

Scope of Work Package

Renovation Property Address

Dear Contractor,

Thank you for your interest in our renovation project. The attached "Scope of Work" document package is intended to list all items that we intend to perform on the property. It is our intent that this work will be performed in the most economical and feasible coordination of contractors.

As you review the Scope of Work, if you feel we have included unnecessary items or have omitted required work, please indicate on your quotation documentation. You are not obligated to submit a quote for the whole renovation but can submit quotes for your area of expertise. Where possible please indicate your prices on the appropriate Scope of Work document. If you would prefer to utilize your own quotation form, please ensure that you indicate the property address and RFQ# located on the Scope of Work document. Each RFQ is a detailed outline of the work to be completed for this renovation.

Some contracts have been awarded, therefore RFQs may not be sequential. If you would like to submit a quote for this renovation, please contact our office to arrange a viewing of the property. We thank you for your time and should you have any questions, please feel free to contact our office at your convenience.

Kind Regards,

Name

Company Name (if applicable)

Address

Bus: (000)000-0000 Fax: (000)000-0000

Contact:

E-Mail:

Website:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 001 Page 1 of 1 Refer to Terms and Condition Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Roofing 1. Remove and discard all material associated with dormers 2. Install or reinforce existing main header at peak of roof 3. Install new roof trusses in place of dormers to meet current building codes 4. All material used must meet or exceed adjacent installation. 5. Replace any rotted roofing material found in the inspection after attic demolition phase. (New sheeting material to match thickness of existing roofing) 6. Remove and replace all shingles. (Roofing to meet current standards with regard to ice dam prevention and eave flashing requirements. 15 Year shingles to be used.) 7. Optional price for 25 year shingles 8. Optional price required to remove existing chimney to 1 foot above attic floor and install new chimney flashing in line with chimney (Purpose to remove off set in chimney and provide better seal around chimney / roof transition)		

Signing this document is indication that I the Contractor have read and understand the scope of work as identified, and Terms and Conditions as attached.

Sub Total	
GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 002 Page 1 of 2 Refer to Terms and Condition Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Interior Demolition and Rough In <ol style="list-style-type: none"> 1. Refer to attached floor plan and associated notes 2. Block in existing rear door and move to new location in rear entrance hall way 3. Window opening to be shortened to facilitate counter top installation on the south wall of the kitchen. 4. Wall between Bedroom 3 and rear entrance to be removed to corner of bedroom 2 near chimney stack. The door to the bedroom will be moved in the general area as indicated. 2 new closets will be installed 1 for bedroom and 1 for Rear entrance. 5. Block in existing bathroom window c/w insulation and sheeting 6. Ceiling and walls in Bedroom 1 & 2 are to be partially removed to facilitate inspection for water damage and wood rot. 7. Remove interior doorways in the rear entranceway, including removing doorway and wall to basement. 8. Install new stairs to basement 9. Carefully remove and label all window and door casings for future use, all trim removed to door rough in studs. 10. Fill in the drywall in areas around doors and windows to the edge of the opening on walls that have had drywall installed over the existing plaster 11. Remove all baseboards (will not be reused) 12. Fill in the drywall in at baseboard level on walls that have had drywall installed over the existing plaster 13. Install new exterior doors in front and rear entrances (3 doors total, Labor Only) 14. Supply and install new insulated attic hatch. 15. Remove and/or abandon all un-necessary plumbing. 16. Re-route existing sewer vent stack inside a wall cavity 		

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Sub Total	
GST	
Total	

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 002 Page 2 of 2 Refer to Terms and Condition Attached
Property Address:	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 003 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Interior Finishing 1. Prepare all walls for painting (Surface must be smooth and free of defects and cracks, Skim coat walls or new drywall are acceptable options.) 2. Install new sub-floor through out main floor of building (Flooring to be even elevation throughout) 3. Prepare all ceilings for painting or texturing (Surface must be smooth and free of defects and cracks, Skim coat or new drywall are acceptable options.) 4. Install all interior doors and bi-fold doors (Labor only) 5. Install all window and door casing after window installation. 6. Optional Price to texture ceilings in rooms that existing texture cannot be salvaged 7. Optional price to sand and prepare all window, door and fireplace trim. 8. Optional price to prime and paint walls, ceilings and trim as required.		

