



To: Board of Directors; Greater Syracuse Property Development Corporation
John Sidd
From: Katelyn Wright
Date: July 13, 2018
Re: Board of Directors Meeting – July 17, 2018

The Greater Syracuse Property Development Corporation will hold a regular meeting of the Board of Directors on **Tuesday, July 17, 2018 at 8:00 A.M.** in the third floor conference room at the CNY Philanthropy Center at 431 E. Fayette Street, Syracuse, NY 13202.

- I. Call to order**
- II. Roll Call**
- III. Proof of Notice**

- IV. Executive Summary & Financial Statements**

- V. New Business**
 - A. Authorize the Sale of Multiple Properties
 - B. Contract for 10 demolitions
 - C. Authorization to acquire 1546-48 South Ave, 1550-54 South Ave, 2032 South Ave, 1811 Lodi Street, and 1812 Lodi Street from the City of Syracuse
 - D. Renew eProperty Plus user licenses
 - E. Authorization to hire an Administrative Assistant
 - F. Authorize the GSPDC to contract for the renovation of 304 W. Beard (contingent upon N4N funding approval by Enterprise)
 - G. Authorize the GSDPC to sell 304 W. Beard (contingent upon N4N funding approval)
 - H. 215 Tully sale to Good Life Foundation

- VI. Discussion**
 - Common Council approved 2018-19 funding contract

- VII. Adjournment**



PLEASE POST

PLEASE POST

PLEASE POST

PUBLIC MEETING NOTICE

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION

HAS SCHEDULED A REGULAR MEETING OF THE BOARD OF DIRECTORS

FOR

8:00 AM Tuesday, July 17, 2018

At

The CNY Philanthropy Center
431 E. Fayette Street
Third floor conference room
Syracuse, NY 13202

For more information, please contact Katelyn Wright at 315-422-2301 or
kwright@syracuselandsbank.org

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION

CERTIFICATE REGARDING NO CONFLICT OF INTEREST

MEETING DATE: July 17, 2018

The Greater Syracuse Property Development Corporation (the “GSPDC”) has this day considered numerous business items (each a “Transaction”) including, but not limited to, the sale of real or personal property to, undertaking projects with or on behalf of, and entering contracts with, certain individuals and business entities (each a “Stakeholder”).

I, the undersigned director, officer or employee of GSPDC, **DO HEREBY CERTIFY**, as follows:

1. I do not have any interest with regard to any Transaction which would cause the Transaction to be deemed a “related party transaction” (as defined in Section 102[a][24] of the New York Not-For-Profit Corporation Law), and no Relative (as defined in Section 102[a][22] of the New York Not-For-Profit Corporation Law) of mine or entity in which I have an ownership or beneficial interest has any such interest.

A “related party” as defined under Section 102(a)(23) of the New York Not-For-Profit Corporation Law means: (a) any director, officer or key employee of the GSPDC or any affiliate of the GSPDC; (b) any relative of any director, officer or key employee of the GSPDC or any affiliate of the GSPDC; or (c) any entity in which any individual described in clauses (a) and (b) above has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

A “related party transaction” as defined under Section 102(a)(24) of the New York Not-For-Profit Corporation Law means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which the GSPDC or any affiliate of the GSPDC is a participant.

2. I do not have any interest in, or relationship with, any Stakeholder which would violate the GSPDC’s Code of Ethics, Section 1614 of the New York Not-for-Profit Corporation Law, Sections 73 or 74 of the New York Public Officers Law, or Section 4.15 of the Intermunicipal Agreement between Onondaga County and the City of Syracuse dated March 27, 2012 or which would create a potential conflict of interest as defined pursuant to Article VIII of the Bylaws of the GSPDC.
3. The nature and extent of any interest I may have in any Stakeholder or Transaction is described in Exhibit A annexed hereto, such disclosure to be made a part of and set forth in the official minutes of the GSPDC.

BOARD OF DIRECTORS:

Vito Sciscioli, Chair

Daniel Barnaba, Treasurer

El-Java Williams Abdul-Qadir

James Corbett, Vice Chair

Julie Cerio

STAFF:

Katelyn E. Wright

Meghan Craner

Lizette Lewis

David Rowe

Chamar Otis

Terri Luckett



Executive Summary
July 17, 2018 Board of Directors Agenda

I. Executive Summary & Financial Statements

Attached please find financial statements through the end of May.

II. New Business

A. Authorize the Sale of Multiple Properties

See the list of properties starting on p. 15 of this packet.

B. Contract with Crisafulli Trucking, Inc. for 10 demolitions

Our 2018-19 funding contract with the City provides \$500,000 for demolitions, which we must match with an additional \$500,000 spent by 6/30/19. We anticipate that we will be awarded additional mortgage settlement funding for demolitions and spend \$500,000 of that funding between 1/1/19 and 6/30/19. These first 10 demolitions will be funded by 2018-19 City funding. We will bid out another batch in early August and are aiming to spend the City's \$500,000 by 12/31/18.

These first ten houses were selected based on their condition. All ten have partially collapsed foundations are represent a safety hazard and a liability to the Land Bank. The RFP for these houses was sent to all four demolition contractors on our qualified contractor list. Only Crisafulli and Scanlon submitted bids. In this instances we asked contractors to bid a price on each house, indicate if they would give a discount if they were awarded all 10 (if so, how much), and asked to indicate if their bid was contingent upon being awarded all 10.

- Crisafulli bid a total of \$191,575 with a \$1,000 discount if they were awarded all 10 (\$190,575).
- Scanlon bid \$244,209, indicated that they would provide a 5% discount if awarded all 10 (\$231,998.55) and checked the box stating that the bid was contingent upon them being awarded all 10.

We also asked each contractor to estimate the number of days they will require an air monitor on each site and took that cost differential into account. Crisafulli was still the lowest bidder as their number of air monitor days was very close (21 for Scanlon and 23 for Crisafulli). We will build a clause into the contract stating that if the jobs take longer than bid and additional air monitoring days are required, that the cost for that additional air monitoring will be billed to the demolition contractor.

I also compared this bid to the amount we would have paid under last year's bulk contract – bidding out specific houses instead of paying a standard price per square foot saves us \$36,000 in this instance. In addition, because the houses are identified in the RFP and the contractor is required to inspect each site prior to bidding, we don't risk upcharges for excessive debris found inside the homes.

In addition to the demolition itself, the Land Bank pays a water service kill fee, pays an architect to condemn each building, pays a third-party air monitor to ensure compliance with DOL laws regulating asbestos, and incurs an insurance premium on each job. In total, we anticipate the cost to demo these houses will be \$232,224.31. This will be covered by our 2018-19 City funding.

We are seeking the board's authorization to contract with Crisafulli Trucking, Inc. for the demolition of the ten houses listed in an attachment to this packet for an amount not to exceed \$190,575.

C. Authorization to acquire multiple properties from the City of Syracuse

1546-48 South Ave., 1550-54 South Ave., and 2032 South Ave. are part of a strategic site assembly effort on South Ave. We are working to acquire clusters of properties on South Avenue for redevelopment consistent with the recently completed South Avenue Corridor Economic Development Study. 1811 Lodi Street and 1812 Lodi Street are both City-owned community gardens.

D. Renew eProperty Plus user licenses

eProperty Plus remains the only off the shelf property management software designed for Land Banks. Our current user licenses expire 8/27. Our cost last year was \$12,763.53 (one of our licenses was for a partial year last year). We are seeking the board's approval to renew this license agreement with STR Grants for five users at \$13,669.68/year. This is a 5% increase over last year's rates.

E. Authorization to hire an Administrative Assistant

Lizette Lewis has given notice and her last day will be by 7/18/18. I need a little more time to advertise and find a candidate, but am seeking the board's authorization to select and hire someone to fill this position for an amount not to exceed the current salary. The job description is unchanged from last fall.

F. Authorize the GSPDC to contract for the renovation of 304 W. Beard

This is the third house we plan to renovate using Neighbors 4 Neighborhoods funds administered by Enterprise. The intent of this program is to renovate homes to create high quality rental housing that will then be owned and operated by a homeowner who lives in that same neighborhood. 304 W. Beard is a two-family house located on a block where the Land Bank is working with the City and Home Headquarters to plan a number of other renovations, demolitions, and possible new construction projects.

We solicited bids for renovation from the ten contractors on our qualified GC list and only received responses from two. Despite indicating that this job doesn't have to be completed until 12/31, most contractors we spoke to who did not bid are already booked out for the remainder of the year.

- JK Construction - \$229,750
- MAC Construction - \$196,295

Adding in a contingency and soft costs, the total project cost totals \$238,143. The grant will cover 80% of the total project cost or no more than \$100,000/unit. In this case the grant will cover \$190,514 and the buyers will purchase the house for \$47,629. They will be obligated to rent these units at affordable rates to families not earning more than 80% of Area Median Income. The project budget estimates they will have a cap rate of 7%. Maintenance costs will be relatively low as this house will be completely gutted and rebuilt. In addition, we are planning to demolish the house next door (using City funds) and merge the two lots together prior to sale.

We are seeking the board's authorization to contract with MAC construction to complete the attached scope of work for \$196,295 and for the executive director to approve up to 10% in change orders if necessary, contingent upon Enterprise approving the grant funding for this project.

G. Authorize the Sale of 304 W. Beard

We are seeking the board's authorization to sell this house (after renovation) to Sam Rowser for \$47,629, contingent upon Enterprise approving the project funding. Sam Rowser and his wife, Patrona Jones Rowser, live two blocks away on Wood Ave. in a house he purchased from his grandparents. A few years ago he purchased and renovated a single-family house next door to their home from the Land Bank.

H. Authorize sale of 215 Tully Street to The Good Life Foundation

Hasan Stephens will be presenting a revised redevelopment budget and operating budget for this property. Their organization needs site control in order to apply later this month for CFA grants to support the renovation. I will attempt to get those two budget documents distributed to the board on Monday so you can review them in advance of the meeting. I would recommend that if the board is inclined to enter into a contract to sell this property to The

Good Life Foundation, that we do so contingent upon the Foundation securing the funds to redevelop the property within 12 months, incorporating certain progress benchmarks to be met during that 12 month period, and that we sell the building for an amount equal to the Land Bank's costs into the property.

