



# POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502  
Tribal Offices: (251) 368-9136 • Fax: (251) 368-0827  
www.poarchcreekindians-nsn.gov

HOUSING  
AUTHORITY

Work Write-Up/Bid Sheet  
Willow Creek Subdivision unit #202  
110 Calvin McGhee Dr.  
Atmore, Al. 36502  
Contact person: Wayne Rutherford  
Telephone: 368-9136 ext. 2253  
January 31, 2012

Scope of Work: Remove Carpet/tile, except in kitchen and utility room.

Note: This work is to be carried out without displacing the tenants.

1. Remove contents of one room at a time to install flooring. \$ \_\_\_\_\_
2. Remove old carpet/tile and or padding. Remove shoe molding. \$ \_\_\_\_\_
3. Prep floors with a level floor patch and sand smooth before installing new VCT. Color and style are to be Armstrong pattern 52514. \$ \_\_\_\_\_
4. Install new tile in both bedrooms, living area and bathroom. This will include closets. \$ \_\_\_\_\_
5. Install new painted shoe molding. Contractor shall be responsible for puttying nail holes and touching up paint on shoe molding. \$ \_\_\_\_\_

Contractor Initials: \_\_\_\_\_  
Procurement Officer: BF

6. Contractor shall put back the room contents as he completes a room.

\$ \_\_\_\_\_

7. The Contractor is responsible for daily clean up and final clean up.  
All trash and debris is to be hauled to an approved sanitary landfill.

\$ \_\_\_\_\_

Bid Total: \$ \_\_\_\_\_

Contractor's Initials: \_\_\_\_\_  
Procurement Officer: BT

COMPANY/CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*BIDS MUST BE RETURNED BY 2:00 P.M. Tuesday, February 7, 2012\***

**Bids will be opened at 2:00 p.m. on February 7, 2012**

BIDS MUST BE RETURNED IN A SEALED ENVELOPE WITH THE PROJECT NAME, DATE OF BID OPENING AND CONTRACTOR'S NAME WRITTEN ON OUTSIDE OF ENVELOPE. ALL SHEETS OF THE CONTRACTOR'S BID SHOULD BE INITIALLED AT THE BOTTOM OF EACH PAGE. BIDS CANNOT CONTAIN WHITE OUT NOR CAN THEY BE FAXED. ANY BIDS CONTAINING WHITE OUT OR BEING FAXED WILL BE REJECTED.

**ALL WORK DONE FOR PCI TRIBAL HOUSING AUTHORITY SHALL CARRY A ONE YEAR WORKMANSHIP WARRANTY. CONTRACTOR TO FURNISH MATERIAL MANUFACTURER'S WARRANTIES TO PCITHA. ROOFING SHALL CARRY A TWO YEAR WORKMANSHIP WARRANTY.**

**ALL BIDS MUST BE WRITTEN IN BLUE INK**

**IF YOU MAKE A CHANGE ON YOUR BID IT MUST BE INITIALED**

NOTE: IF YOU DO NOT HAVE A CONTRACTOR'S LICENSE ON FILE WITH HOUSING, PLEASE ENCLOSE A COPY WITH YOUR SEALED BID. YOU MUST SUBMIT PROOF OF WORKER'S COMPENSATION AND GENERAL LIABILITY INSURANCE WITHIN 10 DAYS OF WINNING A BID. IF YOU HAVE ANY QUESTIONS CONTACT TOM STURDIVANT, HOUSING CONSTRUCTION COORDINATOR @ 251-368-9136 EXT. 2259.

Contractor's Initials: \_\_\_\_\_