

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 ***4315 County Road 24, Cameron Mills, NY 14820.***

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

Francis Musso
4315 County Road 24
Cameron Mills, NY 14820

SPECIFICATIONS WRITTEN BY

Nick Lewis-Nolton
Code Enforcement Officer
Town of Thurston

ACCEPTANCE OF SPECIFICATIONS

Homeowner **Date**

Specifications Writer **Date**

Project #1 – ROOF & CHIMNEY

Note: Existing roof has been partially completed. Project scope will involve partial roof replacement/installation.

1. Install 30# asphalt saturated felt over the entire exposed area (except where snow and ice shield to be installed)
2. Metal roof panel roof coverings shall be applied to solid or spaced sheathing, except where the roof covering is specifically designed to be applied to spaced supports.
3. Minimum slopes for metal roof panels shall comply with the following:
 - The minimum slope for lapped, nonsoldered-seam metal roofs without applied lap sealant shall be three units vertical in 12 units horizontal (25-percent slope).
 - The minimum slope for lapped, nonsoldered-seam metal roofs with applied lap sealant shall be one-half unit vertical in 12 units horizontal (4-percent slope). Lap sealants shall be applied in accordance with the approved manufacturer's installation instructions.
 - The minimum slope for standing-seam roof systems shall be one-quarter unit vertical in 12 units horizontal (2-percent slope).
4. Metal roof panels shall be secured to the supports in accordance with this chapter and the manufacturer's installation instructions. In the absence of manufacturer's installation instructions, the following fasteners shall be used:
 - Galvanized fasteners shall be used for steel roofs.
 - Copper, brass, bronze, copper alloy and 300-series stainless steel fasteners shall be used for copper roofs.
 - Stainless steel fasteners are acceptable for metal roofs
5. Flashings shall be installed in a manner that prevents moisture from entering the wall and roof through joints in copings, through moisture permeable materials and at intersections with parapet walls and other penetrations through the roof plane.
6. Flashings shall be installed at wall and roof intersections, wherever there is a change in roof slope or direction and around roof openings. A flashing shall be installed to divert the water away from where the eave of a sloped roof intersects a vertical sidewall. Where flashing is of metal, the metal shall be corrosion resistant with a thickness of not less than 0.019 inch (0.5 mm) (No. 26 galvanized sheet).
7. A cricket or saddle shall be installed on the ridge side of any chimney or penetration more than 30 inches (762 mm) wide as measured perpendicular to the slope. Cricket or saddle coverings shall be sheet metal or of the same material as the roof covering.
 - Exception: Unit skylights installed in accordance with Section R308.6 and flashed in accordance with the manufacturer's instructions shall be permitted to be installed without a cricket or saddle.
8. Install vent stack rubber boot flashings of correct size to all vents that pass through the roof deck areas to be weathertight.
9. Install roof ridge over ridge vent to the full length of all horizontal roof ridges. Installation shall be in accordance with manufacturer's specifications.

Total: _____

Project #2 – EXTERIOR WALLS

Note: Existing water damage to exterior walls

1. Repair or replace various areas of exterior siding, trim, fascia, and flashing. Replace any damaged insulation. Make weathertight.

Total: _____

Project #3 – FRONT DECK & RAILING

1. Full replacement of exterior cantilever deck
2. Install new metal railing to deck area

Total: _____

Project #4 – INTERIOR HEATING

1. Installation of new electric baseboard heaters inside the dwelling unit

Total: _____

Project #5 – WINDOWS & DOORS

Note: Refer to Lead Based Paint specifications for further instructions regarding requirements for dealing with window components.

1. Remove existing entry door threshold and replace with new materials
2. Remove existing sashes and any other necessary materials from all windows and remove from the site, in preparation for installation of replacement windows.
3. In the existing openings, install new vinyl replacement, double glazed, insulated window units with Low-E glass (Energy Star) and ½ screens such as ‘Anderson’ tilt wash series or equivalent. New window sizes and configurations to match the existing openings.
4. Install insulation around each window and re-install check stops and trim, or install new check stops and trim in areas where wood trim is rotted. Caulk around exterior edges of window unit to be weathertight.
5. Inspect and replace any deteriorated or rotted wood sills and casings. Install aluminum coil stock on ALL windows and door openings. Caulk as necessary.
6. All windowsills and moldings (if applicable) throughout the dwelling must be smooth and non-porous (painted or clear coated) to allow for effective cleaning.

Total: _____

Project #6 – WALLS & CEILINGS

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 #7 – SMOKE AND 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: During the initial risk assessment, the dwelling's soffit was determined to be positive for LBP. Federal regulations now require certain projects to use Lead Based Paint abatement procedures in addition to Lead Safe Work Practices.

Methods for Lead Based Paint Abatement:

1. Paint film stabilization of existing soffit; includes removal of loose surface material using wet methods and applying a primer and topcoat to all components.
2. Encapsulate soffit with vinyl or aluminum components
3. Completely remove all paint from soffit

2. Radon

Radon inspection detected levels of radon above federal guidelines. Mitigation equipment to be installed.

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:	4315 COUNTY RT 24	OVERALL RATING:	
	MUSSO	COST TO REPAIR:	
COMPONENT	DEFICIENCY		
	M Z O N	R O Z - M Z O N	R O - J A M Z O N
			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		X	
WINDOWS/DOORS			X
SECONDARY COMPONENTS			
WALLS/FLOORS		X	
CEILINGS		X	
OTHER FACTORS			
HEALTH / SAFETY		X	
LEAD BASED PAINT			
ASBESTOS			
ACCESSIBILITY			
Inspected By: NICK LEWIS-NOLTON			