

DESCRIPTION OF SERVICES
(IFB Attachment H)

1.0 FACILITY DESCRIPTION.

2926 Bolton Road - The single-family dwelling is a 2092 sq. ft. home with three bedrooms and two bathrooms. It was built in 1971 with crawl space.

7070 N Kenwood Drive - The single-family dwelling is a 1287 sq. ft. home with three bedrooms and one bathroom. It was built in 1966 with a crawl space.

5315 Albert Street - The single-family dwelling is an 1104 sq. ft. home with three bedrooms and one bathroom. It was built in 1964 with a crawl space.

4412 Elderwood Drive - The single-family dwelling is a 1050 sq. ft. home with three bedrooms and one bathroom. It was built in 1971 with a slab foundation.

3890 Karen Drive - The single-family dwelling is a 1207 sq. ft. home with three bedrooms and two bathrooms. It was built in 1968 with crawl space.

2.0 General Requirements.

- 2.1 Contractor shall supply all labor that meets South Carolina and Federal Employment Laws. Contractor shall have all required insurances, state contractor's license and required city/county business licenses.
- 2.2 Contractor must provide labor, materials, and any other related materials for roof replacement at various sites as specified herein.
- 2.3 Minor material and work not specifically mentioned herein, but necessary for the proper completion of the specified work, must be furnished without additional cost to the Charleston County Housing and Redevelopment Authority (CCHRA).
- 2.4 Unforeseen Major Repairs - Should deteriorated material of a major nature be uncovered in the course of the work, it must be brought to the attention of the Procurement Officer. Repairs must be made as directed, and an adjustment will be made in the contract price in accordance with the terms of the contract.
- 2.5 Contractor shall supply a 24/7 emergency manned phone number at all times. Contractor shall have an e-mail address set up for emergency/extra work notices.
- 2.6 The premises must be kept free at all times from accumulation of waste material and rubbish resulting from the work. Upon completion of work, all rubbish, tools, and surplus materials must be removed and the premises left clean to the

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satisfaction of the Procurement/Contract Administrator and Property Manager. All waste materials and rubbish resulting from the contract work will become the property of the Contractor and must be removed from CCHRA property and disposed of by the Contractor.

- 2.7 Prior to beginning work, submit a Contractor's work schedule to the Procurement/Contract Administrator for approval.

3.0 Detailed Requirements.

- 3.1 The initial term of agreement for Roof Replacement - Various Sites will be for forty-five (45) days from the date of the contract signing.
- 3.2 The Contractor must furnish all labor, materials, and supervision to accomplish the following at **EACH** site -
- 3.2.1 Remove existing shingles and replace with new 30-year architectural shingles
 - 3.2.2 Remove and replace any rotted plywood
 - 3.2.3 Replace any rotted rafters as needed
 - 3.2.4 Replace rotted fascia with new #1 pressure-treated material
 - 3.2.5 Replace rotted shingle molding with new shingle molding
 - 3.2.6 Install metal drip edges where needed
 - 3.2.7 Install or replace ridge vents as needed
 - 3.2.8 Install or replace frieze boards in areas as needed