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Sub Total	
GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

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Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 004 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Attic Demolition 1. Remove and discard all paneling 2. Remove and discard all material stored in attic. 3. Remove all insulation from roof trusses (discard all wet and/or damaged insulation, good insulation to be stacked at west end of attic for use at later date)		

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Sub Total	
GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 005 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Kitchen and Bathroom Finishing 1. Labor to install new kitchen as per attached sketch 2. Labor to install new bathroom fixtures as per attached sketch. 3. Re-route plumbing to facilitate new layout of kitchen and bath.		

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Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 006 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Siding and Exterior Finishing 1. Install new vinyl siding (including minimum R-2 insulation) on all exterior walls. 2. Optional Price for R-7, R-15 insulation as per item 1 above 3. Optional Price for R-22 insulation as per item 1 above 4. New metal soffit and fascia including replacing existing wood fascia that is water damaged. 5. Install new eavstrough and down spouts		

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Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 007 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Deck, Side Walk and Landing 1. Install rear deck as per attached sketch 2. Supply and install all required material to rebuild side walk and front step as per attached sketch.		

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GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 008 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Basement Re-Construction 1. Optional price to build new interior partition wall around perimeter of basement, including insulation and hanging drywall. 2. Remove and pour complete new concrete floor 3. Repair existing concrete wall where existing door has been installed, poured concrete is the preferred repair method. Care is to be exercised to eliminate potential for moisture ingress. (there will be no door from outside) 4. Crack seal all concrete to prevent moisture ingress. 5. Jack up porch area footing and recommend any other areas of concern.		

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GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 009 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Demolition Completion <ol style="list-style-type: none"> 1. Remove tiles from walls in kitchen 2. Remove floor over stairway opening 3. Remove all interior basement walls to facilitate inspection of concrete foundation. 4. Remove all interior partition walls in basement 5. Remove all paneling and drywall on basement ceiling 6. Remove all debris from basement including plank floor in the West end. Garbage Removal In Garage <ol style="list-style-type: none"> 1. Dispose of all garbage in garage, save all old register covers and items of architectural character 2. Do not dispose of hazardous material in dumpster, i.e. batteries, oil, solvents, paint 		

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Sub Total	
GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 010 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Interior Finishing 9. Price to texture ceilings in rooms that existing texture cannot be salvaged 10. Price to sand and prepare all window, door and fireplace trim. 11. Price to prime and paint walls, ceilings and trim as required.		

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Sub Total	
GST	
Total	

Contractor Name: _____
 Contractor Rep: _____
 Phone: _____
 Estimated Completion: _____
 Signature: _____
 Date: _____

Comments:

Request For Quotation

Company/Individual Name Address City, Province, Postal Code Phone: (000) 000-0000 Fax: (000) 000-0000	Date: RFQ #: RFQ - 011 Page 1 of 1 Refer to Terms and Conditions Attached
Property Address:	

Quantity	Scope Of Work	Unit Price	Amount
	Garage Demolition 1. Demolish garage and clean up area free of debris when complete		

