



PROPOSAL ONE FOR:

Mr. Jerry Pare', Operations Manager

PREPARED FOR:

**Trinity Episcopal Cathedral
2620 Capitol Avenue
Sacramento, CA 95816**

September 28, 2017

Proposal One addresses the general restoration and installation of protective covering for your valuable stained glass windows.

Our California Contractor's License Number is 871184.

(Reference: http://www2.cslb.ca.gov/CSLB_LIBRARY/License+Detail.asp)

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

Window #1 Rectangular (114 inches wide x 107 inches high)

- Perform General Restoration
- Clean Interior Surface Of Stained Glass Window
- Recement Exterior Of Stained Glass Window (This Seals And Cleans The Stained Glass)
- Repaint Exterior Frame With Sherwin-Williams Duration® Coating (This Coating Has A Residential Lifetime Warranty)
- Reputty And Caulk Exterior Jamb, Frames, Sash, T-Bars, and Mullions Where Old Putty Or Caulk Is Loose Or Missing
- Flatten 9 Bulged Areas
- Install New Protective Covering With Bovard Studio's 1400 Series Precision Flow® Vented Perimeter Framing System Designed To Preserve Your Stained Glass Heritage U.S. Patent #7607267
- Fabricate And Install Protective Covering, 1/4 Inch Laminated Glass With A Ventilation System Designed Specially For Stained Glass
- Pull Panels, Flatten, Trim Edges & Reinstall Panels With Backer Rod To Allow For Expansion Of Window
- Refer To General Specifications Section For Detailed Description Of Work And Materials

Window #2 Rectangular (114 inches wide x 164 inches high)

- Perform General Restoration
- Clean Interior Surface Of Stained Glass Window
- Remove One Layer Of Existing Protective Covering
- Recement Exterior Of Stained Glass Window (This Seals And Cleans The Stained Glass)
- Repaint Exterior Frame With Sherwin-Williams Duration® Coating (This Coating Has A Residential Lifetime Warranty)
- Reputty And Caulk Exterior Jamb, Frames, Sash, T-Bars, and Mullions Where Old Putty Or Caulk Is Loose Or Missing
- Flatten 1 Bulged Area
- Install New Protective Covering With Bovard Studio's 1400 Series Precision Flow® Vented Perimeter Framing System Designed To Preserve Your Stained Glass Heritage U.S. Patent #7607267
- Fabricate And Install Protective Covering, 1/4 Inch Laminated Glass With A Ventilation System Designed Specially For Stained Glass
- Refer To General Specifications Section For Detailed Description Of Work And Materials

Window #3 Rose (60 inches in diameter)

- Perform General Restoration
- Clean Interior Surface Of Stained Glass Window
- Remove One Layer Of Existing Protective Covering
- Recement Exterior Of Stained Glass Window (This Seals And Cleans The Stained Glass)
- Repaint Exterior Frame With Sherwin-Williams Duration® Coating (This Coating Has A Residential Lifetime Warranty)
- Reputty And Caulk Exterior Jamb, Frames, Sash, T-Bars, and Mullions Where Old Putty Or Caulk Is Loose Or Missing
- Install New Protective Covering With Bovard Studio's 1400 Series Precision Flow® Vented Perimeter Framing System Designed To Preserve Your Stained Glass Heritage U.S. Patent #7607267
- Fabricate And Install Protective Covering, 1/4 Inch Laminated Glass With A Ventilation System Designed Specially For Stained Glass
- Refer To General Specifications Section For Detailed Description Of Work And Materials

Window #4 Rose (36 inches in diameter)

- Perform General Restoration
- Clean Interior Surface Of Stained Glass Window
- Recement Exterior Of Stained Glass Window (This Seals And Cleans The Stained Glass)
- Repaint Exterior Frame With Sherwin-Williams Duration® Coating (This Coating Has A Residential Lifetime Warranty)
- Reputty And Caulk Exterior Jamb, Frames, Sash, T-Bars, and Mullions Where Old Putty Or Caulk Is Loose Or Missing
- Install New Protective Covering With Bovard Studio's 1400 Series Precision Flow® Vented Perimeter Framing System Designed To Preserve Your Stained Glass Heritage U.S. Patent #7607267
- Fabricate And Install Protective Covering, 1/4 Inch Laminated Glass With A Ventilation System Designed Specially For Stained Glass
- Refer To General Specifications Section For Detailed Description Of Work And Materials

General Specifications

The following general specifications more completely describe the itemized work listed above. Each general specification applies only to the window(s) for which the specification is listed, and does not necessarily apply to all windows.

