



Substitutions of this Form are NOT ALLOWED
TGHA INVITATION FOR BID (IFB) – Re-Issued October 22, 2024

THE GREENVILLE HOUSING AUTHORITY
122 Edinburgh Court
Greenville, SC 29607

Contractors:

The undersigned hereby states that the company is licensed in the State of South Carolina and qualified to perform all work associated with the Specifications. That he/she is a duly authorized representative of the company submitting this quote who herewith legally binds the company in the execution of all documents and any Contract to follow. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, average local weather conditions, the Specifications and the stipulations referred to herein, hereby proposes in accordance with all aspects of this solicitation to furnish all labor, materials, equipment, and services required for:

PROJECT DESCRIPTION: The Manor At West Greenville – Painting of Occupied Apartments

THE TGHA RESERVES THE RIGHT TO ENTER INTO A CONTRACT, VIA THE EXECUTION OF A PURCHASE ORDER. THE FOLLOWING “NOTED” STIPULATIONS SHALL BE APPLICABLE FOR THE DURATION OF THE WORK, AND ENFORCEABLE UPON PURCHASE ORDER EXECUTION BY THE TGHA.

DAVIS-BACON LABOR STANDARDS COMPLIANCE: In accordance with Department of Labor and Davis-Bacon Regulations for Projects and Work in excess of \$2,000.00 and General Conditions 5370 the Contractor shall submit Certified Payrolls (forms HUD WH-347 & WH-348) on a weekly basis. **ALL Payroll Certifications require ORIGINAL signature of authorized company representative.** Submittals shall begin no later than ten (10) days after actual start of Work on-site. Submit to the attention of Stacie Harris, Project Manager 122 Edinburgh Court. – Greenville, SC 29607 – Phone #864-399-5694.

General Wage Decision SC20230067 shall be applicable to the project. TGHA staff will conduct “Wage Interviews” with Contractor, Subcontractor employees. **The Prime Contractor shall post on the Project site the enclosed Wage Decision and Employee Rights Poster. It shall be the sole responsibility of the Prime Contractor to inform all employees, subcontractors and their employees of required compliance. Failure by the prime contractor to comply and ensure compliance with Davis-Bacon Labor Standards in accordance with General Conditions 5370, Section 14 and “Making Davis-Bacon Work” guidebook may require the TGHA to take such action as defined in “Part b” of Section 14. In addition, non-compliance will be justification for the TGHA to completely remove the applicable prime contractor from the TGHA’s pre-qualified contractor and bidder’s list.**

IMMIGRATION REFORM ACT OF 1986: All Contractors, Subcontractors and Vendors must adhere to the Immigration Reform Act of 1986 and shall maintain I-9 forms regarding all employees. It is not the Owner’s or Management’s obligation to insure compliance with this law. However, Owner or Management reserves the right to inspect and copy records of the Contractor, their related Vendors, all Subcontractors and their Sub-Subcontractors and their related Vendors in this regard upon request. Subcontractors shall hold the Owner and Management harmless and shall indemnify Owner and Management from any claims, disputes, damages, causes of action and liability of any type, including reasonable attorney fees, arising out of their Subcontractors’ and related vendors’ or its Sub-Sub-Contractors’ and related vendors’ failure to comply with the act.

In accordance with the South Carolina Illegal Immigration Reform Act the Illegal Aliens and Private Employment Law is now in effect for **ALL** Employers. Compliance with verification requirements began July 1, 2009 for private employers who employ 100 or more employees. For private employers who employ less than 100 employees, the compliance date began July 1, 2010. For information on E-Verify, and to register for the program, go to the **E-Verify** website. (See Attached Information Sheet)

BONDING: In accordance with the current TGHA Procurement Policy and HUD Regulations (7460.8 Rev.2) there are no bonding requirements for projects that total less than \$100,000. Such projects are defined as Small Purchases.

TERM OF PROJECT: Based on the specifications the TGHA is hereby projecting a term of **(45) calendar days** for the completion of this Work. Work on weekends and legal holidays will not be allowed without prior written approval of applicable Property Manager (Absolutely no work on Sunday).

