



**SCOPE Update: June 16, 2023**

## **ADDENDUM “D”**

### **Flooring / Carpet / Vinyl SCOPE OF WORK**

This Exhibit is intended to supplement the TRADE CONTRACT AGREEMENT. In the event that there is a conflict in language or intent, the TRADE CONTRACT AGREEMENT and its terms and conditions shall prevail.

The TRADE CONTRACTOR under this Agreement has represented itself as an expert and as such has included in Schedule of Prices, all of the following unless noted otherwise, labor, material, installation, storage, transportation, supervision and all applicable taxes, permits and inspection/re-inspection fees. Construction Drawings, described in the Description of Materials, listed herein or not specifically shown, but reasonably inferable for the completion of the project indicated, shall be included as part of this TRADE CONTRACT AGREEMENT.

After the TRADE CONTRACT AGREEMENT has been executed between both parties, it shall be the responsibility of the TRADE CONTRACTOR to review with (and provide a signed copy to) his/her field personnel. This shall assure CONTRACTOR and Superintendent the Terms of the TRADE CONTRACT AGREEMENT and particularly the Scope of Work that pertains to the type of materials and workmanship that will be installed.

#### **GENERAL INFORMATION**

A. Purpose of this document

This document defines both CONTRACTOR and TRADE CONTRACTOR responsibilities in each phase of construction. It is intended as a checklist that will define CONTRACTOR'S standard of quality and professionalism. The Flooring/Carpet/Vinyl TRADE CONTRACTOR'S work will not be considered complete until all specifications herein contained are fully met.

#### **SCOPE OF WORK**

This TRADE CONTRACTOR shall include all labor, tools, material, equipment, etc. to complete the work per this agreement as required by plans, customer selection sheet, and individual lot conditions as identified but not limited to task in “Exhibit B-1” and below.

1. Carpet
2. Pad
3. Tack Strip and Seam Heat
4. Carpet Bars and Nails
5. Pad Tape and Staples
6. Sheet Vinyl
7. Floor Scraping and Preparation
8. Installation of the above
9. Removal and Re-installation of Doors
10. Sweeping of Sub floors
11. Clean Up
12. Warranty and Service Work

Trade Contractor Initials \_\_\_\_\_



### 13. Hold All Required Licenses and Insurances

#### **GENERAL REQUIREMENT (applies to all aspects of above mentioned scopes)**

1. All specialty item pricing will be returned to Purchasing within 48 hours of receiving price request. If pricing is not received within this time frame, CONTRACTOR will assign prices. Specialty items include miscellaneous items that were not included in original bid or options offered through the Design Center/Sales as buyer specific options.
2. TRADE CONTRACTOR agrees to a 7-day work week during construction of models at no extra charge.
3. **Before and while proceeding with the job, the TRADE CONTRACTOR shall accurately check everything previously or contemporaneously done by other trades in any way relating to the work performed pursuant to its Agreement, and determine the correctness of it to ensure its work is not placed over previously faulty workmanship. Any failure on TRADE CONTRACTOR'S part to detect or report such discrepancies to the CONTRACTOR, in writing, shall relieve the CONTRACTOR of any and all claims by TRADE CONTRACTOR for costs, expenses or damages resulting there from. Trade contractor is not to construct over faulty work, and will make every effort to determine if previous work is accurate and notify contractor of any deficiencies.**
4. TRADE CONTRACTOR shall be responsible for inspection of home for trash, debris and any damage prior to commencement of work. TRADE CONTRACTOR is to report any trash, debris, or damage to the builder immediately or will be held responsible for the cost to remove, sweep or repair/replace any damage to the home. TRADE CONTRACTOR shall place all debris caused by work of this agreement in designated area and leave floor broom swept on a daily basis.
5. TRADE CONTRACTOR has **48 hours** from notification of any QA and/or New Home Presentation (NHP) list items to complete the items, and 72 hours from notification of a superintendent punch list item. **TRADE CONTRACTOR has 48 hours from notification to respond to any service work order issued for warranty work.** Failure to do so will result in a \$100 per day penalty, unless written authorization is received and approved by a Park Square representative.
6. TRADE CONTRACTOR shall not drive or park on common areas, lots (unless designated by PSH Builder) or driveways, with the exception of loading or unloading construction material only.
7. Contract is not limited by items listed herein.
8. TRADE CONTRACTOR shall furnish and provide all labor, material, and equipment and perform all operations in connection with the installation of carpeting in strict accordance with the plans, City Building codes, and to the complete satisfaction of the CONTRACTOR.
9. If at any time, the carpet as selected by the CONTRACTOR and shown on the Trade Contract Agreement Schedule of materials, be discontinued by the manufacturer, the TRADE CONTRACTOR shall allow a new selection of greater grade and quality material as a replacement.
10. All invoices shall indicate tract number, lot number, yardage areas, and price per yard, taxes and total amount due.

