

Proposal for Physical Improvements to Roanoke Office

March 2014

1. Install commercial carpet in current break room, and replace carpet in Admin Assistant's office

Whitt Carpet & Tile \$1,641

2. Replace flooring in lobby, and replace cove base

Whitt Carpet & Tile \$2,994

3. Install two workstations in current break room area

Harris Office Furniture \$7,106

4. Move walls separating two back offices (Rob & Cathy) to create third office. Replace flooring in the newly-created office.

Licensed Contractor (to be determined) \$4,253

Whit Carpet and Tile \$500

5. Remove closet from existing office to convert to small conference room.

Licensed contractor (to be determined) \$400

6. Contingency for overage, furniture, cleaning, etc.

\$3,000

Total cost expected to be \$19,494.