ADDITIONAL WORK REQUESTS: In the event hidden damages are found while work is in process, over and above the original Specifications the applicable Regional Maintenance Supervisor shall be contacted to assess the damages on behalf of the TGHA. **ALL Additional Work Requests shall include “a detailed/itemized breakdown of the materials, associated profit/overhead, labor costs and the number of additional days required for the Work”.** PRIOR TO PROCEEDING WITH ANY ADDITIONAL WORK OR ANY CHANGE TO THE ORIGINAL PURCHASE ORDER/CONTRACT AMOUNT OR THE WRITTEN SPECIFICATIONS, THE CONTRACTOR’S REQUEST SHALL BE APPROVED BY THE CHIEF EXECUTIVE OFFICER OR HER DESIGNEE. NO OTHER INDIVIDUAL IS AUTHORIZED TO APPROVE ADDITIONAL WORK ON BEHALF OF THE TGHA.

UNDER NO CIRCUMSTANCES SHALL A CONTRACTOR PROCEED WITH ANY ADDITIONAL WORK WITHOUT PRIOR WRITTEN APPROVAL.

APPLICABLE CONTRACT CLAUSES: General Contract Conditions for Small Construction/Development Contracts (form HUD-5370) shall be applicable for the term of the Project and enforceable upon execution of a Purchase Order (Contract). Contractors shall pay special attention to the terms and conditions relevant to the following and ensure compliance: Default; Termination for Convenience; Contract Modifications; Changes; Labor Standards, etc. It shall be the sole responsibility of the Contractor to peruse and comply with the General Conditions applicable to the Project.

STATE LICENSING REQUIREMENTS: The Contractor’s South Carolina license will be verified by the TGHA. Failure to prove that acceptable license(s) are in place will be justification for the TGHA to disqualify a Contractor.

OSHA COMPLIANCE: The Contractor shall ensure compliance with Safety and Health Regulations for construction in accordance with 29 CFR 1926. Workplace safety standards and regulations shall be enforced at all times to ensure safe working conditions for all construction workers.

ON-SITE REVIEW: A one-time site review with all potential Contractors will need to be scheduled and coordinated with TGHA Procurement, email your request to procurement@tgha.net.

Enclosed is the following documentation which shall be duly executed by each Contractor and submitted with the Invitation for Bid (IFB). Failure to submit these documents may result in disqualification.

1. Non-Collusive Affidavit.
2. Form of Qualification (TGHA Acceptable Insurance Limits attached).
3. Section 3 “Estimated Work Force Breakdown”.

The Contractor shall prepare the quote based solely on the written Specifications (Listed on pgs 13-17). Alternate methods or changes to the Specifications may be proposed for consideration in writing to TGHA no later than Friday, October 25th.

The Manor at West Greenville:

1 Bedroom Apts (850 SF) = 42 Apts @ \$ _____ ea. = \$ _____

2 Bedroom Apts (1003 SF) = 13 Apts. @ \$ _____ ea. = \$ _____

QUOTE (All of the above).....\$ _____

NOTE: The Contractor may request payment on a weekly basis for each apartment where work has been inspected, approved as satisfactory and complete by Property Management staff, or the Contractor may elect to only request payment upon completion of the entire project = All apartments. However, ALL invoices shall include the total invoice amount.

CODES AND PERMITS:

- All Work shall be in accordance with applicable Federal, State, and local laws, as well as, but not limited to the following Codes: The 2024 (IRC) International Residential Code; the (ICC) 2024 International Existing Building Code. If more than one provision is applicable in any given situation, the most restrictive requirement shall apply.
- The Contractor shall secure and include in the total his/her Quote all costs associated with permits, fees and licenses required to accomplish this Work.

SUBMITTAL DEADLINE: October 30, 2024 (2:00 PM EST)

Submit via personal delivery to: Sharron Champion – TGHA – 122 Edinburgh Ct – Greenville, SC 29607

NOTE: IFB - All documents required for submittal shall be in original form and be submitted by person delivery or mail.