III. Discussion

- Common Council approved 2018-19 funding contract

Greater Syracuse Property Development Corporation
Balance Sheet
As of May 31, 2018

	May 31, 18	May 31, 17
ASSETS		
Current Assets		
Checking/Savings		
10000 · Checking	4,364,727.15	4,678,642.39
Total Checking/Savings	4,364,727.15	4,678,642.39
Accounts Receivable		
11001 · Accounts Receivable	622.60	-300.00
Total Accounts Receivable	622.60	-300.00
Other Current Assets		
12001 · Undeposited Funds	15.88	46,205.11
12100 · Contract Receivable		
12101 · 2017 AG Demo Contract Rec.	600,000.00	1,500,000.00
12102 · 2017 County Contract Rec.	0.00	300,000.00
12103 · N4N Contract Rec.	244,091.00	0.00
12100 · Contract Receivable - Other	0.00	521,000.01
Total 12100 · Contract Receivable	844,091.00	2,321,000.01
12200 · Reimbursement Receivable	0.00	3,529.99
12500 · Prepaid Insurance	30,352.63	38,755.74
12900 · Prepaid Expense	3,424.86	26,714.89
Total Other Current Assets	877,884.37	2,436,205.74
Total Current Assets	5,243,234.12	7,114,548.13
Fixed Assets		
14000 · Computer	13,399.86	9,558.36
15000 · Furniture and Equipment	6,381.08	6,381.08
16000 · Software and Website	13,050.00	10,350.00
17000 · Accumulated Depreciation	-22,488.59	-18,445.95
Total Fixed Assets	10,342.35	7,843.49
Other Assets		
18000 · Cost of Properties Held	703,695.19	600,782.94
Total Other Assets	703,695.19	600,782.94
TOTAL ASSETS	5,957,271.66	7,723,174.56

Greater Syracuse Property Development Corporation
Balance Sheet
As of May 31, 2018

	May 31, 18	May 31, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	86,608.04	70,143.28
Total Accounts Payable	86,608.04	70,143.28
Credit Cards		
20001 · M&T Visa Community Card	1,256.98	2,641.01
Total Credit Cards	1,256.98	2,641.01
Other Current Liabilities		
20500 · Down Payment on Property Sale	25,170.38	13,151.00
21000 · 401(k) Payable	1,512.78	979.65
22000 · Accrued Expenses	57,984.93	54,940.38
Total Other Current Liabilities	84,668.09	69,071.03
Total Current Liabilities	172,533.11	141,855.32
Long Term Liabilities		
27200 · Other Liabilities	600.00	0.00
28000 · Deferred Grant Inflow		
28003 · County Loan Guarantee '14	150,000.00	150,000.00
28004 · County Deconstruction '14	16,910.17	16,910.17
28005 · County Geographic Targeted '14	0.00	4,328.92
28006 · County Bank Purchase	139,663.91	160,105.76
28008 · AG Purch/Rehab '15	0.00	310,000.00
28009 · AG Side Lots '15	8.20	26,225.02
28011 · AG Demo '17	26,872.51	1,358,500.00
28012 · County 2017	126,176.76	150,000.00
28013 · Neighbors for Neighbors '17-'18	324,982.81	-5,732.00
28014 · AG Rehab '17	600,000.00	600,000.00
29000 · Americorps Grant	3,520.35	20,904.60
Total 28000 · Deferred Grant Inflow	1,388,134.71	2,791,242.47
Total Long Term Liabilities	1,388,734.71	2,791,242.47
Total Liabilities	1,561,267.82	2,933,097.79
Equity		
32000 · Unrestricted Net Assets	4,752,792.14	4,950,411.82
Net Income	-356,788.30	-160,335.05
Total Equity	4,396,003.84	4,790,076.77
TOTAL LIABILITIES & EQUITY	5,957,271.66	7,723,174.56

Greater Syracuse Property Development Corporation
Profit & Loss Current Month & Year to Date
May 2018

	May 18	Jan - May 18
Ordinary Income/Expense		
Income		
40000 · Government Grants		
40040 · Onondaga County	322.83	27,761.03
40060 · NY Attorney General	376.66	167,610.88
Total 40000 · Government Grants	699.49	195,371.91
40090 · Neighbors for Neighbors Income	167.46	55,142.08
40950 · Community Donated Funds	0.00	400.00
41000 · Donated Property	0.00	118,500.00
42000 · REO Donated Funds	0.00	21,100.00
48000 · Side Lot Application Income	25.00	225.00
49000 · Rental Income	13,550.00	30,152.00
49500 · Sale of Property	108,559.46	564,000.46
Total Income	123,001.41	984,891.45
Cost of Goods Sold		
50000 · Cost of Sales		
500VI · Vacant COS Inventorial		
50010 · Property Purchase Cost	6,593.00	54,219.75
50015 · Donated Property Value	0.00	118,500.00
50020 · Recording Fees	20.00	60.00
50040 · Board-Up	1,075.00	1,952.52
50050 · Debris Removal - Initial	29,549.12	100,493.34
50095 · Sidewalk Replacement/Repair	1,950.00	1,950.00
50100 · Stabilization	12,108.84	49,946.37
50115 · Environ. Assess. Inventorial	3,359.00	8,369.00
50170 · Architectural Prof. Services	100.00	4,052.50
50180 · Land Survey Prof. Services	2,375.00	8,250.00
50200 · Property Appraisal	0.00	1,750.00
50999 · Spec Reclass to/from Inventory	12,469.78	101,312.22
Total 500VI · Vacant COS Inventorial	69,599.74	450,855.70
500PC · Periodic COS		
50025 · Property Materials and Supplies	204.22	1,848.02
50029 · General Inspections	0.00	5,471.00
50051 · Debris Removal - Periodic	53,192.66	129,434.87
50070 · Lawn Maintenance	20,213.26	34,852.94
50080 · Snow Removal	0.00	73,414.00
50110 · Demolition/Deconstruction	10,900.00	134,620.50
50111 · Renovation Expensed	0.00	53,862.30
50120 · Permits/Fees	25.00	75.00
50130 · Utilities	805.36	5,930.15
50190 · Evictions	818.60	2,773.44
50205 · Legal & Closing Costs	4,728.79	15,996.19
50220 · Brokerage - Sale	0.00	3,000.00
53010 · Property Purchase Cost	0.00	302.00
53100 · Stabilization	1,710.88	5,787.96
53170 · Architectural Prof. Services	0.00	1,200.00
53200 · Property Appraisal	0.00	450.00
Total 500PC · Periodic COS	92,598.77	469,018.37
Total 50000 · Cost of Sales	162,198.51	919,874.07
Total COGS	162,198.51	919,874.07
Gross Profit	-39,197.10	65,017.38

Greater Syracuse Property Development Corporation
Profit & Loss Current Month & Year to Date
May 2018

	May 18	Jan - May 18
Expense		
60000 · Accounting Fees	8,040.00	39,160.00
60100 · Automobile	527.57	2,603.34
60150 · Bad Debt	2,200.00	2,200.00
60200 · Depreciation	411.79	1,965.84
60300 · Legal Fees	5,280.20	20,096.40
60400 · Office Expense	2,534.83	12,653.93
60500 · Payroll		
60510 · Salary	28,172.42	140,749.90
60520 · Payroll Taxes	2,147.45	11,543.27
60530 · Employee Health Insurance	3,602.89	18,201.51
60540 · Employer 401(k) Match	1,469.04	6,625.45
60550 · Payroll Processing Fees	772.34	1,796.30
Total 60500 · Payroll	36,164.14	178,916.43
60600 · Professional Services	3,351.25	15,856.25
60602 · Relocation Assistance Expense	1,575.77	18,343.03
60603 · Special Assessments Expense	10.99	2,353.35
60700 · Insurance		
60701 · Property	240.29	888.51
60702 · Liability	13,378.61	65,823.06
60700 · Insurance - Other	7,517.29	36,788.80
Total 60700 · Insurance	21,136.19	103,500.37
60800 · Telephone	242.94	1,073.59
60900 · Travel	454.98	2,137.44
60905 · Conference/Meeting	0.00	600.00
61000 · Bank Service Charge	0.00	35.00
61200 · License and Fees	304.99	2,854.95
61300 · Events & Marketing	1,820.00	10,574.83
61400 · Rent Expense	2,133.45	10,541.76
Total Expense	86,189.09	425,466.51
Net Ordinary Income	-125,386.19	-360,449.13
Other Income/Expense		
Other Income		
70200 · Salvage Income	0.00	125.00
71000 · Reimbursement Income		
71001 · Insurance Reimbursement	0.00	785.00
71000 · Reimbursement Income - Other	1,400.89	1,750.83
Total 71000 · Reimbursement Income	1,400.89	2,535.83
72000 · Forfeited Down Payment on Sale	500.00	1,000.00
Total Other Income	1,900.89	3,660.83
Net Other Income	1,900.89	3,660.83
Net Income	-123,485.30	-356,788.30

A meeting of the Board of Directors of the Greater Syracuse Property Development Corporation ("GSPDC") was convened in public session in the third floor conference room at 431 E. Fayette Street, Suite 375; Syracuse, New York 13202 on July 17, 2018 at 8:00 a.m.

