

JEFFERSON COUNTY HOUSING AUTHORITY

Request for Quotes: Unit Preparation At All Properties

Quote must be received by 11:00 a.m. on 9/19/2023

Company Name _____

Contact _____

Phone Number _____

Email _____

Description: Prepare units for rental by cleaning out unit and preparing for paint, painting unit, and performing final clean. Details of what is required is attached as Scope of Work. A bid sheet is also attached, which contains the number of units and square feet by type of unit and space to provide a quote for each. You may call Diane Clark at 205-244-1324 to make arrangements to look at the apartments or if you have questions about the work, or you may contact Property Managers for information about units.

Minimum Eligibility Requirements (Must provide after selection)

- Experienced in providing unit preparation services for residential homes and/or apartments and commercial office space
- Licensed as required by the jurisdiction and State of Alabama, as needed
- Worker's Compensation Insurance, in accordance with Alabama Law
- General Liability Insurance (\$1,000,000)
- Automobile Liability with limits of not less than \$500,000

Submit quotes and affidavit to Diane Clark in person, or via email, or regular mail. Email address is dclark@jcha.com. Mailing address is 3700 Industrial Parkway, Birmingham, AL 35217.

Submission should include company experience with similar work, references and the bid sheet.

Housing Authority Officials will evaluate quotes considering both cost and experience performing similar work. JCHA will make a decision that is in the best interest of the housing authority.

This quote is offered by:

Signature

Print Name

Date

Title

Scope of Work for JCHA Unit Preparation

Unit Preparation is a 3-step process that involves cleaning out the unit and preparing to paint, painting, and a final clean so that it is ready for renting. The contractor will work with the property manager to coordinate the process and communication and inspections.

I. Initial Unit Preparation

The initial unit preparation covers preparing the unit to be painted and cleaned for rental. The condition of units varies greatly. Some people leave the unit relatively clean and free of belongings, and others do not. Some units will have food in the refrigeration, on countertops, etc. furniture and clothing and other personal belongings in the units. So this initial step may vary quite a bit in the work required. In general, what is expected is for you to prepare the unit to be painted. The things removed from a unit must be removed from the property by the contractor.

1. Clean out all trash, including garbage sitting around, in cans and in appliances.
2. Removed everything from the refrigerator and clean it out
3. Remove everything from cabinets, drawers, closets, etc.
4. Remove all furniture from the unit
5. Sweep/vacuum the unit to remove dirt, dust, bugs, etc.
6. Set off bug bomb, if needed.
7. Remove light fixture covers, switch and receptacle covers
8. Any other preparation to make the unit ready for painting.

II. Painting Requirements

GENERAL

The contractor is required to provide labor, specified paint, related materials, equipment and services needed to repaint all existing painted surfaces. Interior wall surfaces are sheetrock, plaster, block and concrete. With the exception of Hickory Ridge, ceiling heights are 8 feet above finished floor. Hickory Ridge ceiling height is 9 feet above

finished floor. For approximate square footage of apartments by housing communities, see attached Communities, locations and bid sheet

Requirements for painting units are provided below.

EXAMINATION & PAINT SURFACE PREPARATION

- Generally, Housing Authority maintenance employees will perform sheetrock and wall repairs. Contractor will clean the surfaces to be painted, including removal of mildew. However, bidders must prepare a price per square foot for sheetrock repairs, in case the authority is unable to complete the wall repairs prior to painting. In this instance, the Property Manager or Maintenance Coordinator will request that the contractor make the repair.
- Remove all extraneous materials from work surfaces, including all window treatment hardware around casing and trim to include any wall paper or border paper.
- Remove peeling or flaking paint.
- Seal smoke detectors from contamination during work, unseal, and test after work.
- Remove all device covers, devices, electrical covers, and light fixtures prior to proceeding with repainting work. After completion of painting work, reinstall all device covers, devices, electrical covers, and light fixtures, which were removed.
- Protect all electrical boxes from dust intrusion and paint. Protect carpets, appliances, counter tops, vinyl flooring, sinks, bathtubs, blinds, and door hardware not to receive paint.

