	
LEAD BASED PAINT			
ASBESTOS			
ACCESSIBILITY			X
	Inspected By: NICK LEWIS-NOLTON		