Unless otherwise specified, all references to "General Specifications" contained within this proposal refer to the "General Specifications" paragraph within this proposal.

BOVARD STUDIO, INC. • 2281 BUSINESS HIGHWAY 34, FAIRFIELD, IOWA 52556-8560 • 800-452-7796
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General Restoration includes the following services:

- Reputty interior divider bars where putty is loose or has fallen out.
- Resecure all loose steel reinforcing bars.
- Install additional steel reinforcing bars to the areas where the old reinforcing bars are missing. Add new steel reinforcing bars to areas that are structurally weakened to prevent problems in the future. All new reinforcing bars will be installed in such a manner as to obtain maximum support with minimum intervention in window's artistic design. The correct setting of these reinforcing bars will be determined by the master craftsman in charge of the project.
- Restore cracked glass. Conservation of your stained glass windows is of utmost importance to Bovard Studio, Inc.'s craftspeople. Therefore we restore all cracks possible. Replacement of these pieces would take away from the originality of your stained glass, thus decreasing their artistic and antique value. Restoration of the cracked glass will be done using one of the following methods:
 - 1) Applying optically clear glass adhesive.
 - 2) Lead overlay (Dutchman)
 - 3) Copper foiling (only on windows being releaded).

The method used will be chosen based on structural requirements and design needs. This does not include restoration of cracked glass in plated windows (windows made with two or more layers of stained glass.) Restoring cracks in those types of stained glass windows will require disassembling the stained glass window and reassembling the stained glass window.

Bulged Areas will normally be flattened either by in-place manipulation, or by removing bulged panel. Panels are flattened and then bracing installed to prevent future bulging. When required to properly flatten, the stained glass panels will be removed and the specific bulged area of the panel will be releaded. If additional areas of the stained glass window require releading, it will be completed at an additional cost as per a mutually agreed upon change order. The final method used will be determined by the Bovard Studio master craftsman in charge of the project.

Recementing is a process that is performed by brushing a specially formulated cement compound underneath lead flanges in order to strengthen windows and replace original cement that has fallen out over the years. This process also does an excellent job of cleaning the stained glass. Other even more time consuming cleaning techniques are available at an additional cost.

Remove One Layer Of Old Protective Covering. Bovard Studio Inc.'s craftspeople will remove one layer of old protective covering and, if it is not being reinstalled, place in area for disposal. The client is to supply a container or dumpster for disposal of waste materials.

Repaint Exterior Frame. Bovard Studio Inc.'s craftspeople will use standard paint preparation procedures to scrape loose and flaking paint. The surface will then be properly puttied and prepared to accept one coat of high quality primer and a finish coat of Sherwin-Williams Duration® coating. Other paint preparation methods are available at an additional time and material charge. Any wood damage will be brought to the client's attention and Bovard Studio Inc. craftspeople can correct wood damage on a time and material basis with approval of the client. Any wood repairs or wood restoration specifically listed in the preceding itemized list of window specifications are included in the agreement price.

Protective Covering will be custom fit to each specific window on site by Bovard Studio Inc. craftspeople. Protective coverings will be installed using aluminum divider bars (as necessary), set to avoid shadowing and so each section supports itself. (Note: This technique of bending is not possible with our heavy duty protective covering frames used for areas requiring hurricane code installation.) Craftsperson in charge will determine the correct setting of the divider bars, thus assuring a proper installation. All protective coverings will be sealed in using Dow Corning 795 or equivalent Silicone Building Sealant for installing the glazing into the aluminum frames. For setting the frames or glazing directly to the window jambs, we use the appropriate sealant for the materials involved, creating a waterproof installation.

