



## VACANT UNIT TURN SOW

Over the past several years the Southern Nevada Regional Housing Authority (“SNRHA”) averaged approximately 25 vacated units per month, which require general maintenance, painting and cleaning services.

1. The intent of this RFP is to create a pool of small contractors for unit turnovers and will be used on an as needed basis. The actual number of small contractors chosen will depend on the number of anticipated units to be turned and availability of in-house staff. Contractors should limit their proposal to the services for which they are qualified, competent, and able to complete. The actual number of pool contractors chosen will depend on the number of qualified proposals received. The contractors chosen will serve for a period of one year with the option, at SNRHA’s sole discretion, to extend the contract for an additional year for a maximum total of two years.
2. Contractors selected to participate in the pool will be assigned work at the discretion of the Authority based on quality of work, availability, manpower and timeliness. SNRHA will attempt to match each assignment to the contractor best suited for a given task (i.e. When the SNRHA has a need for minor renovations such as kitchens/baths, a contractor with proven experience in renovations may be selected over a contractor that has more experience with painting and little renovation experience.) SNRHA shall also be the determining factor on the number of units any contractor may be assigned.
3. As tenants move out, the requirement for turnover must happen swiftly and contractors must be available upon call. Time is of the essence and quick turnover on vacant units is critical for operations to provide affordable housing. Unit turnaround time will depend on the number of bedrooms, how many phases are required and the extent of work within the phases required. From past history, turn-arounds are typically done in 5-8 business days. The number of turnarounds annually depends on tenant status and is difficult to estimate.
4. SNRHA will review the project site and go over the scope of work with the contractor. The contractor shall then provide a proposal based on their contract

pricing and any other items that may be outside the scope of services. A proposal must be detailed showing all services being performed. Any allowable charges for materials not furnished by SNRHA, the contractor will need to purchase the materials in order to complete the unit turnover in the allotted time. These expenses must be approved prior to purchase, by the Property Manager, for the contractor to be reimbursed with proof of receipt. As SNRHA is tax-exempt and will not pay taxes on purchases made by the contractor. A tax-exempt project form will be issued to the contractor.

If a Pool participant is selected to perform one or more projects, SNRHA r within a minimum of 2 business days and complete on an agreed upon time between SNRHA and the contractor. Business Days consists of Monday – Thursday 7:00 a.m. – 6:00 p.m.

6. Purchase Orders may be issued at any time during the term of the contract and the assignment of work projects will be made solely at the discretion of SNRHA. Should a contractor accept more than one work assignment at any given time for more than one site, the Contractor is still responsible for completing each within the agreed upon timeframe and not in addition to. For example, if a contractor has one three-bedroom unit to turn around and accepts another three-bedroom unit on the same day, and the agreed upon time is 5-8 days per unit, both units will be completed in 5 to 8 business days.

a. Regular communication with the property/asset managers and/or maintenance supervisors is critical to the contractor's success. Contractors should never assume anything and should never begin work on a unit until they receive an executed purchase order.

b. SNRHA for example only, will inspect the work prior to the 5th day and create a punch list. Punch list items shall be completed within 1-day and/or a reasonable time agreed upon between SNRHA and the contractor prior to the final walk-thru and inspection.

c. Payments will not be made until all punch list items are satisfied.

7. The services being requested are broken out in phases/work categories. The work listed below is a typical list of all work associated with a complete unit turnover; however, may not be required for all units. SNRHA may select one or more phases or all services to be performed by the contractor(s). Contractor(s) shall supply all equipment and labor for unit turnovers. **SNRHA will provide materials.** All work associated with the phases is described below. The description of the work will be applicable to the phases chosen for each project. Any replacement items (i.e.: flooring, fixtures, water heaters) shall be determined by SNRHA and at the option of SNRHA may be furnished and/or installed by others.

Services to be provided for a complete make ready/vacant unit turnover are as follows: • Painting: preparation, paint, and finish work shall be in accordance with Section One: Painting. • Cleaning: complete janitorial services, cleaning and sanitizing the unit in preparation for a new tenant shall be in accordance with Section Two: Cleaning. • Minor Repairs: necessary repairs to (or replacement of) unit fixtures and hardware, and all items identified in Section Three.

**Trash Removal:** Trash Removal becomes necessary when residents move out of a unit and leave behind trash and personal belongings that must be removed prior to the Unit Turnover taking place. Trash removal is inclusive of garages, storage units, and yards. Trash removal services are not included in the complete make ready services but, if needed, will be contracted separately (via a separate purchase order or separate line item in a purchase order).