The meeting was called to order by the Chairman and, upon roll being called, the following directors of the GSPDC were:

PRESENT:

Vito Sciscioli, Chair
Daniel Barnaba, Treasurer
El-Java Abdul-Qadir

EXCUSED:

Julie Cerio, Secretary
James Corbett, Vice Chair

FOLLOWING PERSONS WERE ALSO PRESENT:

Katelyn Wright	Executive Director
John P. Sidd, Esq.	GSPDC Counsel

The following resolution was offered by _____ seconded by _____, to wit:
Resolution No.: 19 of 2018

**RESOLUTION AUTHORIZING THE SALE OF
MULTIPLE PARCELS OF REAL PROPERTY**

WHEREAS, New York Not-for-Profit Corporation Law Section 1609(d) authorizes the GSPDC to convey, exchange, sell, or transfer any of its interests in, upon or to real property; and

WHEREAS, New York Not-for-Profit Corporation Law Section 1605(i)(5) requires that a sale of real property be approved a majority vote of the Board of Directors; and

WHEREAS, New York Not-for-Profit Corporation Law Section 1609(f) permits the board of directors to delegate to officers and employees the authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the land bank; and

WHEREAS, Section 4(e)(i) of the GSPDC's Disposition of Real and Personal Property Policy (the "Property Disposition Policy") permits the GSPDC to dispose of real property by negotiation after listing the real property for sale with a licensed real estate broker and/or on the GSPDC's website; and

WHEREAS, Section 4(e)(i)(3) of the Property Disposition Policy permits the GSPDC to sell real property to an applicant who has not submitted the highest purchase offer for a variety of reasons consistent with the GSPDC's mission and purpose to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use; and

WHEREAS, all disposals of GSPDC property must be made to qualified buyers pursuant to Section 5 of the Property Disposition Policy; and

WHEREAS, the GSPDC owns certain parcels of real property situate in the County of Onondaga, State of New York and more particularly identified on the Properties List attached hereto as Schedule A (individually, a "Property" or collectively, the "Properties"); and

WHEREAS, the Executive Director, after evaluating all purchase offers received for the Properties in accordance with the Property Disposition Policy, has recommended that the GSPDC sell each Property to the corresponding Buyer identified on the Properties List (individually, a "Buyer" or collectively, the "Buyers") in accordance with the terms and conditions set forth therein; and

WHEREAS, the GSPDC has determined that each Buyer is a qualified buyer and that that each Buyer's offer is reasonable and consistent with the GSPDC's mission and purpose; and

WHEREAS, the GSPDC has solicited competition for the each Property in accordance with the Property Disposition Policy; and

WHEREAS, if any Property is being sold to a Buyer who has not submitted the highest purchase offer for such Property, the Board of Directors has determined that the sale is justified for the reasons set forth on the Properties List, said reasons being consistent with the GSPDC's mission and purpose to facilitate the return of vacant, abandoned, and tax-delinquent properties to productive use; and

WHEREAS, the GSPDC desires to sell each Property to the corresponding Buyer identified on the Properties List at the price set forth therein; and

WHEREAS, as may be noted on the Properties List, the GSPDC shall require certain Buyers to execute and deliver a Development Enforcement Note and Mortgage to ensure that the Buyer fulfills its development and use commitments to the GSPDC.

NOW, THEREFORE, BE IT RESOLVED BY THE GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The recitals above are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. The Members of the Board hereby authorize the GSPDC to sell each Property to the corresponding Buyer identified on the Properties List and authorize the Executive Director to enter into a Contract to Purchase with the GSPDC as seller and the Buyer as buyer with respect to each Property. Each Contract to Purchase shall be agreeable in form and content to the Executive Director and GSPDC counsel.

Section 3. The Chairman, Vice Chairman, Secretary and Treasurer are each hereby authorized to execute all documents on behalf of the GSPDC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution. The Executive Director and the Director of Operations of the GSPDC are each also hereby authorized and directed for and in the name and on behalf of the GSPDC to execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property by the GSPDC.

Section 4. All other officers, employees and agents of the GSPDC are hereby authorized to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Vito Sciscioli	VOTING	___
James Corbett	VOTING	___
Daniel Barnaba	VOTING	___
Julie Cerio	VOTING	___
El-Java Abdul-Qadir	VOTING	___

The foregoing Resolution was thereupon declared and duly adopted.

STATE OF NEW YORK)
COUNTY OF ONONADAGA) ss.:

I, the undersigned Secretary of the Greater Syracuse Property Development Corporation (the "GSPDC"), DO HEREBY CERTIFY, that I have compared the foregoing extract of the minutes of the meeting of the directors of GSPDC, including the Resolution contained therein, held on July 17, 2018 with the original thereof on file in my office, and that the same is a true and correct copy of such proceedings of GSPDC and of such Resolution set forth therein and of the whole of said original so far as the same related to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all directors of GSPDC had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the directors of GSPDC present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of GSPDC this 21st day of August, 2018.

Julie Cerio, Secretary



July 17, 2018 Sales Summary

1) 707 Kirkpatrick St – Vacant Single-Family Home

Date Acquired: 10/26/2017 Listed 12/12/2017
 Current List Price: \$13,900 Days on Market: 72 days (on for 30, off for 4 months, on for 42 days)
 Original List Price: \$13,900 Land Bank's Minimum Renovation Est: \$25,000.00

707 Kirkpatrick St. is a four-bedroom, two-bath home located in the Washington Square neighborhood and listed in the Home Ownership Choice program. This property was previously under contract for sale to a flipper, but they backed out of the sale and we put it back on the market. The Land Bank received one offer for this property. Yahumara Aquirre Lamar submitted an offer to purchase as an owner occupant. Ms. Lamar's father is works for a contracting company and has several years of experience doing all of the work that does not have to be done by licensed tradespeople. He has provided pictures of the work that he has done and it looks very well done. They will hire licensed tradespeople for the components of the scope where that is required.

Based on the Land Bank's disposition policy, staff recommend sale to Yahumara Aquirre Lamar, subject to an enforcement mortgage to be discharged once the proposed renovations are completed and a second enforcement mortgage requiring the home remain owner-occupied for five years.

707 Kirkpatrick St. Purchase Offer	
Applicant	Yahumara Aquirre Lamar
Offer	\$13,900
Plan	Renovate to Owner-Occupy
Notes/ Recommendations	Applicant has agreed to mandatory renovation specifications

2) 247 Grant Blvd. – Vacant Single-Family Home

Date Acquired: 06/29/2017 Listed 12/08/17
 Current List Price: \$77,000 Days on Market: 90 (initially on for 60, off for 4 months, back on for 30)
 Original List Price: \$95,000 Land Bank's Minimum Renovation Est: \$14,000.00

247 Grant Blvd, a single-family property with four bedrooms and two bathrooms located in the Eastwood neighborhood. The property minor renovations and is in the Home Ownership Choice program. The Land Bank received two offers for this property. Both offers are from public employees who plan to owner occupy the property. Ms. Timeka Smart and her husband Kenyah are both public employees. Timeka is a Syracuse Firefighter and Kenyah works for the City's sanitation department. Ms. Regina Henderson has also submitted an offer to purchase this property. Ms. Henderson is a Syracuse City School Teacher. Miss Henderson would owner occupy this property with her family, as well.

Ms. Henderson previously submitted an offer that was accepted by the Land Bank. After four months, Ms. Henderson opted to terminate that contract because her bank was unwilling to finance this house. Their rationale for denying the loan was unclear as the loan amount was well under their maximum LTV based on the bank's appraisal. Ms. Henderson opted not to pursue financing through another bank and opted instead to terminate her purchase contract.

When initially listing the home, we opted to list at \$95,000 knowing that a public employee could get a \$20,000 discount and that, with this discount, the purchase price and required renovations would total near the value for comps on this

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“Schedule A”

street. When re-listing we lowered the price significantly so as to make the budget viable for buyers that might not be utilizing the public employee discount.

Both applicants are pre-approved for loan amounts sufficient to purchase and complete all required renovations.

Based on the Land Bank’s disposition policy, staff recommend sale to Timeka & Kenyah Smart subject to an enforcement mortgage to be discharged once the proposed renovations are completed and a second enforcement mortgage requiring the home remain owner-occupied for five years.

247 Grant Blvd Purchase Offers		
Applicant	Timeka & Kenyah Smart	Regina Henderson
Offer	\$58,000	\$57,000
Plan	Renovate to Owner Occupy	Renovate to Owner Occupy
Notes/ Recommendations	Applicant has agreed to mandatory renovation specifications	Applicant has agreed to mandatory renovation specifications

3) 217 Grumbach Ave. – Vacant Single-Family Home

Date Acquired: 09/21/2017	Listed 02/27/2018
Current List Price: \$9,900	Days on Market: 126
Original List Price: \$9,900	Land Bank’s Minimum Renovation Est: \$24,000.00

217 Grumbach Ave. is two-bedroom, two-bath home located in the Northside. The property needs major renovation work. The Land Bank received one offer for this property. Mr. Shpend Behrami will purchase this property to operate as a rental. Mr. Behrami has purchased two other properties from the Land Bank and has completed and rented one at 115 Hier Ave. and is in the process of finishing the other property at 116 Hier Ave. 116 Hier Ave is more than 75% completed.

Based on the Land Bank’s disposition policy, staff recommend sale to Shpend Behrami subject to an enforcement mortgage to be discharged once the proposed renovations are completed.

217 Grumbach Purchase Offer	
Applicant	Shpend Behrami
Offer	\$9,900
Plan	Renovate for Rental
Notes/ Recommendations	Applicant has agreed to mandatory renovation specifications

4) 437 N. Salina Street – Commercial row-building

Date (re)Acquired: 3/14/18	Listed: 4/23/18
Current List Price: \$24,900	Days on Market: 60 days
Original List Price: \$24,900	

This three-story commercial row building includes a total of 4746 sq. ft. and an attached two-car garage on the rear, alley-facing side of the building. It has a new roof, but otherwise needs to be gutted to the studs and needs new electrical, plumbing, and mechanical systems, a complete build-out, and restoration of the Salina Street façade.

We received one qualified offer from 1st Point, LLC. They are a construction management company and plan to use the building for their offices. Based on the Land Bank’s disposition policies, staff recommend sale to 1st Point, LLC, subject to an enforcement mortgage to be discharged once the property is fully renovated, obtains a Certificate of Occupancy for all three floors, and the Salina Street façade has been restored.

