

# **Restoration Roof Clean, LLC.**

## **Bid Packet for Marble Tombstone/Coping Cleaning for the Historical Glenwood Cemetery**



**Prepared by:  
Blake Meaux  
Owner of Restoration Roof Clean  
July 9, 2010**

Restoration Roof Clean  
11270 Cox Rd.  
Conroe, TX 77385

# Table of Contents

|                                  |     |
|----------------------------------|-----|
| <u>Introduction</u>              | 3   |
| <u>Specifications</u>            | 4   |
| <u>Stone Restoration Pricing</u> | 5-7 |
| <u>Contractor Agreement</u>      | 8-9 |



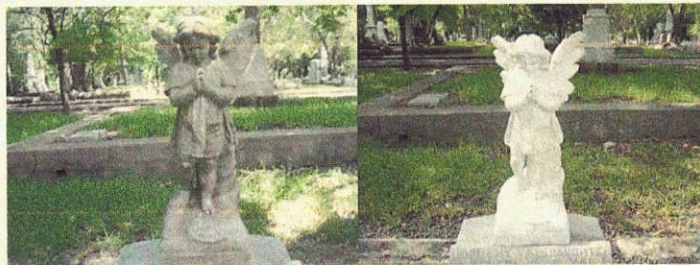
# Introduction

First, I would like to thank you for allowing me the opportunity to provide stone cleaning services to the historical Glenwood Cemetery and for the request of future services. I am confident that you are satisfied with my past results and I look forward to our continued relationship.

It is comforting to know that Glenwood has taken the proper steps to ensure that the ones buried there are honored and their graves are properly maintained. The men and woman that lie in Glenwood would truly be proud.

What can my company do for you?

1. Add value to plots/burial spaces that are still for sale.
  - Properly maintaining the cemetery shows new clients that in 100 years, their final resting place will not be a forgotten or neglected place.
  - Curb-appeal is huge when buying a home, so why wouldn't it be when shopping for a final resting place? A burial plot that is surrounded by dirty tombstones is worth less than if the surrounding area were clean and properly maintained.
2. Extend the life of the stone.
  - Algae need 3 things to thrive; water, shade, and a food source. Since marble is porous, it holds water. This causes algae to root into the marble. Also, certain types of algae feed on the organic components in the marble. Over time, this can lead to premature aging of the marble.
  - Algae spores travel by air, so a clean stone will remain free of algae longer if the stones surrounding it are clean also.



Restoration Roof Clean  
11270 Cox Rd.  
Conroe, TX 77385

# Specifications

Glenwood Cemetery has requested that Restoration Roof Clean continue grave cleaning work for the following sections of cemetery.

The cleanings will consist of all marble gravestones and marble coping in the above listed sections being cleaned of algae and mildew.

The following are the sections to be cleaned:

-West and East Avenue, C-1, C-2, C-3, C-4, C-5, D-1, D-2, F-1, E-1, and E-2

- West Avenue: 99 marble stones and 8 copings
- East Avenue: 150 marble stones and 18 copings
- C-1: 108 marble stones and 6 copings
- C-2: 121 marble stones and 12 copings
- C-3: 66 marble stones and 8 copings
- C-4: 122 marble stones and 10 copings
- C-5: 91 marble stones and 4 copings
- D-1: 124 marble stones and 10 copings
- D-2: 129 marble stones and 10 copings
- F-1: 75 marble stones and 3 copings
- E-1: 5 copings
- E-2: 4 copings

Other specifications are as follows:

- All tombstones will be photographed and before and after pictures will be provided in the form of a CD to the office at Glenwood Cemetery every time a section is completed.
- Maintenance reports will be given to the office at Glenwood Cemetery every time a section is completed. These reports will contain lists of marble stones and marble coping that need to be repaired or maintained.
- Restoration Roof Clean will work 8 hour days, Monday through Friday until the job is completed. (Subject to Article 5, section 3 or the Contractor Agreement)
- If the contract is accepted for all 12 sections, Restoration Roof Clean will pressure wash all brick that marks the boundary of each section.

# Stone Restoration Pricing

Cost will be listed per section and then be combined for a final total.