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Sub Total	
GST	
Total	

Contractor Name: _____

Contractor Rep: _____

Phone: _____

Estimated Completion: _____

Signature: _____

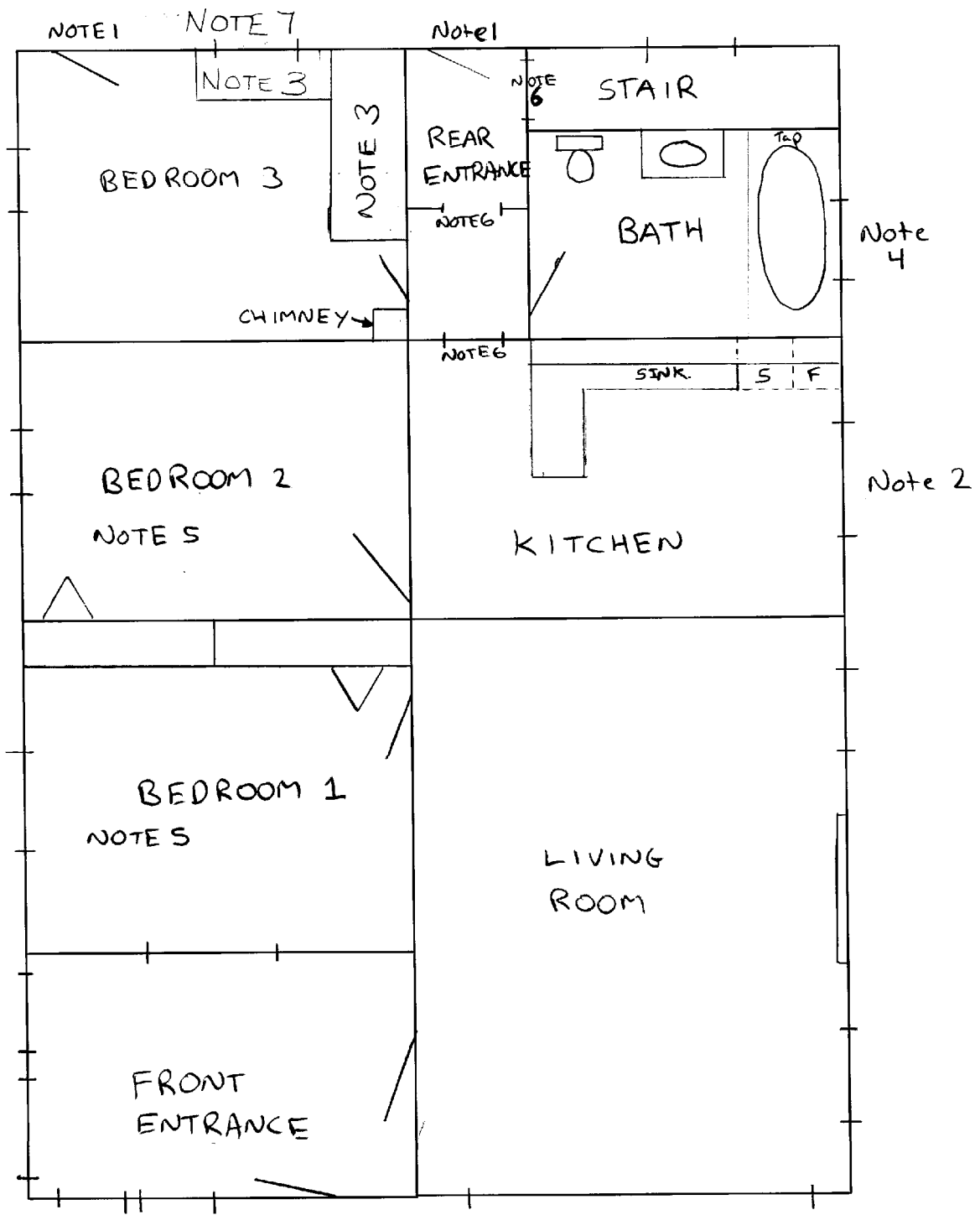
Date: _____

Comments:

Floor Plan Notes

Notes:

1	Block in existing rear door and move to new location in rear entrance hall way
2	Window opening to be shortened to facilitate counter top installation on the south wall of the kitchen.
3	Wall between Bedroom 3 and rear entrance to be removed to corner of bedroom 2 near chimney stack. Once removed, the floor plan will be laid out and agreed. The door to the bedroom will be moved in the general area as indicated. 2 new closets will be installed 1 for bedroom and 1 for Rear entrance. Location and size to be confirmed.
4	Block in existing bathroom window c/w insulation and sheeting
5	Ceiling and walls in Bedroom 1 & 2 are to be partially removed to facilitate inspection for water damage and wood rot.
6	Remove interior door ways in the rear entrance way
7	Block in existing Bedroom 3 window c/w insulation and sheeting