“Schedule A”

437 N. Salina Street Purchase Offer	
Applicant	1 st Point, LLC
Offer	\$27,000
Plan	Renovate for their own business

5) 1604 Lodi Street – Nonbuildable Commercial Lot

Date Acquired: 5/7/14

Dimensions: 36' by 98'

Uon's Corporation owns the laundromat at the corner of Lodi and John Streets, located next door to this lot. They previously purchased 105 John Street from the Land Bank, which is the other adjacent property. They are just completing the renovation of that property, which they plan to operate as a rental.

The Land Bank demolished 1604 Lodi using AG funding in October 2017. They wish to acquire this lot to install parking spaces for the laundromat.

Based on the Land Bank's disposition policies, staff recommend sale to Uon's Corporation contingent upon their first obtaining the necessary permits from the City of Syracuse, and subject to an enforcement mortgage to be discharged once they have completed their proposed redevelopment plan.

1604 Lodi Street Purchase Offer	
Applicant	Uon's Corporation
Offer	\$750
Plan	Redevelop for Parking

6) 385 Gertrude St. – Buildable Vacant Lot (Residential Class B zoning district)

Date Acquired: 02/23/2015

Listed 03/09/2018

Current List Price: \$3,000

Days on Market: 117

Original List Price: \$3,000

Land Bank's Minimum Renovation Est: \$15,000.00

385 Gertrude St. is a vacant lot in the Northside neighborhood. Zoned Residential, Class B it could be built on or you could legally develop an off-site parking lot here for other nearby properties. Coral Real Estate, LLC would like to purchase the lot and redevelop it for use as a parking lot. Coral Real Estate, LLC is under contract to buy the adjacent two-family property, but has not decided whether or not they would like to merge this property with the adjacent rental property. They intend to repair the retaining wall that runs along the western edge of the property and install a paved parking lot.

Coral Real Estate, LLC has purchased properties and successfully renovated rental properties from the Land Bank in the past. This will be the first vacant lot they have purchased from us for this kind of redevelopment.

Based on the Land Bank's disposition policy, staff recommend sale to Coral Real Estate, LLC, contingent upon them first obtaining all necessary permits from the City of Syracuse for the development of the parking lot, subject to an enforcement mortgage to be discharged once the proposed redevelopment is complete.

385 Gertrude St. Purchase Offer	
Applicant	Coral Real Estate, LLC
Offer	\$3,000
Plan	Develop Parking Lot
Notes/ Recommendations	Sale contingent upon buyer obtaining permits for parking lot development

“Schedule A”

7) 1604 Lodi Street – Nonbuildable Vacant Lot

Date Acquired: 4/15/15

Dimensions: 33' x 132'

The Land Bank demolished a multi-unit apartment building on this property in February 2018 using AG funding. Ms. Sharon Padmore proposes to merge this lot with her adjacent two-family house. The other adjacent property owner was not interested in purchasing.

Based on the Land Bank’s disposition policies, staff recommend sale to Sharon Padmore contingent upon her merging this lot with her adjacent property.

235-37 Lakeview Ave. Purchase Offer	
Applicant	Sharon Padmore
Offer	\$976
Plan	Merge with Adjacent Property

2018 - Demo RFP #1
Bids due July 9, 2018

Lowest Qualified Bidder:
Crisafulli Trucking, Inc.

Estimated total cost of this grouping of demolitions

	Bid	W/ Discount for all 10	Air monitoring days	Air Monitoring (est. depends on # of tests)	Water Kill	Condemnation Letter	Insurance Premiums	Total Each Site
551 Seymour	\$ 17,650.00	\$ 17,550.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,316.25	\$ 21,416.25
331-33 W Calthrop	\$ 15,165.00	\$ 15,065.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,129.88	\$ 18,744.88
307 Merriman	\$ 19,975.00	\$ 19,875.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,490.63	\$ 23,915.63
226 Hope Ave	\$ 15,990.00	\$ 15,890.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,191.75	\$ 19,631.75
214-16 Hunt Ave	\$ 17,995.00	\$ 17,895.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,342.13	\$ 21,787.13
185 Lakeview	\$ 26,000.00	\$ 25,900.00	3	\$ 1,875.00	\$ 1,000.00	\$ 300.00	\$ 1,942.50	\$ 31,017.50
187 Lakeview	\$ 14,850.00	\$ 14,750.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,106.25	\$ 18,406.25
1456 S. State St	\$ 21,800.00	\$ 21,700.00	3	\$ 1,875.00	\$ 1,000.00	\$ 300.00	\$ 1,627.50	\$ 26,502.50
112 Delaware	\$ 21,000.00	\$ 20,900.00	2	\$ 1,250.00	\$ 1,000.00	\$ 300.00	\$ 1,567.50	\$ 25,017.50
116-18 Delaware	\$ 21,150.00	\$ 21,050.00	3	\$ 1,875.00	\$ 1,000.00	\$ 300.00	\$ 1,578.75	\$ 25,803.75
			23					
total	\$ 191,575.00	\$ 190,575.00		\$ 14,375.00	\$ 10,000.00	\$ 3,000.00	\$ 14,293.13	\$ 232,243.13

Sq Ft	Bulk Price	Amt bid - bulk rate
2880	\$ 25,401.60	\$ (7,851.60)
1666	\$ 14,694.12	\$ 370.88
2240	\$ 19,756.80	\$ 118.20
2016	\$ 17,781.12	\$ (1,891.12)
2431	\$ 21,441.42	\$ (3,546.42)
1408	\$ 12,418.56	\$ 13,481.44
3425	\$ 30,208.50	\$ (15,458.50)
2753	\$ 24,281.46	\$ (2,581.46)
4090	\$ 36,073.80	\$ (15,173.80)
2842	\$ 25,066.44	\$ (4,016.44)
total savings over bulk rate		\$ (36,548.82)

\$ 23,224.31
average total cost of each demo this round

A meeting of the Board of Directors of the Greater Syracuse Property Development Corporation ("GSPDC") was convened in public session at the offices of the GSPDC located at 431 East Fayette Street, Suite 375, Syracuse, New York 13202 on July 17, 2018 at 8:00 a.m.

The meeting was called to order by the Chairman and, upon roll being called, the following directors of the GSPDC were:

PRESENT:

Vito Sciscioli, Chair
Daniel Barnaba, Treasurer
El Java Abdul Qadir, Director

Excused:

James Corbett, Vice-Chair
Julie Cerio, Secretary

FOLLOWING PERSONS WERE ALSO PRESENT:

Katelyn E. Wright	Executive Director
John P. Sidd, Esq.	GSPDC Counsel

The following resolution was offered by _____, seconded by _____, to wit:

Resolution No.: 20 of 2018

**RESOLUTION AUTHORIZING THE ACQUISITION OF
CERTAIN PROPERTIES FROM THE CITY OF SYRACUSE**

WHEREAS, New York Not-For-Profit Corporation Law §1608(b) authorizes the GSPDC to acquire real property by gift, devise, transfer, exchange, foreclosure, purchase, or otherwise; and

WHEREAS, pursuant to New York Not-For-Profit Corporation Law §1608(c), the GSPDC may accept transfers of real property from municipalities upon such terms and conditions as agreed to by the GSPDC and the municipality; and

WHEREAS, the GSPDC desires to acquire from the City of Syracuse title to certain parcels of real property identified on the Properties List attached hereto as Schedule A subject to the limitations set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The recitals above are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. The GSPDC is hereby authorized to acquire from the City of Syracuse title to the parcels of real property identified on the Properties List attached hereto as Schedule A (individually a “Property” and collectively the “Properties”), subject to the following limitations:

GSPDC shall be under no obligation to acquire any Property which the GSPDC reasonably determines to:

- a. have defects in title; or
- b. constitute a danger or public hazard; or
- c. contain hazardous substances or present other environmental concerns; or
- d. be fiscally imprudent for the GSPDC to accept including, by way of example and not limitation, Property which contains improvements in need of demolition; or
- e. that the GSPDC deems inappropriate for acquisition.

Section 3. The Chairman and the Executive Director of the GSPDC are each hereby authorized and directed to execute all documents on behalf of the GSPDC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

Section 4. The other officers, employees and agents of the GSPDC are hereby authorized and directed for and in the name and on behalf of the GSPDC to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution.

Section 5. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Vito Sciscioli	VOTING	___
Daniel Barnaba	VOTING	___
El Java Abdul Qadir	VOTING	___
James Corbett	VOTING	___
Julie Cerio	VOTING	___

The foregoing Resolution was thereupon declared and duly adopted.

STATE OF NEW YORK)
COUNTY OF ONONADAGA) ss.:

I, the undersigned Secretary of the Greater Syracuse Property Development Corporation (the "GSPDC"), DO HEREBY CERTIFY, that I have compared the foregoing extract of the minutes of the meeting of the directors of GSPDC, including the Resolution contained therein, held on July 17, 2018 with the original thereof on file in my office, and that the same is a true and correct copy of such proceedings of GSPDC and of such Resolution set forth therein and of the whole of said original so far as the same related to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all directors of GSPDC had due notice of said meeting; (B) said meeting was in all respect duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the directors of GSPDC present through said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of GSPDC this 21st day of August, 2018.