SUBMITTED BY: Offerer: _____
Company Name

Address: _____

_____/_____/_____
City State Zip Code

FEI#: _____ or Social Security Number: _____ - _____ - _____

NOTE: Individuals who operate a business utilizing their personal social security number shall enter their full legal name and “Doing Business As” (DBA) with name of company.

South Carolina State Contract License No.: _____

Phone #: (_____) _____ - _____ FAX #: (_____) _____ - _____

Email Address: _____

Signature: _____/_____
Authorized Representative Title Date

Each Contractor’s IFB submittal will be thoroughly reviewed. TGHA will select a qualified Contractor based on client references and cost; however, TGHA reserves the right to cancel this solicitation at any time, make decisions based on other than low quote, select a qualified Contractor and award this Project in and for the best interest of the TGHA.

TGHA CONTACT INFORMATION

PROCUREMENT DEPARTMENT:

**TGHA – Administrative Offices
122 Edinburgh Court
Greenville, SC 29607**

Procurement: Sharron Champion
Office #: 864-467-4221
Email: procurement@tgha.net

PROPERTY MANAGEMENT: AMP505 – The Manor at West Greenville

**Management Office Location: 11 Manning Street
Greenville, SC 29601**

=====
Property Manager: Regina Robertson
Office #: 864-467-4250
Email: reginar@tgha.net

Assistant Property Manager: Tammitha Turner
Office #: 864-467-4250
Email: tammithat@tgha.net

NON-COLLUSIVE AFFIDAVIT

(Complete and Return document with Quote submittal)

STATE OF SOUTH CAROLINA)

COUNTY OF GREENVILLE)

_____, being first duly sworn, deposes and says:

THAT HE/SHE IS _____(a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive nor sham; that said bidder has not colluded, conspired, connived nor agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding; and has not in any manner, directly or indirectly, sought by agreement of collusion, or communication or convergence, with any person, to fix the bid price of affiant or of any other bidder; nor to fix any overhead, profit, or cost element of said bid price, nor of that of any other bidder; nor to secure any advantage against THE HOUSING AUTHORITY OF THE CITY OF GREENVILLE, SOUTH CAROLINA, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures of:

BIDDER, if the Bidder is an individual: _____

PARTNER, if the Bidder is a partnership: _____

OFFICER, if the Bidder is a corporation: _____

SUBSCRIBED AND SWORN TO BEFORE ME

This ____ day of _____, 20____

(Notary Public)

My Commission expires: _____

FORM OF QUALIFICATION

(Complete and Return entire document with Quote submittal)

Contractors who have been pre-qualified for the type of work specified herein, and who have provided quality work for previous TGHA Projects are not required to complete the first page of the Form of Qualification; however, page two of the form shall always be completed and returned with each new quote submittal.

Individuals who are family members, employed by, perform work in any form, are partnered with, etc. the company submitting this quote **shall not** be listed as references.

The following information shall be provided by each Bidder/Offerer to provide TGHA the assurance of a qualified, capable firm who will be able to perform the work described in the Scope of Services/Specifications and to insure compliance with applicable regulations:

1. List at least three (3) clients for whom the firm has performed work comparable to the work described in the Scope of Services/Specifications:

Name of firm/individual: _____
Address: _____
Contact person: _____ Title: _____
Phone number: _____ - _____ - _____
FAX number: _____ - _____ - _____
Email address: _____
Type of work performed: _____

Name of firm/individual: _____
Address: _____
Contact person: _____ Title: _____
Phone number: _____ - _____ - _____
FAX number: _____ - _____ - _____
Email address: _____
Type of work performed: _____

Name of firm/individual: _____
Address: _____
Contact person: _____ Title: _____
Phone number: _____ - _____ - _____
FAX number: _____ - _____ - _____
Email address: _____
Type of work performed: _____

2. List the equipment the firm has available for performing the work described:

3. List the number of employees the firm has available to perform the work described in the Scope of Services/Specifications:

Full time: _____ Part time: _____

- 4. The firm shall provide proof of South Carolina State license, certification, etc. applicable to the Work to be provided under the stipulations of the Scope of Services/Specifications.
- 5. The firm may provide a current Certificate of Insurance, which stipulates the expiration date of the firm's policy and meets or exceeds the attached "Acceptable Insurance Limits".

