

FACILITIES REQUISITION FORM

VENDOR Finishing Touch DATE 08-08-2019

REQ BY: Matthew Schaefer, Proj. Mgr. Work Order # PR-600286 Billable? Y/N N

CHARGE# 100.500220.535010 TOTAL COST: \$6,250.00 - BUYER: Doug Clapp

<u>QTY DESCRIPTION</u>	<u>COST</u>
<u>1 215 N. Mason - Prosecutor's Office Renovation: Demolition, wall framing, gypsum wall board</u> <u>installation/preparation, install hollow metal door and window, painting.</u>	<u>\$6,250.00</u>

ADDITIONAL INFO

COMPUTER INPUT INFORMATION:

VENDOR# _____ REQUISITION # _____ DATE ENTERED: _____

WORK ORDER FORM

PURSUANT TO A MASTER AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
FINISHING TOUCH

WORK ORDER NUMBER: PR-600286
PROJECT TITLE: PROSECUTOR'S OFFICE RENOVATION
ORIGINAL BID/RFP NUMBER & NAME: 8072
MASTER AGREEMENT EFFECTIVE DATE: 05-01-2015
WORK ORDER COMMENCEMENT DATE: 07-30-2019
WORK ORDER COMPLETION DATE: 09-06-2019
MAXIMUM FEE: (time and reimbursable direct costs): \$6,250.00

PROJECT DESCRIPTION/SCOPE OF SERVICES: Demolition, wall framing, gypsum wall board installation/preparation, install hollow metal door and window, painting.

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of one (2) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

SERVICE PROVIDER: *Joseph E. Wood* Date: 8-8-19
AUTHORIZED REPRESENTATIVE

ACCEPTANCE: *Matthew Schaefer* Date: 8-8-2019
Matthew Schaefer, Project Manager

REVIEWED: _____ Date: _____
Doug Clapp, Senior Buyer

ACCEPTANCE: _____ Date: _____
Gerry Paul, Purchasing Director
(if greater than \$60,000)

Finishing Touch

PO Box 1303
Phone: 970-389-2531 Ault, CO 80610 Fax: 970-834-2734

Email: George@Finishingtouchnoco.com

Date: 7-31-19

PROPOSAL

TO: Matt Schaefer

Re: 215 Mason

Thank you for the opportunity to bid this project: Below you will find our labor and material scope.

Inclusions:

1. Demo countertop as shown.
2. Demo cabinets as shown.
3. Frame new walls.
4. Install one door frame.
5. Install drywall, finish and paint.
6. Install new door and hardware.
- 7.

Exclusions:

1. Flooring and base.
2. Data and electric.
3. Any night or week end work.
4. Office furniture. Moving or installing.

Total:

\$6,250.00

Thank You
George Moore

Matt Schaefer

From: Matt Schaefer
Sent: Tuesday, July 30, 2019 9:58 AM
To: george finishingtouchnoco.com
Cc: Karen Jackson
Subject: RE: Proposal - Prosecutor's Office Renovation

George,

Thanks for the proposal. Per our phone conversation on 7.30.19:

- Hollow metal window frame and tempered glass is included in the price.
- Paint scope includes new office walls and patch/paint wall areas affected by renovation.
- The new wood door has a half-lite.

Thank you,
Matthew Schaefer
Office: 970-416-4303
Mobile: 646-761-4031

From: george finishingtouchnoco.com <george@finishingtouchnoco.com>
Sent: Tuesday, July 30, 2019 6:05 AM
To: Matt Schaefer <MSchaefer@fcgov.com>
Subject: Proposal

Here you go.