Julie Cerio, Secretary

Schedule A

Address	Property Number	Land Use
1546-48 South Ave.	1385002800	Two-Family
1550-54 South Ave.	1385002900	Commercial
2032 South Ave.	1385008000	Two-Family
1811 Lodi St.	0353005000	Vacant Land
1812 Lodi St.	0353005900	Vacant Land



304 W Beard Ave - Work Scope

Address: 304 W Beard Avenue

Unit: Unit 01 - First Floor

Trade: 1 General Requirements

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
1 139	Invitation to Bid You are hereby invited to submit a bid for the total completion of the work shown and/or specified in the documents which are included in this packet. These documents include: bid instructions, work specification line items and floor plans. Your bid must be submitted on the itemized proposal. All bids shall be delivered to the Greater Syracuse Land Bank at 431 E Fayette St Suite 375 Syracuse, NY 13202 no later than June 15th, 2018. Bids must include ALL work. Bids will not be accepted later than the specified time, unless all bidders are notified of an extension. 1 - General Requirements	1.00	AL	n/a	n/a
2 140	Bid Due Date All bids are due back Friday, June 15th by 5pm electronically to David Rowe at drowe@syracuselandbank.org or at the front desk at 431 E Fayette St Suite 375 Syracuse, NY 13202. Contact David to schedule a pre-bid walk through or for any questions regarding the scope of work. 1 - General Requirements	1.00	EA	n/a	n/a
3 141	Contractor Pre-Bid Walk Through There will be a prebid walk through at the property at a time to be determined. In order to bid on this rehab, a representative of the bidding company must be present at this walk through. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction. 1 - General Requirements	1.00	DU	n/a	n/a
4 142	Construction Definitions "Install" means to purchase, set up, test and warrant a new component. "Replace" means to remove and legally dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component. 1 - General Requirements	1.00	GR	n/a	n/a
5 143	Verify Quantities/Measurements All Quantities stated in the attached specifications for this address are estimates of the finished product for the contractor's				

Trade: 1 General Requirements

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. Discrepancies in Quantities found by the contractor must be communicated on the bid form. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.				
	1 - General Requirements	1.00	GR	n/a	n/a
6 144	Pricing Duration Submitted pricing will remain valid for 90 days from the date issued.				
	1 - General Requirements	1.00	EA	n/a	n/a
7 145	Price Breakdown All bids must be submitted and broken down on these spec sheets. Each line item bid should include the corresponding contingency, overhead, and profit. Line items may be considered as stand alone pricing for deletion of work or partial scopes.				
	1 - General Requirements	1.00	EA	n/a	n/a
8 146	Pre-construction Meeting A pre-construction meeting between a Land Bank representative and the contractor shall take place prior to initiation of all new construction and vacant rehabilitation projects. Upon award of the work the successful contractor will schedule a time with the representative at the site to review the work and schedule. The contractor will attend the meeting with a tentative start & finish dates, milestones for partial payment, and estimate support information for making scope adjustments if required.				
	1 - General Requirements	1.00	EA	n/a	n/a
9 147	Scheduling of Work The start and completion date will be established by the Land Bank and the contractor prior to issuance of contract. Dates will be documented in the notice to proceed.				
	1 - General Requirements	1.00	EA	n/a	n/a
10 148	Insurance The Contractor shall purchase and maintain insurance of the following types of coverage and limits of liability: 1) Commercial General Liability (CGL) coverage with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. • If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project. • CGL coverage shall be written on ISO occurrence from GC 00 01 (1093) or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury. • The Greater Syracuse Land Bank. shall be included as additional insured. Coverage for the additional insured shall apply as Primary and Non-contributing insurance before any other				

Trade: 1 General Requirements

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insureds. There shall be no Labor Law exclusions. - Insurance deductibles cannot exceed \$10,000. 2) Automobile Liability - Business Auto Liability with limits of at least \$1,000,000 each accident. - Business Auto Coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles. - The Greater Syracuse Land Bank and all other parties required of the Contractor shall be included as additional insureds on the auto policy. 3) Commercial Liability - Umbrella limits must be at least \$2,000,000. - Umbrella coverage must include as insureds all entities that are additional insureds on the CGL. - Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible. 4) Workers Compensation and Employers Liability - Statutory limits apply.				
	1 - General Requirements	1.00	EA	n/a	n/a
11	150				
	Subcontractors The Land Bank reserves the right to require a complete list of subcontract participants and may reject any subcontractor for reasonable cause. All Agreements between the Contractor and any subcontractor for work on this project must contain the full specification for this project referenced as the specification for that agreement. It is the contractor's responsibility to obtain evidence of Workers Compensation and liability insurance from subcontractors and will be required to furnish such evidence to The Land Bank.				
	1 - General Requirements	1.00	EA	n/a	n/a
12	151				
	Lead - Specific Laws, Rules, Regulations & Guidelines The execution of this work shall comply with all applicable federal, state and local laws, rules, regulations and guidelines for lead dust environments, including but not limited to: 29 CFR 1926.62 - Lead Construction Standard; 29 CFR1910.1200 - Hazard Communication Standard; 40 CFR Part 745 - Lead-Based Paint Poisoning Prevention in Certain Residential Structures (EPA Regulations); 24 CFR Part 35 - HUD's Lead Safe Housing Rule. Under the rule, beginning April 22, 2010, firms performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and kindergartens built before 1978 must be EPA- or state-certified and must use certified renovators who follow specific work practices to prevent lead contamination.				

Trade: 1 General Requirements

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	1 - General Requirements	1.00 GR		n/a	n/a
13 152	Permits All building, plumbing, heating and electrical work must be performed in accordance with City of Syracuse and Onondaga County codes and licensing. Work must be done by licensed individuals only. All work shall conform to the requirements of the Master Specification and the Minimum Material Standards for the City of Syracuse, Department of Neighborhood and Business Development. The Contractor will be responsible for the coordination & cost of all permits and inspections. NOTE: All the attached work shall be done in accordance with the Enterprise Green Communities Specs and applicable building codes. Contact Land Bank if there are any questions regarding this matter.				
	1 - General Requirements	1.00 EA			
14 153	Inspections The Land Bank shall be notified to schedule inspections for completion by the contractor. A call for inspection represents that final completion of work has been achieved or that the project has reached a predetermined milestone for which an inspection is required. The Contractor should allow 5 working days in scheduling The Land Bank for inspection.				
	1 - General Requirements	1.00 EA		n/a	n/a
15 154	Payment Partial payments are available only as established at the pre-construction meeting and will be limited to four (4) draws. Payment will be issued on Friday for final inspections completed by Friday of the previous week. Final payment will not be issued until all permits are closed. A holdback of five percent (5%) of the construction contract will be retained for nine (9) months beginning at the date of the Certificate of Occupancy.				
	1 - General Requirements	1.00 EA		n/a	n/a
16 155	Temporary Facilities Water, gas, and electric will be the responsibility of the contractor. Once National Grid hooks up power The Land Bank assumes responsibility. Power usage will be reimbursed by the Contractor in the form of a credit change order(s). All Provisions for waste and recyclable will be made by the contractor for all scopes of work. Debris from construction must not be put out for street collection.				
	1 - General Requirements	1.00 EA			
17 156	Weather-related Work Concrete shall not be poured between November 1st and April 1st. Exterior painting cannot be performed between November 1st and April 15th.				
	1 - General Requirements	1.00 EA		n/a	n/a

Trade: 1 General Requirements

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
18 157	Cleanup The Contractor is responsible for daily cleaning and removal of all debris from the site.				
	1 - General Requirements	1.00 EA		n/a	n/a

Total for 1 - General Requirements: _____

Trade: 4 Site Work

Page: 6

Trade: 5 Environmental Rehab

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
20 2071	Asbestos Abatement See attached asbestos survey. Remove and/or abate asbestos material according to all state, federal, local or any other governing authorities' regulations in particular, but not limited to 12NYCRR part 56, commonly referred to as "Code Rule 56." Contractor is responsible to provide all required air monitoring to include (but not limited to) OSHA and Code Rule 56 (56-17). Air monitoring is to be done by an independent air monitoring firm, include cost in bid. Contractor is responsible to supply The Land Bank with copies of bills of lading and clearance air sample results along with any other forms and paperwork in conjunction with this operation. Prior to collecting final air samples the contractor must have an independent party verify (in writing) that all asbestos has been removed. The contractor is responsible for the application and usage of any potential, site specific variances from the NYS DOL (if allowed). If applicable the contractor is responsible for notifications and permits from the NYS DOL &/or the Division of Codes of the City of Syracuse. Fixed window at front entry stair to remain.				
	20 - Entire Interior	1.00	AL		

Total for 5 - Environmental Rehab:

Trade: 6 Demolition & Disposal

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
21 704	Remove Existing Remove all existing built in shelving and loose building materials from basement. 2 - Basement	1.00	EA		
22 716	Bathroom Demolition Remove all fixtures, plumbing vents, electric, gypsum wall board and plaster to existing wood stud walls. 9 - Unit 1 - Bathroom 15 - Unit 2 - Bathroom	1.00 1.00	EA EA		
24 717	Kitchen Demolition Remove all fixtures, plumbing vents, electric, gypsum wall board and plaster to existing wood stud walls. 10 - Unit 1 - Kitchen 16 - Unit 2 - Kitchen	1.00 1.00	EA EA		
26 760	Demolish And Remove - Back Porches Demolish and remove existing stair enclosure/second story porch as well as first floor enclosed porch/pantry/stair and dispose of to code legal dump. 21 - Exterior	1.00	SF		
27 827	Final Cleaning Clear all debris and existing appliances and fixtures from property. Remove all miscellaneous partitions, shelving, & wiring from basement. Provide daily cleanup of work by all trades. Upon final completion mop and clean floors. Upon final completion clean and broom sweep attic and basement to make ready to move in. Remove all labels from doors, windows and fixtures. Ensure all locks are operational and deliver keys to the Land Bank as soon as they are installed. Call for lead clearance inspection once final cleaning is complete. 20 - Entire Interior	1.00	EA		
Total for 6 - Demolition & Disposal:					

Address: 304 W Beard Avenue

Unit: Unit 01 - First Floor

Trade: 8 Masonry

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
28 1347	Demo Chimney to Basement Demo chimney full height through to basement. Provide framing and deck as required to infill hole in the roof and both floors. Finish using roofing materials to match existing. 21 - Exterior	1.00	AL		
Total for 8 - Masonry:					

Address: 304 W Beard Avenue

Unit: Unit 01 - First Floor

Trade: 9 Metal Work

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
29 1481	Jack Post At each bearing point of beam at first floor ceiling, locate post and cut basement floor. Remove concrete and excavate to pour an 18" x 18 x 12" thick footing. Install a 3" FHA approved 16 ton jack post centered on the footing. 2 - Basement	2.00 EA			
Total for 9 - Metal Work:					

