

**GENERAL SPECIFICATIONS****SAMPLE FORMAT**

This is not an approved Departmental form. Its use is not prescribed, nor is it available from any Departmental administrative source. The required information may be collected in any desired format.

These specifications include the main dwelling and all appurtenances such as detached buildings unless otherwise specified.

1. **Materials:** All materials shall be furnished by contractor and shall be new and equal to or better than existing materials unless otherwise specified.
2. **Codes and Permits:** Procedures, installations, materials, accessories, fittings, fixtures, and equipment shall comply with standards of utility companies and governing national, state and municipal codes. Contractor shall, without additional expense to the government, be responsible for obtaining any licenses and permits necessary for performance of work.
3. **Utilities:** Contractor will be responsible for repayment of any utility bills for utilities turned on for performance of work.
4. **Time:** The continued failure to complete work in a satisfactory manner within the time specified will be cause for suspension or removal from approved contractor's list. Requests for extensions beyond the specified delivery date must be submitted to the property manager in writing and approved by HUD.
5. **Warranties:** Contractor guarantees all work performed under the written warranties and operational manuals and/or receipts included with equipment installed.
6. **Salvage:** All old appliances and equipment replaced or removed by the contractor shall be considered in the bid as salvage and shall become sole property of the contractor and must be removed from the property.
7. **Security:** Contractor will be responsible for property security during period of performance and for re-securing the property upon leaving the premises.
8. **Safety:** Contractor shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. Contractor shall be responsible for all damages to self, employees or other persons or property that occur as a result of performance under this contract.



APPENDIX 36

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- 9. **Completion:** Contractor will leave property clean and free of debris, including alley. Re-winterize as needed when period of work performance falls between October 1 and March 31.

\_\_\_\_\_  
Bidder Company

\_\_\_\_\_  
Bidder (type or print)

\_\_\_\_\_  
Bidder Address

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
City and Zip

\_\_\_\_\_  
Phone or Pager

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**ACKNOWLEDGEMENT**

I acknowledge that I have read and understand all of the general and detailed specifications and agree to all provisions. As a requirement for my bids to be considered, I will make a visual inspection of the property and will sign the sign-in sheet with each property visit.

SIGNATURE OF BIDDER \_\_\_\_\_

DATE \_\_\_\_\_