OR

If the firm currently has the required insurance, please sign the following statement:

_____, understands the insurance requirements as stipulated in the attached "Acceptable Insurance Limits". The successful firm shall provide upon notification by the TGHA of intent to award and prior to execution of any agreement, a current Certificate of Insurance stipulating the Housing Authority of City of Greenville, SC (TGHA) – P.O. Box 10047 – Greenville, SC 29603 as "Certificate Holder".

- 6. The firm shall provide a current Greenville City Business License if available. If the firm does not currently have a Greenville City Business license, please sign the following statement:

_____, understands a current Greenville City Business license or copy of application and paid receipt for same shall be provided upon notification by the TGHA of the intent to award and prior to execution of the any agreement.

- 7. If the firm is a Minority Certified Firm with the State of South Carolina provide proof of such certification.

PLEASE NOTE: In accordance with TGHA's Procurement Policy and HUD "Procurement Handbook for Public Housing Agencies" (7460.8 Rev. 2), issued July 2020: Upon notification by the TGHA of intent to award, the successful Contractor shall submit all required documentation for execution of the Purchase Order (Contract) no later than ten (10) days of TGHA notification. Failure to do so may result in rejection/disqualification of a Contractor. The TGHA will then have the right to contact the next apparent successful Contractor and pursue award with that firm.

Name of Firm: _____

Address of Firm: _____

Phone Number: (____) _____ - _____

FAX Number: (____) _____ - _____

Email Address: _____

Authorized Representative: _____ / _____
Signature *Title*

Date: _____

TGHA ACCEPTABLE INSURANCE LIMITS

TYPE OF COVERAGE	LIMITS OF LIABILITY
Worker's Compensation – Statutory	Required over and above S.C. State requirements and regardless of the number of employees
Employer's Liability	\$25,000 One Accident & Aggregate Disease
COMPREHENSIVE GENERAL LIABILITY:	
(A) Bodily Injury and Personal Injury	\$100,000 ea. person – Premise & Operations \$100,000 ea. person – Independent Contractors *\$100,000 ea. person – Products, including completed operations* \$100,000 ea. person – Contractual, to include Owner & Architect \$300,000 ea. Occurrence: \$300,000 ea. Aggregate: Products, including completed operations to include Owner & Architect
(B) Property Damage	\$ 50,000 ea. Occurrence: Premises & Operations \$ 50,000 ea. Occurrence: Independent Contractors \$ 50,000 ea. Occurrence: Products, including completed operations \$ 50,000 ea. Occurrence: Contractual, to include Owner & Architect \$100,000 Aggregate \$300,000 Aggregate: Operations; protective products; contractual, to include Owner & Architect
COMPREHENSIVE AUTOMOBILE LIABILITY (Includes owned, non-owned, hired)	
(A) Bodily Injury	\$150,000 ea. person \$300,000 ea. occurrence
(B) Property Damage	\$ 50,000 ea. accident

* Shall be carried for a minimum of one (1) year after completion of the Agreement.

** Coverage shall include owned, non-owned, and hired automobiles

SECTION 3

Job Training, Employment, and Contracting Opportunities for Low-Income Persons

A TOOL FOR “ECONOMIC UPLIFT”

Section 3 of the Housing and Urban Development Act of 1968 is a tool that is used to realize HUD’s commitment to the “economic uplift” for public housing (HA) communities. It requires that public housing authorities (HAs), as well as their contractors and subcontractors, make good faith efforts to provide opportunities for job training, employment, and contracting to low-income persons, particularly those who are recipients of Federal housing assistance.