Bovard Studio's proposals for aluminum frames include the client's choice of a standard white or standard bronze paint. Bovard's Extruder applies a factory finish of Valspar Polyure 4000 flex paint, a polyester paint, which meets AAMA 2603 standards. Due to the manufacturing process, some frames receive an additional coat in the desired color of Sherwin Williams Genesis LV Automotive Paint, a two (2) component urethane paint, which is not tested under the AAMA standards as it is a High-End Commercial Fleet Grade Automotive finish:

Genesis LV Premium Single Stage Technical Data:

Appearance: Test ASTM D523
Flexibility: Test ASTM D522 & ASTM D3170
Chemical resistance: Test ASTM D1308
Moisture resistance: Test ASTM D2247
Corrosion resistance: Test ASTM B117

Custom colors and finishes are available at an additional cost unless specifically specified in this agreement.

Protective Covering will be set with aluminum framing around total perimeter of window, making an ideal glazing situation for protective covering. This allows maximum expansion and contraction, and is essential with plate, laminated glass, polycarbonate, or Acrylic protective covering.

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Genesis LV Premium Single Stage Technical Data:

Appearance: Test ASTM D523
Flexibility: Test ASTM D522 & ASTM D3170
Chemical resistance: Test ASTM D1308
Moisture resistance: Test ASTM D2247
Corrosion resistance: Test ASTM B117

Custom colors and finishes are available at an additional cost unless specifically specified in this agreement.

Stained Glass Cleaning Methods. Bovard Studio Inc. agrees to wet wipe above specified windows as part of this project. Historic preservation techniques require the precious hand-painted areas of glass, as faces and flesh areas, be tested for stability and then gently cleaned with Triton X pH neutral cleaner. "Wet wiping" involves removal of the loose dirt, dust and debris from the surface of your stained glass windows. We cannot remove dried glazing cement, silicone sealants, or paint over-spray from your windows using this method, especially if the windows have a textured surface. Other cleaning methods can involve a great deal of additional labor and materials costs. We can provide you with liquid and other cleaning methods upon request at an additional cost over and above this project cost.

Bovard Studio Inc. is proud to have some of the finest craftspeople in the industry. All projects are assured to be performed in a timely and professional manner. Our craftspeople will work around your activities to the best of our ability thus allowing your project to proceed smoothly with as little inconvenience as possible. Bovard Studio stands for total quality management.

Benefits of Bovard Studio, Inc.:

Bovard Studio, Inc. includes artists and craftspeople with (20) twenty plus years of stained glass design, fabrication, restoration and engineering experience.

Bovard's facility encompasses an extensive and well-equipped wood shop, metal shop and machine shop to handle the manufacture of large and complex wood, metal and aluminum frames.

With Bovard Studio's knowledgeable and experienced Team and Bovard Studio's comprehensive and well-equipped facility, Bovard has the capacity and capability to complete large, complex projects on time and on budget with excellent client satisfaction and service.

Bovard Studio's engineering staff and frame shop have been awarded a U.S. patent, #7,607,267 B2, on (21) twenty-one aspects of Bovard's glazing system designed for the conservation of stained glass windows.

Bovard's crews are trained in OSHA safety, fall protection, scaffold setup and hazardous material usage.

Bovard Studio fully screens, tests and qualifies all prospective new employees. Most Craftsmen have significant tenure and stained glass experience with the Company.

Bovard Studio requires Field Operation craftsmen to be Iowa Lead Safe Renovator certified, which exceeds the National EPA standards.

Bovard Studio will respect your organization's facility and property, leaving it cleaner than upon Bovard crew's arrival.

Bovard Studio accepts responsibility for the scope of work performed and looks forward to addressing any concerns that you, as our client, might have in a timely manner, should they arise.

Bovard Studio has significant capability, capacity and depth of experience in managing large, complex and unique projects.

Bovard Studio understands the difference that commitment and service makes in long-term client satisfaction.

Bovard Studio does not use Sub-Contractors. Bovard's employees are trained internally using best-in-industry standards set by the Stained Glass Association of America and the construction industry. Each craftsman is trained to excel at the scope of work assigned.

Bovard Studio's insurance policy includes; general liability, automobile liability, worker's compensation & employer's liability, equipment floater, personal property of others, property in transit and umbrella liability & excess liability and are set at high levels to meet and exceed most discerning client's requirements, thus protecting our clients from potential legal issues.