CAULKING

The following voids must receive paintable caulking:

- Cabinet perimeter
- Electrical boxes and raceways
- Pipe penetrating walls, partitions, etc.
- Cleats
- Shoe Molding
- Windows
- Ceiling perimeter
- Baseboard or cove base wall contact area
- Door Casings
- Wall hung lavatories

PRIMER

- When necessary, prime all interior wood work, wall covering and metal to receive a solid primer coat
- Kilz or comparable, as needed may be used to resolve conditions
-

CONTRACTOR TO SUPPLY ALL PAINT:

- Painting all ceilings in apartment to include storage rooms and laundry rooms with ICI or comparable flat ceiling white paint, unless Maintenance Coordinator or Property Manager indicates that ceilings should not be painted
- The following surfaces shall receive ICI Bone White or *comparable* (with JCHA approval) Semi-Gloss paint #26YY 71/098
 - Paint all surfaces
 - Paint Window sills
 - Paint interior doors, including frame
 - Paint Door trim and wood trim
 - Paint interior of entrance doors and both sides of storage room doors, including frame
 - Paint Risers on staircases at Terrace Manor I and Oak Ridge
 - Paint wood cove base to match wall color
 - Paint rubber cove base to match existing color to include any stair treads and risers
 - Exposed pipes, where they exist to match color at Fultondale, Brookside, and Warrior
 - Paint bathrooms with mildew resistant paint, and also any surfaces that has mildew

NOTE: Contractor is **NOT** to disconnect or connect a gas range.

- Exterior doors are to be painted with high gloss oil based Architectural Brown from ICI

PAINT APPLICATION

- Paint shall be used for the purpose and on the types of materials specified by the manufacturer on the label and shall be applied in accordance with manufacturer's instructions
- All paint and materials shall be applied under adequate illumination, evenly spread, and flowed on smoothly to avoid runs, sags, holidays, brush marks, air bubbles, and excessive roller stipple
- Surfaces should be prepared adequately so that coverage and hide is complete after applying two coats. If color, stain, dirt, or undercoats show through final coat of paint, the contractor must provide additional coats until the paint is a uniform finish, color, appearance and coverage, at no additional cost.
- Contractor may use Kilz or primer, as needed for walls stained with smoke or dark colored paint, however, no additional charge would be approved by the housing authority.
- Drying time between coats shall be according to manufacturer's specifications as indicated on label instructions.
- Thinning shall be done only if necessary for the workability of the material and then, only in accordance with the label instructions, using only recommended solvents.

- Caution and appropriate safety practices must be used in connection with the use of solvents, and under no circumstances will storage of solvents be allowed on the premises.

III. Cleaning Requirements

VACANT UNITS – AS NEEDED

1. Clean the exterior and interior of the kitchen appliances (stoves, refrigerators, range hoods, and dishwashers, if applicable). Pull out appliances to clean exterior and to clean, strip, mop and wax the floor underneath appliances.
 - Clean stove drop and broiler pans and reinstall
 - Vacuum refrigerator coils
 - Lift stovetops to clean underneath, if applicable
 - Clean range hoods, including filters
2. Clean backsplash in the kitchen
3. Clean counter tops in kitchen
4. Clean out cabinets and drawers in the kitchen and bathroom(s); wipe out inside and degrease the outside of all cabinets
5. Machine strip and wax all VCT vinyl composition tile flooring (sweep, strip clean of old wax, reseal and reapply wax). Sealer shall be a minimum of two coats
6. All ceramic tile and grout should be properly cleaned, where it exists
7. All linoleum floors should be properly cleaned
8. Clean all interior window glass and door glass in the apartment, and clean exterior window glass on ground level
9. Clean windowsills on the inside of apartment
10. Clean vinyl blinds
11. Sanitize and clean bathroom surfaces to include lavatory, toilet, tub and shower with non-abrasive cleaner and bleach out any stains. Wipe off vanity mirror, tissue holder and soap dish
12. Clean switch and receptacle covers
13. Clean light fixtures (all surfaces, inside and out)
14. Wipe down and vacuum the vents (intake and exhaust)
15. Sweep out the laundry closet/room and wipe out the inside of cabinets and wipe off outside where applicable
16. Sweep out storage rooms and clean out cobwebs
17. Sweep off any patio or porch
18. Wipe off the hot water heater and heating units
19. Clean off closet and other shelves
20. Clean stair treads wherever they exist
21. Clean exterior doors, interior doors, storm doors, and thresholds

NOTE: When this work is completed, the unit should be ready for occupancy.