GOOD FAITH EFFORT

Under regulations at 24 CFR 135, HAs and their contractors must make “good faith efforts” to use area residents as trainees and employees and to award contracts to businesses located within the Section 3-covered project areas. Good faith effort means a contractor must take concrete steps to expand resident training and employment opportunities, such as making residents aware of the employment application process and actually employing Section 3 area residents.

OUTREACH TO EXPAND SECTION 3 RESIDENT TRAINING AND EMPLOYMENT OPPORTUNITIES

- Advertising in the local media
- Distributing flyers on training & job opportunities to every occupied dwelling unit of Section 3 communities, and posting in common areas.
- Asking resident councils and other resident bodies to help promote resident participation, and asking similar help from community leaders and organizations.
- Informing labor organizations and private job training agencies of potential jobs and contracting opportunities.
- Holding job information meetings and workshops to help Section 3 resident’s complete applications.
- Arranging for a place within the housing community for residents to drop off employment application forms and hold interviews.

PROMOTING BUSINESS PARTICIPATION

- Advertisement in local media and trade association papers.
- Posting flyers in the housing community.
- Developing a list of eligible Section 3 businesses.
- Giving all eligible concerns written notice in time for them to participate in pre-bid meetings and meet proposal deadlines.
- Holding workshops on contract procedures.
- Dividing contract work to allow wider participation.
- Promoting joint ventures between a large business and Section 3 business concerns.
- Limiting competition for PHA-administered opportunities to resident-owned businesses through the use of alternative procurement procedures for contracts under \$500,000, as described in HUD regulations at 24 CFR 963.

(Complete and Return entire document with Quote submittal)

ESTIMATED PROJECT WORK FORCE BREAKDOWN

Job Category	Total Estimated Positions Needed For Project	No. Positions Occupied by Permanent Employees	Number of Positions Not Occupied	Number of Positions to be filled with Section 3 Residents (NEW HIRES)
Officer/Supervisors				
Professionals				
Technical				
Hsq.Sales/Rental Management				
Office/Clerical				
Service Workers				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				
TRADE:				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				

SECTION 3 RESIDENT

Individual residing within the Section 3 area whose family income does not exceed 80% of the median income in the Metropolitan Statistical Area or the county if not within a MSA in which the Section 3 covered project is located.

Company
Painting of Occupied Apartments
Project Description
Scott Towers/Garden Apts. / AMP505
Development Name & Number

Signature - Person Completing Form

Date

TGHA PROTEST PROCEDURE

To handle and resolve disputes relating to procurements by the TGHA, the following procedures shall be followed:

- 1) **RIGHT TO PROTEST:** Any actual or prospective bidder, offerer, contractor or Subcontractor (“Protester”) who is aggrieved in connection with the solicitation, intended award or award of a contract may file a protest with the TGHA “Contracting Officer”.
- 2) **TIME FOR FILING PROTEST:** A protest shall be filed with TGHA within ten (10) days of the date of the TGHA issuance of an invitation for bid or other solicitation document or within ten (10) days of TGHA notice to the Protester of its award or intended award of a Contract or intended rejection of a bid, whichever is applicable.
- 3) **CONTENT OF PROTEST:** A protest shall be in writing and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issue to be decided.
- 4) **AWARDING AGENCY NOTICE:** Upon receiving a protest, the Contracting Officer shall cause disclosure of information regarding the protest to any agency (“Awarding Agency”) that awarded a grant directly funding in whole or in part for the Contract.
- 5) **CONTRACTING OFFICER’S REVIEW:** The Contracting Officer shall review the protest and, at his/her discretion, take one or more of the following actions prior to the rendering of a decision:
 - (a) Request a meeting with the Protester;
 - (b) Request additional information from the Protester;
 - (c) Conduct such investigation as he/she may deem appropriate under the circumstances.
- 6) **CONTRACTING OFFICER’S DECISION:** Within thirty (30) days of the receipt of a protest, the Contracting Officer shall notify in writing the Protester and the Awarding Agency of his/her decision.
- 7) **END OF TGHA REVIEW:** The Contracting Officer’s decision as to the Protester’s protest shall constitute the end of the TGHA Protest Procedure. If the Protester objects to the Contracting Officer’s decision, he/she may pursue remedies through the Courts or through the Awarding Agency as well as other remedies as may be available by statute or regulation provided; however, the pursuit of such remedies shall not delay the award of the Contract to another bidder, offerer, contractor or subcontractor.

