



Work Scope Document

Project Title: Boyington Gutter Replacement

Ticket #: Click or tap here to enter text.

Date Scoped: 2/16/2026

Scoped By: Jessica Melius and Angela Coan

Project Coordinator, Email, Phone Number: Jessica Melius, 906-221-2631, jmelius@nbhs.or

Project Coordinator, Email, Phone Number: Angela Coan, 906-239-4637, nbhs-maintenance@nbhs.org

Work Window: May – August 2026

Pre-Quote Walkthrough Date: TBD

Proposal Due Date: 3/2/2026

Situation Details:

Boyington Place is an Adult Foster Care home located at 115 West Boyington Street, Iron River, Michigan 49935. This home is staffed 24x7. The home, the original pre-addition and new portion of the building, requires gutter replacement and repairs, to include soffits and down spouts.

Description of Work:

1. Contractor to procure Land Use Permit(s) from City of Iron River, if required.

2. Gutter Replacement Scope

- Removal of existing gutters and downspouts
 - Carefully detach and dispose of old gutter system
 - Inspect fascia and soffit for damage
- Repair fascia if needed
 - Replace or reinforce damaged fascia boards



- Prime and paint as required
- Installation of new gutters and downspouts
 - Install seamless aluminum or specified gutter system (appx. 130 feet, 13 linear runs)
 - Ensure proper slope for drainage
 - Secure downspouts and splash blocks or extensions (appx. 80 feet, 8 downspouts)
- Final inspection and cleanup
 - Test water flow and drainage
 - Clean work area and remove debris

If Awarded:

- Provide timeline for actual project execution.
- Order Confirmation for Materials must be provided for Northpointe to meet auditory requirements.
- Letter of Agreement must be signed between the awarded contractor and Northpointe.
 - Will be provided upon award.
 - Business License and Insurance
- W9 for Payment, Certificate of Insurance, and License
- (!) All discovery work / change orders must be approved by Jessica Melius (jmelius@nbhs.org) or Brent Johnson (bjohnson@nbhs.org) prior to continuation.
- Northpointe is primarily Medicaid funded and must comply with Michigan and Federal statutes.

Attachments/Supportive Documents: Photos from GIS and Google Maps, Photos of home condition.

Safety Considerations: Sections of this roof are very steep. Fall restraint, Scaffolding systems, and additional safety PPE must be worn. Nails, sharp materials, and other harmful debris must be removed to prevent Residents from injury.

Northpointe Supplied Materials: House supplied water and electricity for construction application

Contractor Supplied Materials: All required tools, construction materials, disposal, PPE, and permits



Attached Photos and Supportive Documents:





**Northpointe Behavioral Healthcare System
Formal Competitive Bid Package**

