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*Renovating homes.  
Building relationships.*

# SCOPE OF WORK

## Estimated Proposal/Agreement

<b>Client:</b>	<b>Scott Hughes</b>
<b>Job Type:</b>	<b>Tenant Improvement</b>
<b>Project:</b>	<b>Keefer St</b>
<b>Option No:</b>	<b>1</b>
<b>Rev. Date:</b>	<b>Tuesday, April 11, 2017</b>

Vancouver General Contractors  
220 - 3689 East 1st Ave.  
Vancouver, BC V5M 1C2  
604-430-3004

### **VGC STANDARDS**

At VGC, we guarantee that all work will meet and/or exceed all B.C.B.C. (British Columbia Building Code) and E.S.A (Electrical Safety Authority) requirements. Our standards are among the highest in the industry!

### **VGC WARRANTY**

VGC will provide a 2 Year Materials and Labour warranty under the guidelines of the home owner's protection office. The Warranty will cover the following.

- All materials and labour are to be standard, unless otherwise noted in the *Scope of Work*. Standard materials are materials that meet code requirements. All labour must meet standard installation specifications, unless specifically stated in the *Scope of Work*. See "VGC Work Agreement" for details of VGC Warranty.

### **VGC TRUST**

The construction industry is rated among the most fraudulent industries. Everyday honest homeowners are being taken advantage of by inexperienced, unreliable and untrustworthy contractors. However; often these contractors are honest people who just do not know how to properly run a business.

Our goal is to be the best renovators in the country. We work hard every day to achieve this.  
Trust starts at the top.

### **PROJECT REPRESENTATIVES**

Proj. Consultant: Andrew Macintosh  
Phone: 604-430-3004 x 114  
Email: [andrew@vancouvergeneralcontractors.com](mailto:andrew@vancouvergeneralcontractors.com)

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## AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement made on the following date,  
*Tuesday, April 11, 2017*

, by and between the parties

*Scott Hughes*  
hereinafter called the "Owner"

and

*VGC Vancouver General Contractors, Inc.*  
hereinafter called "VGC"

### 1.0 THE WORK

VGC shall:

- 1.1 perform the *Work* required by the *Contract Documents* for:

*Client: Scott Hughes*

*Project: Tenant Improvement*

located at  
*Keefer St*

for which the Agreement has been signed by the parties, and

- 1.2 do and fulfill everything indicated by the *Contract Documents*.

### 2.0 AGREEMENTS AND AMENDMENTS

- 2.1 The *Contract* supersedes all prior negotiations, representations or agreements, either written or oral, relating in any manner to the *Work*, including the bidding documents that are not expressly listed in Section 3 of the Agreement - CONTRACT DOCUMENTS.
- 2.2 The *Contract* may be amended only as provided in the *Contract Documents*.

### 3.0 CONTRACT DOCUMENTS

- 3.1 The following are the *Contract Documents* referred to in Section 1 of the Agreement - THE WORK:
- Scope of Work
  - VGC Work Agreement

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## 4.0 SCOPE OF WORK

- 4.1 Contained herein shall be considered the *Scope of Work* .
- 4.2 Where there is a dispute between *Drawings* issued by VGC or third parties and the *Scope of Work* , the *Scope of Work* shall take precedence.
- 4.3 The *Owner* shall review the *Contract Documents* for accuracy to ensure that it reflects the intentions of the *Work* that was requested to be done by VGC.
- 4.4 **Definitions:** "*Provide* " means to supply and install. "*Supply* " means supply only. "*Install* " means install only. "Management of" means providing coordination of third party supply and install.
- 4.5 **SUMMARY OF WORK**

- .1 **Work Covered by VGC :**
- All work described herein, except where noted otherwise
- .2 **Work Covered by Owner :**
- Supply light fixtures
  - Supply kitchen appliances
  - All finish material
- .3 **Work Excluded (not covered by VGC):**
- All Permit fees in the project are not included in the scope of work and are billed directly to the client at cost.
  - Any exterior work or demolition not identified herein
  - Any unforeseen conditions discovered in concealed spaces such as:
    - a. Structural damage
    - b. Water damage
    - c. Disconnected services
    - d. Obstructions discovered while digging
  - Network systems work
  - Asbestos abatement
  - Mold remediation
  - Any required floor levelling to provide flatness of existing floor is not included, unless otherwise noted.
  - Modifications to this Scope of Work may be required due to unforeseen structural requirements, which may increase Contract Price
  - Waste dump fee
  - All finish material

