

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 **6493 Harrison Road, Bath, NY 14810**.

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

Theresa Bohrman
6493 Harrison Road
Bath, NY 14810

SPECIFICATIONS WRITTEN BY

Nick Lewis-Nolton
Code Enforcement Officer
Town of Thurston

ACCEPTANCE OF SPECIFICATIONS

Homeowner **Date**

Specifications Writer **Date**

Project #1 – ROOFING, SOFFIT, FASCIA

Replacement of existing shingle roof, soffit, and fascia with metal roof

1. Remove all existing roof coverings, including Porches and Additions, down to the decking and remove from site. For venting purposes, on upper roof areas cut out and remove 2 inches of existing decking the length of each ridge.
2. Install roof ridge vent to the full length of all horizontal roof ridges. Installation shall be in accordance with manufacturer's specifications.
3. 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.
4. 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.
5. 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
6. 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.
7. 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).
8. 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

Total: _____

Project #2 – BASEMENT FOUNDATION

1. Repair cracks in basement foundation, including rear wall where the garage meets the dwelling

Total: _____

Project #3 – EXTERIOR WALLS

1. Repair or replace section of exterior wall behind deck ledger with new insulation, sheathing, flashing, siding, and trim.

Total: _____

Project #4 – FURNACE & CHIMNEY

1. Install new oil furnace according to code requirements
2. Install new chimney for furnace according to manufacturer's specifications

Total: _____

Project #5 – PLUMBING

1. Replace all septic and drain lines with engineer designed system. CONTRACTOR SHALL SUBMIT DESIGN TO CODE OFFICER AND CALL FOR ALL INSPECTIONS.
2. Repair interior drains and make code compliant

Total: _____

Project #6 – INSULATION

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 any damaged sections of interior ceilings and walls, including attic, 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 where needed.
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 – DOORS

1. Remove all entry exterior doors, including the jambs, casings, thresholds, and hardware.
2. Rough frame the opening to accept pre-hung door unit to match existing opening.
3. Install pre-primed, steel, insulated (Energy Star), half-glass (double glazed, insulated glass) pre-hung door unit, such as “Benchmark” or equal, to match existing opening.
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. Inspect and replace any deteriorated wood sills and casings. Install aluminum coil stock on door opening on exterior to be weathertight. Caulk as necessary. Color to be white. Stain or paint interior casings to match existing.
6. Install keyed lockset, such as “Yale” or equivalent. Supply homeowner with two keys.
7. Adjust the latches, thresholds, sweeps, stops, etc., so that door functions properly and is weathertight.
8. Install white, self-storing combination storm door with screen and hardware, such as “Larson” or equivalent, on new door unit. Cost of new storm door not to exceed \$175.

Total: _____

Project #8 – BASEMENT HOPPER WINDOWS

1. Remove existing sashes and any other necessary materials from all windows and remove from the site, in preparation for installation of replacement windows.
2. In the existing openings, install new vinyl replacement hopper window units. New window sizes and configurations to match the existing openings.
3. 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.
4. Inspect and replace any deteriorated or rotted wood sills and casings. Install aluminum coil stock on ALL windows and door openings. Caulk as necessary.
5. 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 #9 – MINOR ELECTRICAL WORK

1. Install new receptacles, switches, and fixtures throughout dwelling per customer choice

Total: _____

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**

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|--|------------------|-------|-------|----------|---|-------------|
| ADDRESS: | 6493 HARRISON RD | | | | OVERALL RATING: | GOOD |
| | BOHRMAN | | | | COST TO REPAIR: | |
| COMPONENT | DEFICIENCY | | | | | |
| | MZOZ | ROZ-M | ROJAM | CRITICAL | SEE PICS AND REPORT AND ESTIMATE OF MATERIALS | |
| STRUCTURAL COMPONENTS | | | | | REPAIR NEEDED/COMMENT | COST |
| ROOF | | X | | | INSTALL METAL OVER SHINGLES , SOFFIT | FASCIA |
| FOUNDATION | | X | | | BASEMENT FOUNDATION CRACKS AND SEPARATION WHERE MEETS GARAGE SLAB | |
| EXT. WALLS | | X | | | WALL BEHIND DECK NOT FLASHED | |
| FLOOR STRUCT. | X | | | | | |
| CHIMNEY | | X | | | WITH NEW FURNACE | |
| BUILDING SYSTEMS | | | | | | |
| HEATING | | | X | | NEW FURNACE NEEDED-OIL PREFERRED | |
| ELECTRICAL | | X | | | LACK OF LIGHT FIXTURES, SMALL ISSUES | |
| WATER | X | | | | | |
| PLUMBING | | | X | | SEPTIC AND DRAIN LINES NEED REPLACED | |
| HIGH COST COMPONENTS | | | | | | |
| INSULATION | | | X | | ATTIC, WALLS | |
| EXTERIOR COVER | X | | | | | |
| WINDOWS/DOORS | | X | | | ENTRY DOORS REPLACED, 3 HOPPERS | |
| SECONDARY COMPONENTS | | | | | | |
| WALLS/FLOORS | X | | | | | |
| CEILINGS | X | | | | | |
| OTHER FACTORS | | | | | | |
| HEALTH / SAFETY | | | | | | |
| LEAD BASED PAINT | | | | | | |
| ASBESTOS | | | | | | |
| ACCESSIBILITY | | | | | | |
| Inspected By: NICK LEWIS-NOLTON | | | | | | |