SPECIFICATIONS

Painting of Occupied Apartments

The Work shall include, but may not be limited to:

1. **Proper scheduling and coordination of the Work to ensure proper organization of the Project and quality of work;**
2. **Removal and disposal of materials and debris on a DAILY basis;**
3. **Areas to be Painted**
All walls, ceilings and trim of all rooms in all units.
42 1-bedroom units – 850 sq feet each
13 2-bedroom units – 1003 sq feet each
4. **Preparation Work**
 - a. Inspection and Assessment:
 - Conduct a thorough inspection of all walls to identify and document any existing damage, stains, or areas requiring special attention.
 - b. Surface Preparation:
 - Clean all walls to remove dust, dirt, and grease.
 - Repair all holes, cracks, and imperfections using appropriate patching compounds. Sand the repaired areas smooth.
 - Remove any old, peeling, or flaking paint.
 - Ensure all surfaces are dry before proceeding.
5. **Protection:**
 - Cover floors, fixtures, and any non-painted surfaces with drop cloths and protective sheeting.
 - Mask off edges of trim, windows, doors, and any adjacent surfaces not being painted.
6. **Painting Work**
 - a. Priming:
 - Apply a high-quality primer suitable for the wall surfaces.
 - Ensure even coverage and allow the primer to dry as per the manufacturer's recommendations.
 - b. Painting:
 - Apply two coats of high-quality, durable interior wall paint.
 - Use a roller or brush to achieve an even finish. Ensure proper application techniques to avoid streaks, roller marks, or lap lines.
 - Allow each coat to dry thoroughly before applying the next coat.
8. **Touch-Ups and Detailing:**
 - Inspect all surfaces for uniformity and coverage.
 - Perform touch-ups as needed to address any missed spots or imperfections.
 - Remove all painter's tape and protective coverings.
9. **Clean-Up**
Post-Painting Clean-Up:
 - Remove all drop cloths and protective coverings.
 - Clean up any spills, paint splatters, and debris.
10. **Dispose of any waste materials and empty paint cans according to local regulations.**
11. **ALL Work shall meet or exceed Acceptable Industry Standards.**

USE OF THE SITE:

Units will be **occupied** for the duration of the Work.

Confine the Work to the area of the site and protect adjacent units from damage. Protect persons from harm related to Work activities.

All tools, materials or equipment stored on site shall be the sole responsibility of the Contractor to properly secure and protect from vandalism and theft. All costs relative to vandalism, theft, etc. Contractor's property shall be carried by the Contractor.

No debris shall be allowed to accumulate and remain on site, interior or exterior, past the end of each workday. **The use of any TGHA dumpster is strictly prohibited.** The Contractor shall include in the quote, all costs associated with supplying a container for debris, and disposal of same as required by law (*Rental, delivery, pickup and landfill disposal fees*) or the Contractor shall haul debris off-site and dispose of in a manner that meets or exceeds applicable laws and regulations. Placement of the debris container shall be arranged with the applicable Maintenance Crew Chief (*See TGHA Contact List*).

Enforce proper discipline and good order among the Contractor's employees and subcontractors at all times.

Contractor's employee and subcontractor vehicles and delivery trucks shall be parked so as not to hinder street traffic, or impact adjacent resident's use of their property. **Parking on sidewalks and greenways, and driving over curbs is strictly prohibited.** **At the sole discretion of TGHA's Executive Director, failure to comply with this stipulation by the Contractor, his/her employees or subcontractors will justify termination of the Contractor's Work on this Project. In addition, violation of this stipulation may result in the denial of this Contractor's award of future work on TGHA properties/projects.** Any damage to sidewalks, greenways, curbing, etc. caused by the Contractor's failure to comply with this stipulation will be the responsibility of the Contractor to correct at his/her costs all rejuvenation of damages to the complete satisfaction of TGHA. TGHA reserves the right to withhold final payment until completely satisfied.