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## 4.6 PROJECT DETAILS

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### 01000. General Requirements

#### Plans and Permits

- Provide architectural drawings as per owner's design requirements.	1	lot
- Included hours of product selection. Additional time requested will be billed at \$125/hrs	8	hr
- Includes administration of all required permit inspections, including electrical and plumbing. Excludes development permit fees charged by the City. Notes: Design plans may be subject to change according to city requirements upon review. -Exclusions: Cost of permits is NOT included.	1	lot

### 02000. Site Work

#### Site Pre-Construction Work

- Prepare site and work area for construction. Provide barriers where required. Provide dust protection where required. Provide floor protection where required. Tree protection will be billed as city requirement.	1	lot
	Any	

### 09000. Wall Framing

#### Wall Framing

- Provide 2x4 framed interior wall, up to 12' high.	135	lft
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### 14000. Doors Windows and Trim

#### Miscellaneous Door and Window Items

- Install door opener on french doors	1	ea
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#### Exterior Doors

- Install French style double door	2	pr
- Install lockset and door knob	4	ea

#### Interior Doors

- Install pre-hung hollow core door	2	ea
- Install French style double doors	1	pr
- Install door handles	4	ea



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**Trim**

- Install 1 pc door trims	216	lnft
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**15000. Plumbing**
**Plumbing Assemblies**

- Provide waterline plumbing rough-in (see separate line item for waterline & drain for bathroom vanities, if applicable)	1	ea
- Provide drain plumbing rough-in (see separate line item for waterline & drain for bathroom vanities, if applicable)	1	ea
- Provide shut-off valve for all required fixtures (see separate line item for shut off valves for bathroom vanities, if applicable)	1	ea
- Provide sprinkler system	16	ea

**17000. Electrical**
**Receptacles**

- Provide standard duplex wall and/or ceiling outlets as per design drawing/s	28	ea
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**18000. Insulation**
**Insulation**

- Provide 3.5" of batt insulation for soundproofing	1620	sqft
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**19000. Wall and Ceiling Coverings**
**Wall & Ceiling Assemblies**

- Provide 1/2" drywall, taped, sanded and ready for paint	3156	sqft
- Provide t-bar ceiling finishing, 2'x2' pattern	2020	sqft

**20000. Interior Finishes**
**General Molding**

- Install baseboard molding	443	lnft
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**23000. Flooring**
**Vinyl**

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- Install vinyl plank flooring as per design drawings	500	sqft
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**Tile - Floor and Wall Assemblies**

- Install stacked pattern 12x24 floor tiles. Any required floor levelling to provide flatness of floor is additional. Tile underlay is not included, unless otherwise specified.	1500	sqft
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- Provide accoustic tile underlay	1500	sqft
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**24000. Painting**

**Paint Assemblies**

- Provide paint for interior walls, ceiling, trims, and doors	2020	sqft
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## 5.0 CONTRACT PRICE

Subtotal: **\$126,792.66**  
 Design Fee Credit: **\$0.00**

The *Contract Price* , which excludes *Goods and Services Tax (GST)* , is: **\$126,792.66**  
*Goods and Services Tax* (of 5%) payable by the *Owner* to VGC are: **\$6,339.63**  
 Total amount payable by the *Owner* to VGC for the construction of the *Work* is: **\$133,132.29**

These amounts shall be subject to adjustments as provided in the *Contract Documents* .

All amounts are in Canadian funds.