Trade Contractor Initials \_\_\_\_\_



11. TRADE CONTRACTOR shall verify all dimensions at job site and shall not pre-cut carpet based on drawing dimensions. All dimensions shall be determined by field dimensions.
12. No fasteners shall be left exposed.
13. All fasteners shall be screwed or driven to full seat.
14. All doors are to be re-hung to correct locations before leaving the job.
15. Installers/TRADE CONTRACTOR will incur any cost caused by damage to any material, baseboards, cabinets, etc.
16. Furnish, cut, haul, handle, and install all materials and miscellaneous related hardware.
17. Before installing any flooring, underlayment, padding, tack strips, final-clean all floor surfaces to receive carpet and prep where necessary. TRADE CONTRACTOR shall assume full responsibility for the surface condition of floor when floor covering is installed.
18. Before leaving the jobsite, TRADE CONTRACTOR shall place all debris caused by the work of this agreement in designated area daily and leave floor broom swept.
19. Price standard all options separately.
20. TRADE CONTRACTOR must inspect his work after completion and make any necessary corrections prior to CONTRACTOR inspecting the work. All work must be complete prior to processing payment.
21. Under no circumstances are tools or equipment to be placed on any cabinets, countertops, or appliances.
22. If FHA/VA, a scrap of carpet with full ETL numbers stamped on the back is to be left in the cabinet under the kitchen sink.
23. TRADE CONTRACTOR shall provide any necessary adjustments and/or corrections that may be required for inspections and incur the cost of re-inspections.
24. TRADE CONTRACTOR shall check floor prior to initiating work, and report any anticipated concerns at that time.
- 25. Check for floor squeaks prior to starting and inform Superintendent in writing of deficiencies prior to starting installation.**

### **CARPET**

1. Carpet shall be manually and power stretched as required.
2. All seams shall be neat, strong and invisible in accordance with the best practices of the industry.
3. Carpet supplier is responsible for all wall, baseboard, tile, vinyl, carpet and door damage, etc. done by installers and will be back charged for repairs.
4. Large carpet scraps are to be rolled and placed in master closet (2 X 2 or larger).

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5. All carpet areas shall have proper pad underneath. All stair steps are to be secured tightly to tread and riser. Carpeted areas are to be ramped, if necessary, at all hard surface areas.
6. Carpet metal edging strips to be installed at all open Carpet or Vinyl edges.
7. Install all carpeting complete as per the manufacturer's recommendations, industry standards and so as to affect a superior job.
8. TRADE CONTRACTOR responsible for leaving completed Carpet areas in vacuum condition at the completion of their work. Cover walkways with manufacturer approved carpet protection film.
9. TRADE CONTRACTOR shall also install a carpet in the correct units as per the plans and specifications. CONTRACTOR shall check and test the carpeting to make sure the color is uniform and conforms to the original color selections prior to installing.
10. If any carpeting fails to meet any of the criteria in this Trade Contract Agreement, the TRADE CONTRACTOR shall correct and/or replace all such non-conforming carpeting without delay and at his own expense (there will be no additional cost to the CONTRACTOR).
11. **In the event of any flooring claim, TRADE CONTRACTOR must supply a copy of the final report from the manufacturer to Park Square Homes upon receipt. If no official report is available, TRADE CONTRACTOR will provide claim/tracking number for requested final report and contact information of respective claim representative.**

I have read and agree to the above:

Company: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Park Square Homes

Date: \_\_\_\_\_