Agreement

Bovard Studio Inc. agrees to perform all work detailed in this proposal with materials and craftsmanship which meets or exceeds the standards of the Stained Glass Industry, and to supply all labor and materials (except where otherwise noted) for the below project costs which are due and payable according to the following terms. Bovard Studio Inc. will also furnish Worker's Compensation, General Liability and Property Damage Insurance, and Bovard Studio Inc.'s liability shall be limited to the extent of this insurance coverage. The client is responsible for the cost of any required permits, any local or state sales taxes, local business and occupation taxes and codes that may apply, including any costs of Registered Architects and Professional Engineers of Record that may be required for quantification or qualification of code or approval of Bovard Studio Inc. designs and work involving meeting code. The client is also responsible for the costs for the local power company or others to move any electrical lines or other obstructions that block the completion of this project, providing adequate parking and staging areas for Bovard Studio Inc. to perform the work specified in this agreement, and for supplying a container or dumpster for the disposal of waste materials. The use of Low E glass as glazing material with stained glass windows may damage both the stained glass windows and the Low E glass. Bovard Studio is not responsible if the client or the client's contractor uses Low E glass in a window with stained glass. Any legal questions or matters arising from our relationship will be determined using Iowa law and venue.

Scaffolding: Bovard Studio owns and sets up its own scaffolding. Our crews are trained in OSHA scaffolding and fall protection requirements. Our price is based on our scaffolding plans. If a city's building department or offices requires modification of Bovard Studio's scaffolding plans, the client understands that Bovard Studio's pricing will be modified to accommodate those changes. The client is responsible for the cost of the scaffolding permit.

Bovard Studio Inc. shall not be liable for any failure or any delay caused by the acts of God, acts of client, fires, strikes, floods, governmental rules or regulations, or delays in transportation or availability of component parts. Bovard Studio Inc. shall not be liable for damage to landscaping that may occur in the normal performance of work. Bovard Studio shall not be responsible for asbestos abatement or other hazardous material removal other than lead in the product being restored or produced. Insurance Specialty Endorsements, if required, are extra per quote from our broker.

The specifications listed herein fully describe all work that is included in this agreement. This proposal is based on a visual inspection of the existing building and its components. Some hidden issues may need additional work. Any additions, deletions or other changes to these specifications shall be made only by a written Change Order. The Change Order shall specify any alterations in the work to be performed or the product to be delivered, and shall specify any credit or additional cost to the client. The Change Order must be signed by both Bovard Studio Inc. and the client prior to the start of any Change Order work.

Bovard Studio Inc. is an equal opportunity employer and will take affirmative action to hire applicants and treat all employees during employment without regard to veteran status, disability, age, sex, creed, religion, race, color, national origin or ancestry.

In order for our Field Operation personnel to perform efficiently and to allow our craftspeople quality family time at home, our crews normally work between 7am and 9pm with breaks throughout the day, six days per week with Sundays off. Every two weeks our Field Operation personnel return home to spend a week off of work with their families. If your community zoning laws limit work hours, please let us know prior to signing this agreement so modifications can be made.

Terms

Bovard Studio Inc. requires a one third Project Planning, Pre-Production & Engineering Fee upon acceptance of this proposal, followed with bi-weekly progress payments based on the percentage of proposed work completed. Progress payments shall be made within 15 business days after the client receives the invoice. The final payment shall be given to a Bovard Studio master-craftsperson upon completion of this project. The Bovard Studio Inc. master-craftsperson will provide the owner or owner representative with a minimum of 24 hours notice of the projected completion of this project so the owner or owner representative can arrange for the final inspection prior to payment.

Failure to pay according to the above schedule shall result in a late payment penalty fee of 5% of the past due balance to be paid to Bovard Studio Inc. After 30 days, a rate of 1-1/2% interest per month will be added to all past due balances.

Our proposal's price will remain valid for a period of 60 days.

BASIC PROJECT COST IS THE AMOUNT OF (\$34,982.00) THIRTY FOUR THOUSAND, NINE HUNDRED EIGHTY TWO DOLLARS.

AGREED TO AND ACCEPTED BY:

TRINITY EPISCOPAL CATHEDRAL

BOVARD STUDIO, INC.

Signature/Title

Officer

Date

Date