MATERIALS:

All materials, fixtures and equipment to be provided shall be new and first class in every respect and comply with the specifications outlined herein.

Provide all materials, accessories, adhesives, anchorages, and surface preparatory materials as recommended by the specific manufacturer for the given conditions.

Beyond that specified herein, provide any and all other systems related equipment, anchorage, devices, and materials required for a complete and operable systems installation.

INSTALLATION:

Provide and install the Work as scheduled.

Unload, handle, store and protect products to be used in the Work.

Protect existing property scheduled to remain from Work activity.

Repair and/or replace damaged areas as specified. **Additional work regarding pre-existing damages, which are hidden and not included in these specifications shall be immediately reported to the applicable Maintenance Crew Chief or TGHA Inspector and Procurement Coordinator with an on-site assessment to be conducted prior to any Additional Work Request.**

Coordinate the Work of the various trades to insure proper interface and fit.

CLEANING AND ADJUSTMENT:

Thoroughly clean all surfaces, interior and exterior, of debris and dirt.

Thoroughly clean all apparatus' prior to restoring finished surfaces, if damaged, and deliver the entire installation in excellent condition.

ADDITIONAL CONTRACTOR RESPONSIBILITY:

- For proper inspection of all work in progress the Contractor shall contact the applicable Regional Maintenance Supervisor. No plumbing or electrical repair, flooring removal/replacement, drywall removal/replacement Work, etc. shall be covered until all Work has been inspected to insure proper replacement/installation of specified fixtures and materials. If the Contractor proceeds with the covering of any Work prior to TGHA inspection the

removal and replacement will be at Contractor's cost and **will not** result in an increase to the purchase order/contract amount.

- In each unit as work is in progress, the Contractor shall make extreme efforts to protect the resident's property from damage, theft, etc. The Contractor shall have sole responsibility for reimbursement/replacement of damaged or stolen items reported to Property Management. Any complaints will be handled by Property Management on a case-by-case basis.
- The Contractor **shall not** dispose of any paint materials, clean brushes, rollers, etc. through plumbing receptacles in any unit. If the TGHA finds evidence of misuse of any plumbing receptacles the Contractor may be required at his/her own cost to replace piping, drains, etc. that are affected by such misuse. **Clean-up of brushes, rollers, buckets and all other tools which will contain primer or paint shall be performed off-site.**
- The Contractor shall be responsible for the costs of all materials and labor required to repair or replace any damages to TGHA property that may be the result of their own work, be it to new or existing.
- **NO LESS THAN A 1-YEAR WARRANTY SHALL BE APPLICABLE TO ALL MATERIALS INSTALLED AND WORKMANSHIP PROVIDED BY THE CONTRACTOR.**

TGHA RESPONSIBILITY:

- TGHA shall insure the Contractor has access to the Property for the term of the Purchase Order/Contract.
- TGHA shall inspect all Work in a timely manner to prevent any unnecessary delays in the progress of the Work, to address Contractor concerns and to verify the quality of all Work.
- TGHA shall promptly provide to the Contractor all written approvals for additional Work that may be determined during the progress of the Work. Prompt notification to the Contractor will eliminate delays in the progress of the Work.
- TGHA will enforce the stipulations of the Invitation for Bid (IFB), General Conditions (HUD form-5370), Davis-Bacon Labor Standards, the written Specifications & Occupied Paint procedures.
- **The TGHA will pay the Contractor within thirty (30) days of TGHA's ACCEPTANCE of satisfactory "Work-in-Place". Ten Percent (10%) Retention shall be withheld (deducted) from every invoice. DO NOT request that TGHA staff deviate from this stipulation.**