65 STREET

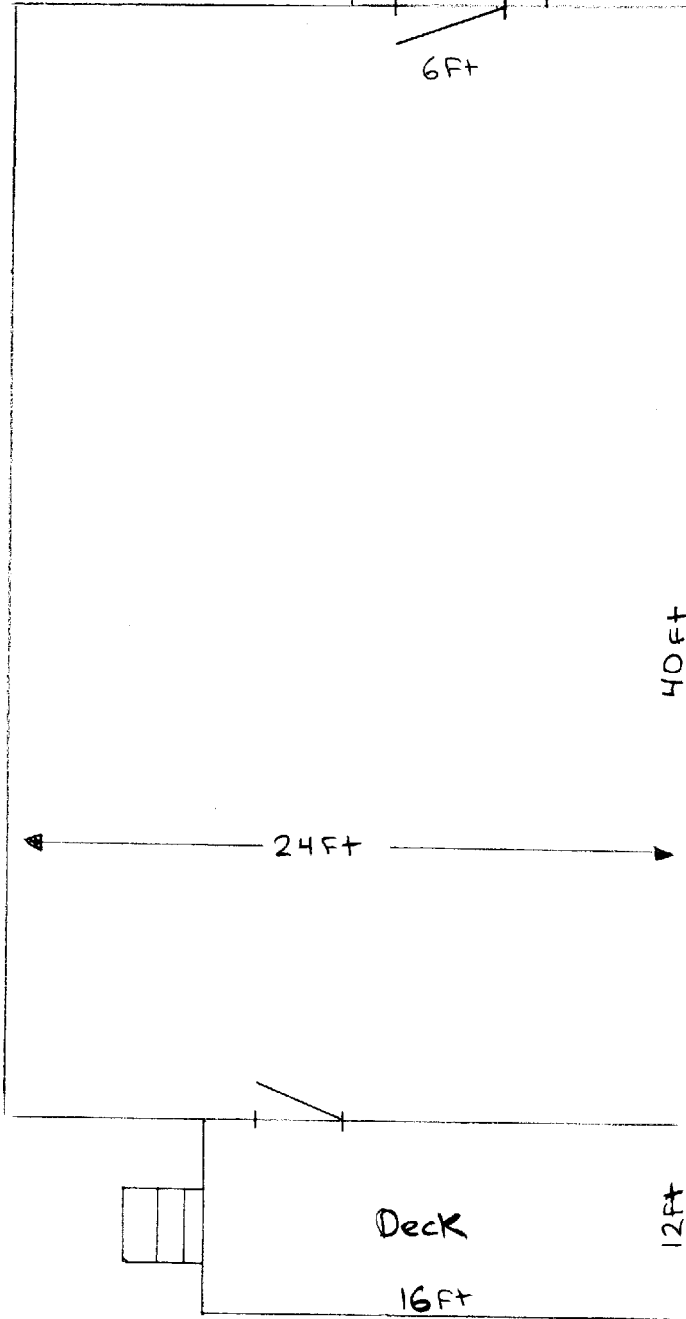
65 STREET

Rebuild This Portion
OF SIDE WALK

4FT

6FT

Replace
STEPS w/ ROOF
attached to Building
Supported by
Posts at end of
STEP, style to
match existing
Cottage style
Roof.



DECK, SIDE WALK + LANDING.

Company/Individual Name

Address

City, Province, Postal Code

Terms and Conditions

1. All work performed must comply with current building code practices. Any deviations must be identified in writing to the owner.
2. Contractor agrees that no work beyond the signed scope of work will be authorized without an “Extra Work Authorization” form signed by a representative of both Company/Individual Name. and the Contractor.
3. Quotation must indicate if GST is included in the prices or if charged extra. If not itemized, it is understood that GST will not to be added to the prices.
4. Contractor does not hold Owner liable for any injury incurred on the property.
5. Payment Terms are net 30 Days from the greater of either the completion of work or receipt of invoice.
6. All invoices must contain the property address and quotation number.
7. In the event the owner is expected to pay for material or sub-trades separately, those prices must be identified separately on the quotation.