1) Section: East Avenue

- 150 stones: \$3000
- 18 copings: 1228 sf @ \$1.50/sf = \$1842
- Total: \$4842
- Discount: 5%
- **New Total: \$4600**

2) Section: D-2

- 129 stones: \$2580
- 10 copings: 485 sf @ \$1.50/sf = \$727
- Total: \$3307
- Discount: 5%
- **New Total: \$3142**

3) Section: F-1

- 75 stones: \$1500
- 3 copings: 205 sf @ \$1.50/sf = \$308
- Total: \$1808
- Discount: 5%
- **New Total: \$1718**

4) Section: D-1

- 124 stones: \$2480
- 10 copings: 915 sf @ \$1.50/sf = \$1373
- Total: \$3853
- Discount: 5%
- **New Total: \$3660**

5) Section: C-2

- 121 stones: \$2420
- 12 copings: 1391 sf @ \$1.50/sf = \$2086
- Total: \$4506
- Discount: 5%
- **New Total: \$4281**

## 6) Section: C-1

- 108 stones: \$2160
- 6 copings: 503 sf @ \$1.50/sf = \$755
- Total: \$2915
- Discount: 5%
- **New Total: \$2769**

## 7) Section: C-3

- 66 stones: \$1320
- 8 copings: 540 sf @ \$1.50/sf = \$810
- Total: \$2130
- Discount: 5%
- **New total: \$2023**

## 8) Section: C-5

- 91 stones: \$1820
- 4 copings: 317 sf @ \$1.50/sf = \$476
- Total: \$2296
- Discount: 5%
- **New Total: \$2181**

## 9) Section: C-4

- 122 stones: \$2440
- 10 copings: 629 sf @ \$1.50/sf = \$943
- Total: \$3383
- Discount: 5%
- **New Total: \$3214**

## 10) Section: West Avenue

- 99 stones: \$1980
- 8 copings: 817 sf @ \$1.50/sf = \$1226
- Total: \$3206
- Discount: 5%
- **New Total: \$3046**

## 11) Section: E-1

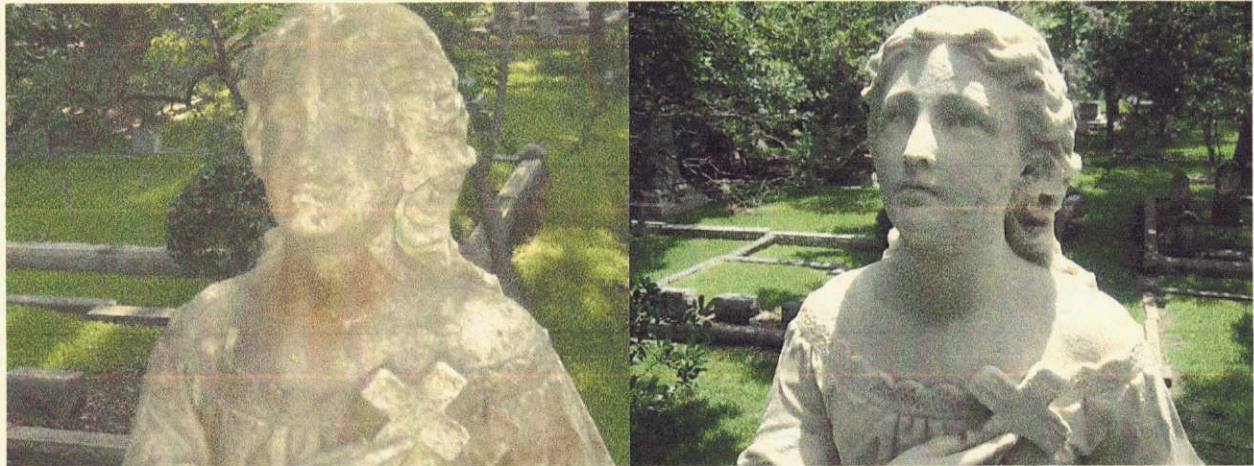
- 5 copings: 402 sf @ \$1.50/sf = \$603
- Total: \$603
- Discount: 5%
- **New Total: \$573**

12) Section: E-2

- 4 copings: 236 sf @ \$1.50/sf = \$354
- Total: \$354
- Discount: 5%
- **New Total: \$336**

**Total: \$31,543**

**\*\*\*If a contact is made to total all 12 sections listed, Restoration Roof Clean will pressure wash the brick that marks the boundary of each section at no additional cost.**



# Contractor Agreement

THIS AGREEMENT made this 21<sup>st</sup> day of July, 2010, by and between Restoration Roof Clean, hereinafter called the Contractor, and Glenwood Cemetery Historic Preservation Foundation.