Trade: 10 Carpentry

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
30	2110 Interior Partition Wall Change See attached floor plans. Line item to include all framing changes shown on plans. 20 - Entire Interior	1.00	EA		
31	2520 Handrail - Replace Interior Install 2" round hardwood handrail screwed to metal handrail braces that are attached to studs with screws that enter the framing at least 1 inch, or if fastening to a masonry wall use minimum 3/8 inch diameter plastic masonry plug fasteners and compatible screws. Handrail will extend 6 inches past a line plumb with the nosing of the top tread and 6 inches past a line plumb with the nosing of the bottom tread. All edges will be eased to a smooth and rounded condition. 19 - Stairs - Second to Attic	1.00	LF		
32	3350 Door - Paneled Interior, Solid Core Install a solid pine, 6-panel door on existing jamb. Include privacy lockset and 2 butt hinges. Note: Pocket doors on first floor between living and dining room to remain intact. Make doors operable and ensure all hardware is in place. 20 - Entire Interior	17.00	EA		
33	3563 New Deck and Stair - Back Entry See attached floor plans as well as Building Code deck construction details. After demolishing existing stair enclosure/second story porch as well as first floor enclosed porch/pantry/stair according to spec, construct new deck and stair from second floor and landing and stair from first floor according to attached drawings. At second floor deck and stair, new concrete footings shall be 12" diameter sonotubes 48" deep with a 6x6 pressure treated posts. Beams to be pressure treated 2 @ 2x8. Joists to be pressure treated 2x8s 16" o.c. Decking to be 5/4 pressure treated deck board. Railing to be 36" high pressure treated with graspable handrail along one side of stairs. Stair to be 36" wide. At first floor landing and stair, new concrete footings shall be 12" diameter sonotubes 48" deep with a 6x6 pressure treated posts. Beams to be pressure treated 2 @ 2x8. Joists to be pressure treated 2x8s 16" o.c. Decking to be 5/4 pressure treated deck board. Railing to be 36" high pressure treated with graspable handrail along one side of stairs. Stair to be 48" wide. 21 - Exterior	2.00	EA		
34	3575 Front Porch - Remove and Replace Complete front porch and roof to be removed and rebuilt in same footprint. New concrete footings shall be 12" diameter sonotubes 48" deep with a 6x6 pressure treated posts. Beam across 9'-5 1/2" flat front of porch to be pressure treated 2 @ 2x10. Beams at				

Trade: 10 Carpentry

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	octagonal portion to be pressure treated 2 @ 2x8. Joists to be pressure treated 2x8s 16" o.c. Decking to be 5/4 pressure treated deck board. Railing to be 36" high pressure treated with graspable handrail along one side of stairs. Stair to be 60" wide. Roof framing member sizes and spans to meet code.				
	21 - Exterior	1.00 EA			
35	3706 Cabinets - Kitchen Cabinets to be Kitchen Express 'Homecrest Arbor' maple, Case Supply 'Wolf' maple or equal approved by The Land Bank in advance. Door style to be "shaker" or equal approved by The Land Bank in advance. The Land Bank will provide kitchen layout, contractor to install.				
	10 - Unit 1 - Kitchen	1.00 LF			
	16 - Unit 2 - Kitchen	1.00 LF			
37	3707 Countertops - Kitchen Countertop to be laminate. Build to specs provided for kitchen layout. Countertop to be built with beveled edges and mitred corners. Provide cutout for sink. Backsplash to be included. Submit sample to The Land Bank for approval prior to purchase.				
	10 - Unit 1 - Kitchen	1.00 SF			
	16 - Unit 2 - Kitchen	1.00 SF			
39	3832 Bathroom Mirror Install a frameless mirror sized at the width of vanity by 36" high. Use adhesive manufactured for this purpose and apply to sound backing.				
	9 - Unit 1 - Bathroom	1.00 EA			
	15 - Unit 2 - Bathroom	1.00 EA			
41	3875 House Number Set Install 3" high metal house numbers on a 1"x 4" pine backer board painted with 2 coats of exterior low VOC white latex paint.				
	21 - Exterior	1.00 EA			
42	3900 Mailbox - New Install a steel, black enamel finish, letter-size mail box with magazine rack and lock-eye for padlock.				
	21 - Exterior	2.00 EA			
43	4007 Trim - New Where trim has been removed, install new window and door trim to match existing. Picture frame casing to be installed for all windows. New base trim to match existing. In rooms without any base, install 5-1/4" primed, finger-jointed speed base.				
	9 - Unit 1 - Bathroom	1.00 LF			
	10 - Unit 1 - Kitchen	1.00 LF			
	15 - Unit 2 - Bathroom	1.00 LF			
	16 - Unit 2 - Kitchen	1.00 LF			
47	4056 Existing Trim - Patch				

Trade: 10 Carpentry

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	Leave existing trim where possible. Where new window and door trim needs to be installed, match existing as closely as possible. Window sills to be provided on all first floor windows. Picture frame casing to be installed for all second floor windows. Where new base trim needs to be installed, match existing as closely as possible. Note: Where wall is to be removed at first floor between dining and kitchen, preserve base trim to reuse at front bedroom where base is missing. 20 - Entire Interior	1.00	LF		
48 4309	Closet Shelving Contractor to provide and install 16" deep wire shelving or wood shelf with rod in bedroom closets and 12" deep wire shelving in all other closets. 20 - Entire Interior	6.00	EA		
49 7045	Bath Accessories Home Depot/Lowe's - Satin Nickel/Chrome finish to include shower rod, two towel rods and a toilet paper holder. 9 - Unit 1 - Bathroom 15 - Unit 2 - Bathoom	1.00	EA		
		1.00	EA		
		Total for 10 - Carpentry:			

Trade: 11 Windows and Exterior Doors

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
51	1185 Window - Remove and Replace - Glass Block Remove existing window and frame. Install new glass block with vent. Set unit in masonry & mortar. Any wood that is required shall be pressure treated. Match existing opening as closely as possible. 2 - Basement	9.00	EA		
52	2976 Window - Vinyl - Double Hung Order and install vinyl, double hung, one-over-one, window and jamb, including caulk, screen, interior casing and exterior trim. Size as measured by contractor. Windows to be Kaskel/Ecoshield 200 Series Vinyl with ST Stimulus glass or equal approved by The Land Bank in advance. Bathroom windows lower sash to be obscure glass. Windows must meet Energy Star requirements - U-factor to be less than or equal to .30. Two attic windows in side gable ends to be operable. Remaining 4 attic windows to be fixed. 20 - Entire Interior	28.00	EA		
53	3144 Door - New - Fiberglass Install a pre-hung, insulated, raised panel, exterior fiberglass door with entrance lock set, and mortised dead bolt keyed alike. Prime and topcoat with exterior paint. Sample of front entrance door style to be provided to The Land Bank prior to ordering. See plans for exterior door locations. 21 - Exterior	3.00	EA		
Total for 11 - Windows and Exterior Doors:					

Address: 304 W Beard Avenue

Unit: Unit 01 - First Floor

Trade: 12 Siding

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
54 2633	Siding Replace - Vinyl Remove and replace any rotted siding or sheathing. Install Fan Fold Green Guard over all surfaces of complete house. Hang double 5" vinyl siding, thickness to be .046", color to be selected by The Land Bank. See lead survey for additional instructions. Note: no new siding to be installed at gable ends. See exterior painting spec for additional information. 21 - Exterior	1.00 SF			
55 2680	Wrap Trim - Aluminum Remove and replace rotted wood, including window sills, enclose exposed trim and fascia with .027 white aluminum breaker stock; back caulk all seams airtight; see lead survey for additional instructions. 21 - Exterior	1.00 AL			
Total for 12 - Siding:					

Trade: 15 Roofing

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
56 4575	New Roof Strip all roofing surfaces. Re-sheath missing, damaged and deteriorated sheathing all according to applicable building codes. Sheathing shall be sized to match the existing thickness but not less than 7/16" OSB (oriented strand board) and applied with staggered joints. Sheathing shall be attached to rafters with spiral or ring shank nails of sufficient length to penetrate rafters at least 1.75 inches. Nails shall be spaced 6" on center along edges and 12" on center at intermediate rafters. Staples are not permitted fastening. Inform building owner that materials in attic may be struck by falling debris and should be moved or protected. Where accessible and practical canvas may be spread in attic and yard to catch falling debris so that clean-up would be more efficient. Trim and remove any tree branches in contact with the house and any overhanging branches within 5' of roof. Re-roof ALL surfaces, including all bird walks, using architectural shingles carrying a 30-year manufacturer's warranty with class A fire rating. Installations shall be per manufacturer's specifications. The contractor will issue manufacturer's material warranty on completion. The roof shall be installed in compliance with all of the following: This specification, The Roof System manufacturer's published recommendations, The recommendations and guidelines of the National Roofing Contractor's Association, The recommendations of the Asphalt Roofing Manufacturer's Association. Install all new aluminum vent pipe, wall flashing. Aluminum step and cap flashing shall be installed with a 4" minimum vertical cover under the siding/shakes or finish material. Step flashing shall be woven at all wall rake line intersections with a 4" minimum horizontal cover under shingles. Restore all damaged or missing siding/shakes to original after installing flashing finish shall match existing as close as possible. Siding shall finish no higher than 2" above roof plane. Install 6' of Ice & Water Shield by Grace or equal to ALL eaves and 3' in valleys. This is to include surfaces of all porches (whether cold or warm), bird walks, dormers and around all chimneys, angle changes, pipes and other penetrations. Install new pre finished metal drip edge at all roof edges. Fasten drip edge 8" on center. At eaves all drip edge shall be covered with Ice and Water Shield. If not present install new crown molding or shadow board at all eaves. Repair or replace all rafters and structural components where deteriorated or missing. All finished eave lines shall be straight and parallel to the structure. All roof planes shall be uniform. Furnish continuous shingle over roof ridge vent to all ridges.				