## 6.0 PAYMENT

Subject to the provisions of the *Contract Documents* , and in accordance with legislation and statutory regulations respecting holdback percentages and, where such legislation or regulations do not exist or apply, subject to a holdback of 10%, the *Owner* shall:

- make progress payments to VGC on account of the *Contract Price* , together with such *Goods and Services Tax* , according to the following payment schedule:

<b>30%</b> payment upon signing of <i>Contract</i>	\$39,939.69
<b>20%</b> payment upon start of demolition	\$26,626.46
<b>30%</b> payment upon start of drywalling	\$39,939.69
<b>10%</b> payment upon start of painting or flooring	\$13,313.23
<b>10%</b> holdback	\$13,313.23
<b>100%</b>	<b>\$133,132.29</b>

- upon *Substantial Performance of the Work* , pay to VGC the unpaid balance of the holdback amount when due together with such *Goods and Services Tax* as may be applicable to such payment, and
- upon the issuance of the final certificate for payment, pay to VGC the unpaid balance of the *Contract Price* when due together with such *Goods and Services Tax* as may be applicable to such payment.

- The Client may cancel any single item in the Scope of Work within 24 hours of signing off on said item during an active project, with no penalty, so long as no materials or labor have been mobilized towards the item. After 24 hours the client may cancel any items from the contract with an administration charge of 22% of the item cost so long as the item has not been mobilized. Once an item been mobilized it may not be cancelled without penalty. VGC reserves the right to cancel items at any time for any reason. Any items that are cancelled by VGC either due to site Conditions or unforeseen circumstance will not be charged administration fees.

Under no conditions will VGC provide a credit that exceeds the amount billed (or received).

\*Any agreed upon materials (counters, tiles, paint etc.) will not be exchanged or substituted by VGC without written consent by the clients.

### **Interest**

- Payments shall be made within 5 days of the invoice date as per the payment schedule outlined above. Any late payments are subject to an administration charge in the amount of \$200 per day, unless otherwise approved by VGC in writing.

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**In witness whereof** the parties hereto have executed this Agreement by the hands of their duly authorized representatives.

SIGNED AND DELIVERED

in the presence of:

**WITNESS**

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Witness Name (print)

Signature

**OWNER**

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Owner's Name and Title (print)

Signature

**CONTRACTOR (VGC)**

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Contractor's Name and Title (print)

Signature

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Renovating homes.  
Building relationships.

# Allowance Sheet

<b>Client:</b>	<b>Scott Hughes</b>
<b>Job Type:</b>	<b>Tenant Improvement</b>
<b>Project:</b>	<b>Keefer St</b>
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Material	QTY	Unit	Price	Total
<b>14000A. Allowances - Doors and Windows</b>				<b>\$ 3,310.00</b>
<b>Miscellaneous Door and Window Items</b>				<b>\$ -</b>
Door Opener	1	ea	\$ -	\$ -
<b>Exterior Doors</b>				<b>\$ 2,740.00</b>
French doors	2	pr	\$ 1,250.00	\$ 2,500.00
Door handle	4	ea	\$ 60.00	\$ 240.00
<b>Interior Doors</b>				<b>\$ 570.00</b>
Interior Door	2	ea	\$ 100.00	\$ 200.00
French double doors (Wood)	1	pr	\$ 250.00	\$ 250.00
Door Handles	4	ea	\$ 30.00	\$ 120.00
<b>23000A. Allowances - Flooring</b>				<b>\$ 8,825.00</b>
<b>Allowances - Vinyl</b>				<b>\$ 1,625.00</b>
Vinyl Plank	500	sqft	\$ 3.25	\$ 1,625.00
<b>Allowances -Tile - Floor and Wall Assemblies</b>				<b>\$ 7,200.00</b>
Floor Tile - stacked pattern (12"x24")	1800	sqft	\$ 4.00	\$ 7,200.00

**Summary:**

**Scope** \$ 126,792.66

**Material** \$ 12,135.00

**Sub Total** \$ 138,927.66

\*materials are subjected to applicable taxes.

<b>Suggested Mortgage Payments</b>			
<b>Mortgage Amount</b>	<b>Amortization Period</b>	<b>Interest Rate</b>	<b>Total Monthly Payments</b>
\$ 138,927.66	25	3.04%	<b><i>\$661.70</i></b>