See Instructions on page 7

**BID SHEET AND
UNITS BY SIZE AND SQUARE FOOTAGE**

	0 BR	1 BR	2 BR	2BR TH	3 BR	3 BR TH	3 BR	3 BR TH	3 BR TH	4 BR	4 BR TH	Sq Ft
<u>Bessemer</u>												
Terrace Manor I		8	58	486					14			685
				\$								\$
Terrace Manor II							3	734	47			734
								\$				\$
Oak Ridge		8	18	486			8	685	8			685
				\$				\$				\$
<u>Fultondale</u>												
Fultondale		6	12	480	18	550	8	646	10	6	999	646
				\$		\$		\$				\$
Brookside		10	22	477	18	542	6	632	18	8	970	632
				\$		\$		\$				\$
Red Hollow			14				10	650		2	1043	
				\$		\$		\$			\$	
Hickory Grove		4	20	620			14	734				
				\$		\$		\$				
<u>Warrior</u>												
Warrior Courts		6	16	477			14	832		2	970	
				\$		\$		\$			\$	
Chelsea Gardens	6	14	14	492			6	717				
				\$		\$		\$				
Bradford		4	14	534			8	726				
				\$		\$		\$				
Trafford		6	18	534			8	726		2	844	
				\$		\$		\$			\$	
Dixie Manor		4	14	534			22	726		4	844	
				\$		\$		\$			\$	

See Instructions on page 7

**BID SHEET AND
UNITS BY SIZE AND SQUARE FOOTAGE**

	1 BR	Sq Feet	2 BR	Sq Feet	2BR TH	Sq Feet	3 BR	Sq Feet	3 BR TH	Sq Ft	4 BR	Sq Ft	4 BR TH	Sq Ft
<u>Spring Gardens</u>														
Spring Gdn 1	98	600	2	837										
		\$		\$										
Spring Gdn 2	90	600	10	837										
		\$		\$										
Spring Gdn 3	20	600												
		\$												
Spring Gdn 4	20	600	4	837										
		\$		\$										
Hickory Ridge 1	22	695												
		\$												
Hickory Ridge 2	20	695												
		\$												
Hickory Ridge 3	10	695												
		\$												
Brighton Gdn	6	600	5	665										
		\$		\$										

INSTRUCTIONS:

Please indicate the price for unit prep for each size unit by development. The blocks to be completed are highlighted.

For example, for a 1 bedroom in Terrace Manor 1, you should indicate the price in the highlighted block under "486" (Square feet)

For a 2 bedroom in Terrace Manor 1, you should indicate the price below "610" (square feet)

TH is an abbreviation for townhouse

NOTE: You may bid on some of the locations/size, etc. or all of them, however, if a highlighted area is blank, it will be assumed that you do not want to bid on that particular apartment.

AFFIDAVIT

Non-Collusion

This proposal is genuine and not a collusive or sham proposal; neither the bidder nor any of its agents, representatives, employees has in any way colluded, conspired, connived or agreed, directly, with any other bidder, firm, or person, to submit a collusive or sham proposal or to refrain from bidding, or has in any manner, directly or indirectly, sought, by unlawful agreement or connivance with any other bidder, firm or person to fix the bid price in that proposal, or to fix overhead, profit or cost element of said price, or that of any personal interest in the proposed contract; and that all statements in said proposal or bid are true.

AND

Debarred, suspended

The bidder hereby certifies that neither the firm nor the bidder have been debarred, suspended, or otherwise prohibited from professional practice by any Federal state, or local agency.

AND

Conflict of Interest

The Bidder represents that no person who currently exercises any function or responsibility in connection with the Housing Authority has any direct or indirect personal financial interest in the proposed contract.

AND

E-Verify

I hereby attest that this business does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, I attest that this business is enrolled in the E-Verify program, and it is used in the hiring process to assure that candidates may be legally employed in the United States.

AND

Non-Discrimination Policy

This business does not discriminate in their hiring practices on the basis of race, color, creed, sex, handicap, or national origin.

AND

Acknowledgment

I hereby acknowledge that I have received HUD Form 5370-C (Section II) and HUD Form 5369-B, and have read and understand those documents.

Company: _____

Signature and Title: _____

Date: _____

State of Alabama, _____ County

On this _____ day of _____, 2019, before me, the undersigned notary public, _____ personally appeared, and is known to be to be the person whose name is subscribed to this instrument, and it is acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

NOTARY PUBLIC

COMMISSION EXPIRES