Address: 304 W Beard Avenue

Unit: Unit 01 - First Floor

Trade: 15 Roofing

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	With open rafter ends, use 1¼" course threaded wood screws to fasten sheathing and 1¼ roofing nails to minimize penetration and old boards breaking.				
	In addition to the manufacturer's material warranty the contractor will furnish owner with a fully transferable 5 year repair and replacement warranty against all deficiencies and damage due to defects in workmanship.				
	21 - Exterior	1.00	AL		
Total for 15 - Roofing:					

Trade: 16 Conservation

Spec Number	Specification	Quantity	Units	Unit Price	Total Price			
57	4919	Wall Insulation - Blown in From Exterior Before new siding installation, drill two (2) - 2 1/8" to 2 9/16" access holes for each stud cavity in all exterior walls. Install blown-in, formaldehyde free fiberglass insulation and dense-pack into all specified wall cavities. Cellulose is also acceptable. Check each stud cavity for blocking and other obstructions prior to blowing. Carefully seal all drilled holes with wood or foam plugs and patch all holes to match surrounding materials if the surface is exposed. In balloon framed houses insure that blown fiberglass is blocked from entering floor cavities such as 2nd floor floors. 21 - Exterior				1.00 SF		
58	4968	Insulation - Rigid Behind Tub - Green Spec 1.5" Foil-faced Thermax rigid insulation to be installed behind all tub units and shower stalls on exterior walls. Seal to studs with spray foam. 9 - Unit 1 - Bathroom 15 - Unit 2 - Bathroom				1.00 EA		
					1.00 EA			
60	4996	Insulate Rim Joist - Foam After cleaning the area thoroughly, apply expanding spray foam to the rim joist at the entire perimeter of the basement and/or crawl space exterior walls. Install to R-19 at a minimum. Use a spray foam product that meets Underwriters Laboratories, Inc. (UL) classification Certificate R7813 such as Dow FROTH-PAK FS Foam or Handi-Foam Two Component E-84 Class A Foam. Insulate from the subfloor for the first floor to the top of the foundation wall and seal all penetrations and the top of the foundation. Seal all openings within the area of the rim joist created by plumbing, gas lines, electrical boxes or any other penetrations. 2 - Basement				1.00 LF		
Total for 16 - Conservation:								

Trade: 17 Drywall & Plaster

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
61	5202 Drywall - General Requirements All materials shall be applied dry with the temperature between 55- 100 degrees F. Set all nail and screw heads. Apply tape and filler. Feather all edges. 1 - General Requirements	1.00	GR	n/a	n/a
62	5235 Overlay 3/8" Drywall Hang 3/8" gypsum over wall or ceiling surface with screws 8" on center and a bead of construction adhesive 20" on center. Butt drywall to door and window casing and apply "J" channel molding. Remove top molding from 3-piece base and reinstall after surface is paint-ready. Tape, 3-coat finish and sand ready for paint. Note: Existing tin ceilings to remain intact in first floor dining room, living room and bedroom 2. 20 - Entire Interior	1.00	SF		
63	5270 Drywall - Walls - 1/2" Hang, tape and 3 coat finish 1/2" drywall. Apply a 3/8" bead of low VOC drywall adhesive to each framing member and install using drywall screws min. 1 5/8 long, 8"on center. Run boards with long dimension perpendicular to framing members. Sand ready for paint. 10 - Unit 1 - Kitchen 16 - Unit 2 - Kitchen	1.00 1.00	SF SF		
65	5271 Drywall - Ceilings - 1/2" No Sag Hang, tape and 3 coat finish 1/2" No Sag drywall. Apply a 3/8 bead of adhesive to each framing member and screw or nail 8"on center. Apply sand-paint with random brush finish to ceilings unless otherwise directed. 9 - Unit 1 - Bathroom 10 - Unit 1 - Kitchen 15 - Unit 2 - Bathroom 16 - Unit 2 - Kitchen	1.00 1.00 1.00 1.00	SF SF SF SF		
69	5280 Drywall - Water Resistant 1/2" Hang, tape and 3 coat finish 1/2" paperless (fiberglass mat finish) drywall. Apply a 3/8" bead of Low VOC drywall adhesive to framing member and attach with screws 8" on center. Fiberglass joint tape shall be used to finish the joints and a setting-type compound shall be used for the first coat over the fiberglass mesh tape. Sand ready for paint. 9 - Unit 1 - Bathroom 15 - Unit 2 - Bathroom	1.00 1.00	SF SF		

Total for 17 - Drywall & Plaster:

Trade: 19 Paint & Wallpaper

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
71	5452	Painting - General Requirements All paint lead free and low volatile organic compound (VOC). All surfaces clean/dry. Remove loose, blistered, scaling, deteriorated paint. Secure loose materials, set nails, fill holes, dents & cracks. Remove all deteriorated glazing compound & reglaze. Paint when temp is from 40-100 deg. No show-through, runs, sags or brush marks. All unpainted hardware to be paint free. No windows shall be painted shut. Remove ALL paint from glass, inside and out. 1 - General Requirements			
		1.00	GR	n/a	n/a
72	5454	Interior Painting All nail holes to be filled and sanded. All dissimilar surfaces to be caulked. Prime all walls with Vapor Barrier primer. Walls to be painted with two coats eggshell finish. Trim, doors, and stair risers to be painted with two coats semi-gloss finish. All paint to be lead free and low volatile organic compound (VOC). Paint colors to be submitted to The Land Bank approval prior to purchase. Up to 2 paint colors to be selected. 20 - Entire Interior			
		1.00	SF	_____	_____
73	5653	Prep and Paint Exterior Wood Siding at Gable Ends Painting to include wood shakes at gable ends as well as corner brackets at front bay. Replace or restore exposed exterior components in kind before proceeding with painting. Cover ground with drop cloths. Wet scrape all loose, cracked, peeling and blistered paint. Spot prime bare wood areas with oil primer. Repair or replace missing or deteriorated siding and trim components. Re-nail all loose wood. Dispose of all chips properly. Caulk and fill all holes and cracks. Apply paint in full coats. Paint over peeling, blistered and rotten areas is not acceptable. All painting shall comply with the manufacturers' recommendations for application temperature, compatibility with existing finish, preparation, coverage and number of coats. Acceptable paint is Benjamin Moore, Strathmore, Glidden, Olympic, Pratt & Lambert, Sherwin Williams or equal. Color selection (one) to be made by The Land Bank in writing. 21 - Exterior			
		1.00	SF	_____	_____
74	5760	Prep & Paint Concrete Walls Lay down plastic to collect debris. Scrape loose, peeling, cracked, blistered paint from concrete surface. Wash dirt fungus, dust from surface. Fill holes and cracks with Type N mortar mix. Spot prime and top coat with owner's choice of premixed acrylic latex based flat. Remove plastic and clean all paint from floor. 2 - Basement			
		1.00	SF	_____	_____
Total for 19 - Paint & Wallpaper:					_____

Trade: 20 Floor Coverings

Spec Number	Specification	Quantity	Units	Unit Price	Total Price			
75	2350	Refinish Wood Floors and Stair Repair and refinish existing hardwood floors. Sand and edge floor. Countersink and fill all nails & spaces. Clean existing floor register and spray paint black. Apply three coats of polyurethane varnish. Screen between coats. Install and paint shoe mold where missing. Clean and repair stair and railings as needed. Apply one coat of poly. 4 - Front Entry Stairway - First to Second				200.00 SF		
76	5903	Floor Cover - General Requirements All new flooring materials shall be new unless otherwise specified (not reused). All interior carpeting shall be FHA approved. All subfloors and underlayments shall be well secured, dry, clean, level, and free of cracks, depressions, voids, bumps and squeaks before installation of finish floor covering. 1 - General Requirements				1.00 EA	n/a	n/a
77	5960	Install New Vinyl Plank Flooring Remove existing carpet and vinyl throughout house. Install 1/4" luan underlayment grade plywood, using 7d screw shank or cement coated nails, or narrow crown staples, 6" on center allowing a 1/4" gap at wall. Remove existing base trim as required. Order and install new, interlocking vinyl plank flooring. Install 1/4" spaces between flooring strip and wall to allow for floor expansion. Install transitions as necessary at adjoining floor surfaces. Install base trim along wall perimeter and secure to wall trim only. Note: front entry stairway flooring to remain. 20 - Entire Interior				2,000.00 SF		
Total for 20 - Floor Coverings:								

Trade: 21 HVAC

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
78 6002	HVAC - General Requirements Equipment shall operate safely without leakage, noise, or vibration. All penetration of building components shall be neat, sleeved and fire stopped and shall not compromise structural integrity. Contractor shall submit a diagram showing equipment selection and proposed layout of distribution system within 10 days of bid award. Dryer to be vented to outside. 1 - General Requirements	1.00	GR	n/a	n/a
79 6029	Furnace and Duct Work - Remove and Replace - Green Spec Remove existing furnace and ductwork as required. Install a new over 92% efficient gas fired forced air furnace and provide new as required to furnish complete balance distribution. Final system shall include return and supply ductwork as required by code. Units shall be sized to satisfy heat loss requirements of the residence. Supply ducts shall have dampers. This scope of work shall also include piping, controls, new exterior handle-type gas shut-off valve, electrical and gas connection. Unit shall rest on 4" concrete blocks. Install one centrally located thermostat. Balance system upon completion. Restore all existing registers and metal grill work unless otherwise noted. Seal all ductwork with mastic. Installation requires a heating license and permit from the City of Syracuse. The installation requires a 5 year warranty on parts and labor with a minimum of 20 year warranty on heat exchanger. 2 - Basement	2.00	EA		
80 6415	Dryer Vent Install 4" round rigid galvanized ductwork from the specified dryer location to a wall mounted Heartland Dryer Vent Closure outlet. http://www.energyfederation.org/consumer/default.php/cPath/30_4287_4571. Do not fasten with nails, screws or other fasteners that protrude into the interior of the exhaust duct. Use pop rivets to connect sections of duct. Seal all joints and seams with duct mastic, not duct tape. Secure duct and hood to framing. 15 - Unit 2 - Bathroom	1.00	EA		
Total for 21 - HVAC:					