If a unit needs to have furniture or trash removed by the contractor, the contractor selected to complete the make ready will be responsible for removal and disposal of the items in a timely manner. The manager and contractor will together make a determination of the trash removal level and the amount of time the contractor has to remove the items from the unit with the manager having the ultimate authority. Trash removal is simply to remove and properly dispose of all designated trash from the SNRHA property. Trash removal includes but is not limited to items left inside cabinets and closets. Vendor shall provide any

trash bags or other supplies for the process. SNRHA dumpsters and trash cans cannot be used to dispose of items. Proposers are cautioned against over filling vehicles and shall properly tie down all items to prevent injury or property damage. The removal of trash from units shall be done in a safe manner and not cause damage to SNRHA Property (i.e. dragging a sofa down a hallway and scratching the floor, etc.). Such damages can result in reducing the invoice amount if the contractor does not make the necessary repairs acceptable to the Property/Asset Manager.

**PAINTING SERVICES:** Units range in size from Studios to 5-Bedrooms with some minor variance in size within a given type of unit. Paint and primer, if necessary, will be provided by the SNRHA. In most instances paint and primer for a unit will be located in the unit to be painted and cleaned. Please note on occasion, while available at the development site, paint may have to be obtained from the Property/Asset Manager. All unused paint shall be left in its original container in the unit. The Contractor agrees that individual work orders, for painting and cleaning, from the time work begins until the unit is complete, is as follows: 72 hours (3 days) for a studio or one-bedroom unit; 96 hours (4 days) for a two- or three-bedroom unit; and 120 hours (5 days) for a four or five bedroom unit. Days are defined as Monday through Thursday, 7:00 a.m. to 6:00 p.m. Additional time will be allowed for additional services e.g. cabinet refinishing, knock-down application, floor refinishing. The Property/Asset Manager will contact the Contractor for scheduling via email or telephone. The Contractor shall make contact with the Property/Asset Manager within one business day for scheduling. Should the Primary Contractor fail to return the message or unable to begin work at a minimum in 72 hours the Property/Asset Manager may contact a separate contractor to obtain these services. However, failure to meet these deadlines may result in termination of this contract. All completed work must be inspected and approved by the Property/Asset Manager, or their designee within 24 hours of completion. Any noted deficiencies must be corrected within 24 hours of notification. The scope of work is for interior painting of unoccupied residential units on an on-call basis. Complete interior painting is defined as the application of one coat of latex semi-gloss enamel on previously painted walls, ceilings, wall base, previously painted doors, window frames, and doorframes (Note: this

includes the exterior side of all front and rear entry doors). This includes surface preparation, touch up, filling of nail/anchor holes, sanding of gouges and patching areas two (2) square feet or less in size (to include texture, if applicable), and applying primer to the wall surface. Natural finished wood shall not be painted unless the Property/Asset Managers states otherwise.

**LABOR, TOOLS, AND EQUIPMENT REQUIREMENTS:** All labor, tools, and equipment required for interior painting of specified residences shall be provided by the contractor. No thinning of ready mixed paint will be allowed. Paint and other coatings shall be thoroughly stirred, have uniform consistency, be applied within limitations of manufacturer (humidity, temperature, surface preparation, and sun exposure.) Contractor shall perform all necessary prep, including but not limited to: the thorough cleaning and sanding of all wall surfaces to assure a proper and uniformed application, caulking joints, puttying of defects and nail holes, and masking and the protection of non-painted surfaces/materials.

All nails, screws, brackets, debris etc. shall be removed. All holes in walls, ceilings, doors, trim etc. as well as cracks, will be properly filled, floated or caulked flush with existing surface. Finish will match all other existing finish work.

All outlet covers shall be removed, cleaned and reinstalled only after the paint is thoroughly cured. The Property/Asset Manager reserves the rights to have the Contractor remove and dispose of existing outlet covers. In these instances, the Property/Asset Manager will provide new outlet covers for the Contractor to install. Finished work shall be free of brush marks, lap marks, streaks, skipped or missed areas, sags, runs, defects such as granules of dirt or texture particles, drips, spills, splashes, stains, finger marks, and application defects such as air bubbles. Contractors must Clean up ALL paint splatters or droppings. Surfaces that were previously painted must be brought to the manager's attention prior to work commencing. The contractor will be held liable for cleaning surfaces that were not reported and not intended for paint such as hardware, sprinkler heads, baseboards, electrical outlets, cabinets, trim etc. Finish previously painted/varnished interior doors on tops, bottoms, side edges, and faces to match

face finish. Previously painted doors, windows, frames, and baseboard shall be repainted.

Contractor shall scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors and windowsill surfaces. Work shall be performed in accordance with all the manufacturers recommendations.

Protect work of other trades, whether to be painted or not, against damage by painting and finish work. Correct any damage by cleaning, repairing, or replacing, and repainting as acceptable to owner. Preexisting damage must be reported to the Property/Asset manager prior to work commencing. The contractor shall apply coatings per manufacturers written application instructions. Contractor acknowledges work performed without prior approval is done so at the contractor's sole expense. Texture applied to finish surfaces must match surrounding areas. There may be instances where a substantial amount of wall/ceiling texture may be requested. Contractor shall provide an alternate square foot price for knock down and pop-corn finishes.

