

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 ***4960 County Route 12, Campbell, NY 14821.***

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

Rosemary Arnold
4960 County Route 12
Campbell, NY 14821

SPECIFICATIONS WRITTEN BY

Nick Lewis-Nolton
Code Enforcement Officer
Town of Thurston

ACCEPTANCE OF SPECIFICATIONS

Homeowner **Date**

Specifications Writer **Date**

PROJECT #1 – ROOF

Full tear-off of existing metal roof and replacement with new metal roof, including:

1. Inspection of rafters and replace as needed
2. Installation of new attic insulation to meet code requirements
3. Installation of fascia and vented soffit
4. 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.
5. 5. Minimum slopes for metal roof panels shall comply with the following:
6. 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).
7. 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.
8. The minimum slope for standing-seam roof systems shall be one-quarter unit vertical in 12 units horizontal (2-percent slope).
9. 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:
10. Galvanized fasteners shall be used for steel roofs.
11. Copper, brass, bronze, copper alloy and 300-series stainless steel fasteners shall be used for copper roofs.
12. Stainless steel fasteners are acceptable for metal roofs
13. 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.
14. 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).
15. 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.
16. 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.

Total: _____

PROJECT # 2 – GUTTERS

1. Remove any existing Gutters and Downspouts from the dwelling and remove from site.
2. Install continuous .027-inch, 5-inch, K-type, white aluminum gutters with the appropriate accessories to all eaves of the dwelling, including porches. Downspouts shall be

connected using cut in drop tubes with white aluminum pop rivets and sealed with gutter seal.

3. Gutters shall be attached to the dwelling using fascia bracket hangers located 24–28-inch OC. Where fascia brackets are not practical, roof strap hangers will be allowed 24 inches OC.
4. Downspouts shall be firmly attached to the dwelling using a back mounted bracket spaced no more than 48 inches OC. All downspout outlets shall extend a minimum of 5 feet from dwelling to keep excess water away from the foundation.
5. Gutters shall have a minimum of ½ inch pitch per 10 feet of run.

Total: _____

PROJECT #3 – EXTERIOR WALLS

1. Repair or replace exterior vinyl siding, trim, fascia, and flashing on entire dwelling to make weathertight

Total: _____

PROJECT #4 – PORCH

1. Complete tear-down and replacement of exterior porch, including ramp and railing to meet code requirements

Total: _____

PROJECT #5 – STRUCTURAL IMPROVEMENTS

1. Repair wall and floor separation in various areas of dwelling to meet code requirements
2. Replace floor beams and subfloor in various areas of dwelling
3. Repair fire separation and make garage/dwelling fire code compliant

Total: _____

PROJECT #6 – HEATING

1. Installation of furnace ducting and chimney pipe to meet Code requirements

Total: _____

PROJECT #7 – ELECTRICAL

1. Electrical upgrades to entire dwelling to meet code compliance requirements

Total: _____

PROJECT #8 – 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. Install 5/8 Fire resistant sheetrock where required to maintain fire separation from garage
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 #9– 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. Install fire doors where required for attached garage.
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) and ½ screens such as “Andersen” tilt wash series, or equivalent. New window sizes to match the existing window openings as close as possible. Install egress sizes where required per code

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.

Total: _____

PROJECT #10 – FLOORING

1. Repair structural issues
2. Repair and installation of subfloor
3. Installation of flooring throughout dwelling

Total: _____

PROJECT #11 – 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 # 12 – ENVIRONMENTAL CONTROL HAZARDS

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 windows covered by the above Scope of Work.

2. Radon

Radon inspection did not detect levels of radon above federal guidelines. No mitigation needed.

3. Asbestos

4. Asbestos inspection found positive levels of asbestos above the federal guidelines: Kitchen Tile. Hazard covered by the scope of work. Asbestos Containing Materials (ACM) that will be disturbed as part of program activities must be handled and disposed of according to NYS Department of Labor requirements at 12 NYCRR Part 56 and local regulations.

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:	4960 CTY RT 12				OVERALL RATING:	POOR
	ARNOLD				COST TO REPAIR:	
COMPONENT	DEFICIENCY					
	M-ZO	R-Z-M	R-J-A-M	C-R-I-T-I-C-A-L	SEE PICTURES AND INITIAL MATERIALS ESTIMATE	
STRUCTURAL COMPONENTS					REPAIR NEEDED/COMMENT	COST
ROOF			X		NEEDS TO BE TORN OFF, RAFTER INSPECT, INSULATE ATTIC, NEW METAL	
FOUNDATION	X					
EXT. WALLS		X			INSULATION, BATH WALL SEPARATION	
FLOOR STRUCT.			X	X	FLOOR SEPARATION IN SEVERAL SPOTS	
CHIMNEY		X			FURNACE CHIMNEY PIPE IN BASEMENT	
BUILDING SYSTEMS						
HEATING		X			OIL, WOOD, COAL FURNACE DUCTING	
ELECTRICAL		X		X	UPGRADE NEEDED TO BE CODE COMPLIANT	
WATER	X					
PLUMBING	X					
HIGH COST COMPONENTS						
INSULATION			X	X	ATTIC , CEILING, WALL INSULATION	
EXTERIOR COVER			X	X	NEEDS NEW VINYL SIDING	
WINDOWS/DOORS			X	X	15 WINDOWS NEEDED, NEW EXT DOORS MEANS OF EGRESS LIMITED	
SECONDARY COMPONENTS						
WALLS/FLOORS			X	X	NEW FLOOR BEAMS, SUBFLOOR, AND COVERING. DRYWALL THOUGHOUT	
CEILINGS			X	X	FALLING DOWN PANELING, FOAM BOARD PAINTED	
OTHER FACTORS						
HEALTH / SAFETY			X	X	NO SMOKE DETECTORS, NO FIRE BREAK BETWEEN BASEMENT GARAGES AND LIVING SPACES	
LEAD BASED PAINT						
ASBESTOS						
ACCESSIBILITY			X	X	PORCH NEEDS TO BE REBUILT, RAMP, RAIL NEEDED	
Inspected By: NICK LEWIS-NOLTON						