WITNESSETH, that the Contractor and Glenwood Cemetery for the consideration named herein agree as follows:

## ARTICLE 1. SCOPE OF THE WORK

The Contractor shall furnish all the materials and perform all of the work described in the specifications page (marble tombstone and marble coping cleaning), as it pertains to work to be performed on property located at:

- 1) Glenwood Cemetery *Historic Preservation Foundation*  
2525 Washington Avenue  
Houston, TX 77007

- Sections: West and East Avenue, C-1, C-2, C-3, C-4, C-5, D-1, D-2, F-1, E-1, and E-2.

## ARTICLE 2. TIME OF COMPLETION

The work to be performed under this Contract shall be commenced as soon as possible and worked on until it is finished. I estimate the total job will take 60 working days or less.

## ARTICLE 3. THE CONTRACT PRICE

The foundation shall pay the Contractor for the material and labor to be performed under the Contract the sum of \$31,543 Dollars, subject to additions pursuant to authorized change orders.

## ARTICLE 4. PROGRESS PAYMENTS

Payments of the contract price shall be paid per completed section in the following manner  
Check made out to Restoration Roof Clean, LLC.

## ARTICLE 5. GENERAL PROVISIONS

1. All work shall be completed in a workmanship like manner and in compliance with all building codes and other applicable laws.
2. All change orders shall be in writing and signed by both Owner and Contractor.
3. Contractor shall not be liable for any delay due to circumstances beyond its control including weather, health, unexpected circumstances and general unavailability of materials.

Restoration Roof Clean  
11270 Cox Rd.  
Conroe, TX 77385

*RA*  
7/9/2010  
122

4. After the completion of each section, contractor will provide to the Glenwood Cemetery Office a Maintenance Report detailing any marble stones or marble coping in the completed section that need to be repaired or reset.
6. After the completion of each section, contractor will provide before and after pictures of each stone and coping in the completed section to the Glenwood Cemetery office.
7. After the completion of the sections listed in the specifications page, Glenwood Cemetery may request to extend the contract for marble cleaning at the same discount percentage that is listed in the Stone Restoration Pricing page. Restoration Roof Clean will also pressure wash all brick that marks the boundary of any section added to the contract.
8. Although most stains will be completely removed, some will retain minimal discoloration. In this circumstance, the stones appearance will still be greatly improved.

#### ARTICLE 6. OTHER TERMS

\_\_\_\_\_  
 N/A  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed this 9th day of July, 20 10.

*Richard Ambrus*

Richard Ambrus  
 Executive Director of Glenwood Cemetery

*Historic Preservation Foundation*

*Blake Meaux*

Blake Meaux  
 Owner of Restoration Roof Clean

# Contractor Agreement

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Restoration Roof Clean, hereinafter called the Contractor, and Glenwood Cemetery Historic Preservation Foundation.

WITNESSETH, that the Contractor and Glenwood Cemetery for the consideration named herein agree as follows:

## ARTICLE 1. SCOPE OF THE WORK

The Contractor shall furnish all the materials and perform all of the work described in the specifications page (marble tombstone and marble coping cleaning), as it pertains to work to be performed on property located at:

- 1) Glenwood Cemetery *Historic Preservation Foundation*  
2525 Washington Avenue  
Houston, TX 77007

- Sections: West and East Avenue, C-1, C-2, C-3, C-4, C-5, D-1, D-2, F-1, E-1, and E-2.

## ARTICLE 2. TIME OF COMPLETION

The work to be performed under this Contract shall be commenced as soon as possible and worked on until it is finished. I estimate the total job will take 60 working days or less.

## ARTICLE 3. THE CONTRACT PRICE

The foundation shall pay the Contractor for the material and labor to be performed under the Contract the sum of \$31,543 Dollars, subject to additions pursuant to authorized change orders.

## ARTICLE 4. PROGRESS PAYMENTS

Payments of the contract price shall be paid per completed section in the following manner  
Check made out to Restoration Roof Clean, LLC.

## ARTICLE 5. GENERAL PROVISIONS

1. All work shall be completed in a workmanship like manner and in compliance with all building codes and other applicable laws.
2. All change orders shall be in writing and signed by both Owner and Contractor.
3. Contractor shall not be liable for any delay due to circumstances beyond its control including weather, health, unexpected circumstances and general unavailability of materials.