Trade: 22 Plumbing

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
81	6602 Plumbing - General Requirements Unless otherwise specified, all materials shall be pex (pvc for waste). All items shall operate without leakage, noise, vibration or hammering. All penetration of building components shall be neat, sleeved, & fire stopped. No solder containing lead shall be used in any pipe or fixture. Damage to structural members from drilling or notching shall be repaired to the acceptance of the owner. 1 - General Requirements	1.00	GR	n/a	n/a
82	6615 Water Service New Copper Notify governing authority of intensions to excavate. Excavate to existing water supply line. Replace existing with new 1 inch Type K copper pipe to code, refill trench for water service and rough grade. Lay line without joints from meter hub to main shut-off valve outside structure. Coordinate with City Water Department as applicable to turn service off then back on when work is completed. Onondaga county Plumbing Permit required. 2 - Basement	1.00	EA		
83	6633 Supply - Pex Install PEX (cross-linked polyethylene) tubing to supply domestic water to the specified plumbing fixtures. Maintain manufacturer's required clearance from heating appliance vents, recessed lights or other heat sources. Installation will protect PEX tubing from direct sunlight. Protect PEX tubing with sleeves where abrasion may occur and use nail plates where PEX tubing penetrates wall stud or joists and has the potential for being struck with a screw or nail. Allow for manufacturer's required slack to compensate for expansion and contraction. Provide shutoff valves at each fixture. Pressure test the system prior to charging with water. 2 - Basement	2.00	LF		
84	6711 Waste Line - Replace Replace all existing above grade cast iron and galvanized steel waste lines piping with PVC. Eliminate gutter laterals to sanitary. All work shall be in accordance with Onondaga County Plumbing Code and shall be performed by a licensed plumber. 2 - Basement	1.00	EA		
85	6795 Range - Gas Connection Provide a gas connection to range. 10 - Unit 1 - Kitchen 16 - Unit 2 - Kitchen	1.00 1.00	LF LF		
87	6803 Faucet - Kitchen Install one Moen, or equal approved by The Land Bank in advance, kitchen sink faucet with spray dual controls, 15 year drip-free warranty and maximum flow of 2 gallons per minute, color to be chrome. 10 - Unit 1 - Kitchen 16 - Unit 2 - Kitchen	1.00 1.00	EA EA		

Trade: 22 Plumbing

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
89	6821 Sink - Kitchen Install one double bay stainless steel kitchen sink with a minimum depth of 7"				
	10 - Unit 1 - Kitchen	1.00	EA		
	16 - Unit 2 - Kitchen	1.00	EA		
91	6900 Vanity - 36" Complete Install a 36" vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with brass bodied stops on all supply lines. Seal all penetration through the floor, walls and cabinet for plumbing connections using expanding foam or caulk and cover with chrome eschucion plates. Cabinets must comply with California 93120 (formaldehyde content) or all exposed edges must be sealed with a low-VOC sealant.				
	15 - Unit 2 - Bathroom	1.00	EA		
92	6901 Vanity - 24" Complete Install a 24" plywood vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with brass bodied stops on all supply lines. Seal all penetration through the floor, walls and cabinet for plumbing connections using expanding foam or caulk and cover with chrome eschucion plates. Cabinets must comply with California 93120 (formaldehyde content) or all exposed edges must be sealed with a low-VOC sealant.				
	9 - Unit 1 - Bathroom	1.00	EA		
93	6936 Bathtub - 5' with Shower Enclosure Install one 5' one piece tub with shower enclosure, color to be white. Caulk all joints with white, mildew resistant siliconized caulk. Prepare substrate and attach panels using manufacturer's recommended adhesive and fasteners.				
	9 - Unit 1 - Bathroom	1.00	EA		
	15 - Unit 2 - Bathroom	1.00	EA		
95	6976 Toilet - Dual Flush - Green Spec Install an American Standard dual flush, 2-piece, close coupled, white, vitreous china, commodes, or equal approved by HHQ in advance, with a maximum water usage per flush of 1.6 Gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal.				
	9 - Unit 1 - Bathroom	1.00	EA		
	15 - Unit 2 - Bathroom	1.00	EA		
97	7069 Water Heater - Remove and Replace - 40 Gallon Gas - Green Spec Remove existing water heater(s) from site and seal chimney. Install a 40 gallon, high efficiency, power-vented hot water heater with a 1 year warranty. Include discharge tube to within 6" of				

Trade: 22 Plumbing

Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	floor or to outside of structure, vent, thimble, and gas piping from shut-off valve to fixture. All work in accordance with Onondaga County plumbing code. Provide operator's manual and warranty. Unit shall meet energy star standards.				
	2 - Basement	2.00	EA		
98 7102	Washer/Dryer Pan Washer/dryer box with pan to be provided in laundry room.				
	15 - Unit 2 - Bathroom	1.00	EA		
99 7103	Washer/Dryer Hook Ups Provide hook ups for washer and dryer in basement and in second floor bathroom. To include water lines and gas piping to dryer.				
	2 - Basement	1.00	AL		
	15 - Unit 2 - Bathroom	1.00	AL		
101 7115	LAUNDRY TUB--SNGL BOWL REPLACE Remove existing sink to code legal dump. Install single bowl, 24" fiberglass laundry tray to fit under faucet. Hook up waste line. Install a two handle, brass faucet with hose threading on laundry tub.				
	2 - Basement	1.00	EA		
Total for 22 - Plumbing:					

Trade: 23 Electric

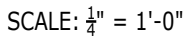
Spec Number	Specification	Quantity	Units	Unit Price	Total Price
102	7402 Electric - General Requirements All materials shall be UL approved and/or National Electrical Code rated. All drilling, cutting and fastening shall be neat and true, and shall not critically damage framing members. All patching shall match the surrounding surface. Work shall be done to meet NY state code as well as all local codes. 1 - General Requirements	1.00	GR	n/a	n/a
103	7405 Electric to Code - New Wiring Disconnect all existing wiring and run new wiring to new outlets, switches and light fixtures as required by code (to include tamper-resistant outlets and arc-fault breakers - contact city codes department for more information). Floor outlets shall be removed and covered with a metal floor plate. Repair all damage to structure and finishes resulting from this work. Replace all existing light fixtures with new brushed nickel fixtures. Each room to have at least one ceiling mount fixture. Install exterior light fixture next to every exterior door. Install switches at doors where missing and damaged. Replace all cover plates/switches/receptacles with new, color to be white. New light fixtures to be approved by The Land Bank in advance. Contractor to install LED bulbs in all fixtures. Note: two lights on a switch and an outlet to be provided in the attic. 20 - Entire Interior	1.00	AL		
104	7408 Electric Service - Upgrade to 150 Amp/220 Volt Upgrade existing electrical service to 150 Ampere /220volt. Installation shall include weather-head, entrance cable, meter, grounding, load center (w/ at least 30 breaker locations), breakers (include 2 spares), termination of existing distribution, and load balance. Also included are all utility fees and coordination. Complete with all other work that is required by Code when a new service is installed. Install new house panel as required by National Grid. 2 - Basement	1.00	EA		
105	7811 Smoke Detectors - Hard Wired - Interconnected Install UL approved, ceiling mounted smoke and heat detectors permanently wired into a receptacle box with battery back-up and interconnected with all other smoke detectors in the unit. To meet code. One combination smoke and C/O detector to be installed on each floor and in each bedroom (if house is heated by forced air) to meet code. One smoke/CO to be installed in the attic. 20 - Entire Interior	1.00	EA		
106	7819 FAN/LIGHT FIXTURE-ENERGY STAR Install an ENERGY STAR approved ceiling mounted Fan/Light fixture, such as the NuTone QTREN080FLT, or a Broan QTXE080FLT capable of min. 80 CFM operating at 1 Sone or less,				

Trade: 23 Electric

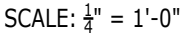
Spec Number	Specification	Quantity	Units	Unit Price	Total Price
	with an integral damper, and vented to the exterior. The fixture must accommodate 2 - GU24 fluorescent lamps. Switch fan & light using a single switch with a time delay for the fan such as the EFI Fan/Light Time Delay Switch part # 5100.505 (in Ivory) http://www.energyfederation.org/consumer/default.php/cPath/39_766_134 or equipped with a humidistat sensor. Install galvanized metal duct the same diameter as the fan outlet and vent to the exterior ideally through a wall or gable end using a metal hooded vent of like diameter and with damper. All duct seams shall be sealed with duct mastic. Insulate the ductwork with vinyl or foil faced R 8 minimum duct insulation. Repair any damage to the ceiling installation and air seal fan/light assembly to the ceiling with low VOC caulk.				
	9 - Unit 1 - Bathroom	1.00 EA			
	15 - Unit 2 - Bathroom	1.00 EA			
108 8041	Doorbell Install a new doorbell system to the front door for each unit.				
	21 - Exterior	1.00 EA			
109 8205	Range Outlet Provide 110 and 220 volt electric outlet for range.				
	10 - Unit 1 - Kitchen	1.00 EA			
	16 - Unit 2 - Kitchen	1.00 EA			
111 8207	Dryer Outlet Provide 110 and 220 volt electric outlet for dryer.				
	2 - Basement	1.00 EA			
	15 - Unit 2 - Bathroom	1.00 EA			
113 8220	Microwave Outlet Install outlet for future microwave.				
	10 - Unit 1 - Kitchen	1.00 EA			
	16 - Unit 2 - Kitchen	1.00 EA			
Total for 23 - Electric:					

Total for this Address: _____

Bidder: _____



	architect	Hilary LM Donohue		
	architect phone	978-761-0571		
	architect email	hilarylmdonohue@gmail.com		
		architect address	drawing	property
		408 Otisco Street Syracuse, NY 13204	First Floor Plan	304 W Beard Ave Syracuse, NY
			client	
			Greater Syracuse Land Bank	
				scale
				1/4" = 1' - 0"
				sheet
				A - 1
				date
				06.07.2018



	sheet		A - 2	
	date		06.07.2018	
	scale		1/4" = 1' -0"	
	architect		Hilary LM Donohue	
	architect phone		978-761-0571	
	architect email		hilarylmdonohue@gmail.com	
	architect address		408 Otisco Street Syracuse, NY 13204	
	drawing		Second Floor Plan	
client		Greater Syracuse Land Bank		
property		304 W Beard Ave Syracuse, NY		