**ALTERNATE PRICING FOR - KITCHEN AND BATH CABINET REFINISHING** This work will only be issued on an as needed basis and work is to only be performed with the authorization of the Property/Asset manager. Naturally finished cabinets shall be cleaned, lightly sanded and one coat of varnish applied. Varnish to be supplied by contractor.

Cleaning supplies required: High gloss floor wax (required), Industrial floor stripper (required), Wood oil soap, Toilet bowl cleaner, Oven cleaner, General purpose degreaser, Window cleaner, All-purpose disinfectant cleaner, and Shower/Tub Cleaner.

**GENERAL CLEANING OF THE UNIT:** All light covers, not already removed by painter, will be removed, cleaned and secured back in place. All windows shall be cleaned thoroughly, to include inside and out, windowsills, window tracks, window stool areas and mini blinds. All cabinets and drawers to be sanitized, wiped free of dead insects, dust, debris, inside and out and all cabinets and drawers to be cleaned with wood oil soap. Clean all ceiling fans, Thermostats to be wiped free of foreign matter. All vents and louvers shall be removed, wiped

free of dust inside and out and reinstalled. **Bathrooms** and fixtures shall be thoroughly cleaned to include, but not limited to, the toilet bathtub, shower, medicine cabinet, mirrors, vanity, vanity cabinet, tile and exhaust fan cover. Exhaust fan covers shall be removed and wiped clean; internal components shall be wiped cleaned prior to reinstalling exhaust cover. Clean and shine all faucets. **Bedrooms** shall have all closets, shelves and storage areas cleaned.

**Kitchens** shall be cleaned as follows: a. Stove to be thoroughly cleaned; burner assembly, oven, broiler pans and broiler drawer to be free of burnt on food, grease and grime. Exterior of stove to be cleaned with degreaser and wiped clean (front and sides). Range hood to be cleaned with degreaser and wiped clean. Refrigerator cleaned inside and out and eliminating stains. All countertops, backsplash, tile and sink areas shall be thoroughly scrubbed and wiped clean. Clean and shine all faucets. industrial sized machine.

**Floors:** Carpet shall be thoroughly vacuumed to remove any debris. The Contractor will shampoo carpets.

**Entry doors** shall be cleaned inside and out to remove dust, dirt and foreign matter, to include all components of storm doors, and all thresholds. Front and rear porches/decks shall be swept and made clean of all dirt and foreign debris.

**Hallways/Stairwells:** All stair treads and cove base shall be scrubbed clean and wiped free of all foreign matter. All globes, thermostats and light switch covers shall be cleaned and wiped free of all foreign matter.

**Equipment Room areas:** must be thoroughly cleaned, wiping all dust off the furnace, water heater and ductwork surfaces. Cobwebs are to be removed in its entirety. Floors are to be cleaned and mopped as necessary. Exterior storage areas must also be cleaned.

**Scattered Site /Attached Garages** shall have all cobwebs removed, walls shall be wiped clean and floor surface thoroughly cleaned to remove all foreign matter.

**STANDARD UNIT REPAIRS- as needed:** Paint the Exterior Doors, Repair/replace damaged drywall/ceilings where necessary, Tape, mud, sand, and texture to

match existing, Repair/replace interior doors where necessary – and door hardware. Refinish the tub and sink (typically performed by special coatings contractor) Install new tub surround/shower base. Repair/replace vanities, Fix doors/drawers on kitchen cabinets and ensure all are functioning properly or: Sand, stain or paint cabinets/install new cabinets. Refinish kitchen countertops where necessary Install new countertops where necessary, Install new light fixtures. Repair/replace damaged storm doors and Repair/replace damaged window or window hardware. Repair/replace vanity mirrors and Repair/replace GFI's . Repair/replace outlets & switches and Repair/replace sink faucets.

**Physical Security/Access to Unit:** Keys for a unit shall be signed out by the Contractor or their designee and shall be returned to the Property/Asset Manager on completion and approval of the final inspection. Should a contractor lose the keys to a unit, responsibility for replacing the locks shall be the responsibility of the contractor.

Upon the Contractor's notification of completion of services, all work will be inspected within 24 hours by the Property/Asset Manager, or their designee. The Contractor must contact the Property/Asset manager to schedule the inspection, prior to the close of business (5:00 p.m.) on the final day of the project. In the event the Property/Asset Manager will not be available the unit will be inspected by his/her designee. Upon approval of work completed, the Property/Asset Manager or their designee shall sign & date the invoice for this unit. This signed verification shall be submitted with the monthly invoicing. In order to facilitate the final inspection and/or contact the Property/Asset Manager during the completion of the project, a listing of the office and cellular telephone numbers for each of the Property/Asset Managers will be provided.