Restoration Roof Clean  
11270 Cox Rd.  
Conroe, TX 77385

*PA*  
7/9/2010  
142

4. After the completion of each section, contractor will provide to the Glenwood Cemetery Office a Maintenance Report detailing any marble stones or marble coping in the completed section that need to be repaired or reset.
6. After the completion of each section, contractor will provide before and after pictures of each stone and coping in the completed section to the Glenwood Cemetery office.
7. After the completion of the sections listed in the specifications page, Glenwood Cemetery may request to extend the contract for marble cleaning at the same discount percentage that is listed in the Stone Restoration Pricing page. Restoration Roof Clean will also pressure wash all brick that marks the boundary of any section added to the contract.
8. Although most stains will be completely removed, some will retain minimal discoloration. In this circumstance, the stones appearance will still be greatly improved.

#### ARTICLE 6. OTHER TERMS

\_\_\_\_\_  
 N/A  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed this 9th day of July, 20 10.

Richard Ambrus

Richard Ambrus  
 Executive Director of Glenwood Cemetery *Historic Preservation Foundation*

Blake Meaux

Blake Meaux  
 Owner of Restoration Roof Clean

Restoration Roof Clean  
 11270 Cox Rd.  
 Conroe, TX 77385

*1/9/20*  
*2/2*

## TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

|                                                                                                |  |                                                     |
|------------------------------------------------------------------------------------------------|--|-----------------------------------------------------|
| Name of purchaser, firm or agency<br><b>Glenwood Cemetery Historic Preservation Foundation</b> |  | Phone (Area code and number)<br><b>713-864-7886</b> |
| Address (Street & number, P.O. Box or Route number)<br><b>2525 Washington Avenue</b>           |  |                                                     |
| City, State, ZIP code<br><b>Houston, TX 77007</b>                                              |  |                                                     |

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: RESTORATION Roof Clean

Street Address: 11270 Coy Rd City, State, ZIP code: Conroe, TX 77385

Description of items to be purchased or on the attached order or invoice:

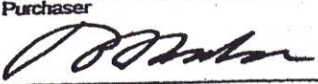
Monument Cleaning & other misc services

Purchaser claims this exemption for the following reason:

Purchaser is a 501(c)(3) organization.

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Service Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

|                |                                                                                                  |                                    |                         |
|----------------|--------------------------------------------------------------------------------------------------|------------------------------------|-------------------------|
| sign<br>here → | Purchaser<br> | Title<br><b>Executive Director</b> | Date<br><b>7/5/2010</b> |
|                | <b>Richard A. Ambrus</b>                                                                         |                                    |                         |

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.  
**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**  
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                    |                                         |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Print or type<br>See Specific Instructions on page 2. | Name (as shown on your income tax return)<br><b>Restoration Roof Clean</b>                                                                                                                                                                                                                                                                                                                         |                                         |
|                                                       | Business name, if different from above                                                                                                                                                                                                                                                                                                                                                             |                                         |
|                                                       | Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership<br><input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee<br><input type="checkbox"/> Other (see instructions) ▶ |                                         |
|                                                       | Address (number, street, and apt. or suite no.)<br><b>11270 Cox Rd.</b>                                                                                                                                                                                                                                                                                                                            | Requester's name and address (optional) |
|                                                       | City, state, and ZIP code<br><b>Conroe, TX 77385</b>                                                                                                                                                                                                                                                                                                                                               |                                         |
| List account number(s) here (optional)                |                                                                                                                                                                                                                                                                                                                                                                                                    |                                         |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

|                                |         |
|--------------------------------|---------|
| Social security number         |         |
|                                |         |
| or                             |         |
| Employer identification number |         |
| 27                             | 0977105 |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

|              |                               |        |
|--------------|-------------------------------|--------|
| Sign<br>Here | Signature of<br>U.S. person ▶ | Date ▶ |
|              |                               |        |

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

## TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency

Glenwood Cemetery Historic Preservation Foundation

Address (Street &amp; number, P.O. Box or Route number)

2525 Washington Avenue

Phone (Area code and number)

713-864-7886

City, State, ZIP code

Houston, TX 77007

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller:

Restoration R.O.F. Clean

Street Address:

11270 Coy Rd

City, State, ZIP code:

Conroe, TX 77385

Description of items to be purchased or on the attached order or invoice:

Monument Cleaning &amp; other misc services

Purchaser claims this exemption for the following reason:

Purchaser is a 501(c)(3) organization.

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser

sign  
here→ 

Richard A. Ambrus

Title

Executive Director

Date

7/7/2010

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.