Occupied Paint Procedures

Resident Responsibilities

- 1) **Resident shall remove ALL pictures/shelving from walls, plants from wall & window areas, etc.**
- 2) **Resident shall remove ALL knick knacks from shelves and tables, window sills, etc.**
- 3) **Resident shall store any and all valuables in a safe place or entirely remove these items from the unit; i.e., (jewelry or cash).**
- 4) **Resident shall remove ALL items from closets; i.e., (Clothes, shoes, boxes, etc. = **EVERYTHING**)**
- 5) **Resident shall remove ALL items from pantry shelves and thoroughly clean shelves.**
- 6) **Resident shall remove ALL throw or loose rugs from ALL floors.**
- 7) **Resident shall remove and store away ALL personal items from bathroom; i.e., (towels, bath clothes, tooth brushes, bars of soap, etc.).**

NOTE: The Resident Responsibilities shall be coordinated by Property Management. To prevent delays in the scheduling of the work, Property Management shall confirm that ALL Resident Responsibilities have been met at least 24 hours prior to the time that painting is scheduled in each unit.

Contractor Responsibilities

- 1) **Contractor shall move ALL** large and small furniture to the center of the floor in each room to be painted.
- 2) **Contractor shall remove ALL** draperies, blinds, etc. from windows and window areas.
- 3) **Contractor shall completely cover ALL** items that are in the center of the room and the floor with plastic or canvas drop cloths.
- 4) **Contractor shall remove ALL** door knobs, electrical switches, light globes and receptacle cover plates prior to painting.
- 5) **Contractor shall cover ALL** smoke detectors.
- 6) **Contractor shall mask-off ALL** door latches, window glass and trim, electrical switches/receptacles to prevent paint from getting on or into outlets.
- 7) **Contractor shall remove ALL** nails, screws and other mounting apparatuses and repair **ALL** drywall defects as needed to meet or exceed Acceptable Industry Standards and sand to a paintable finish. Caulk all nail/screw holes, cracks or seams throughout the unit.
- 8) **Contractor shall paint ALL** walls, ceilings, doors, trim work and inside of the closets/pantries, including shelving. **(All paint shall be applied utilizing the roll-on method ONLY. THE USE OF SPRAYERS IS STRICTLY PROHIBITED)**
- 9) **Contractor shall uncover ALL** items; furniture, smoke detectors, etc.
- 10) **Contractor shall move ALL** furniture back, as close as possible to original placements.
- 11) **Contractor shall re-install ALL** door hardware, light fixtures/globes, electrical switch and receptacle cover plates, blinds/draperies @ windows, etc. that were removed prior to the paint process.
- 12) **Contractor shall clean up and remove** from the unit any and **ALL** debris, paint, etc. on a DAILY basis. Materials **shall not** be placed in hallways at any time.
- 13) **Contractor shall** inform Property Management of completion of the work so a prompt inspection can be conducted.
- 14) **Contractor shall correct ALL** deficiencies noted during the inspection process. Corrections shall be completed for re-inspection within one (1) business day from the Contractor's receipt of the deficiencies list.

Painting Techniques

The Contractor shall supply all paint materials and supplies in accordance with the guidelines provided below. The following paint products are as follows for each particular property:

The Manor at West Greenville: Paint colors will be decided and posted by Friday, 25th.

Ceilings: Semi-Gloss Oyster White

Kitchen/Bath Walls:

All other Walls:

Interior Trim and Doors:

Entrance Doors:

Cove Base:

It shall be the responsibility of the Contractor to notify the TGHA of any hidden conditions, which will preclude or compromise the painting of these occupied apartments. Hidden conditions may include but not be limited to deteriorated wood, cracked concrete, insect infestation, water damage, mildew, or incompatible substrate conditions.

Any additional Work that may be required shall be reported to the applicable Regional Maintenance Supervisor, to include a combined on-site assessment with comparison to the Specifications (*Contractor and TGHA Representative*). Following this step the additional work shall be quoted separately in writing to the attention of Sharron Champion, Procurement Coordinator via email: procurement@tgha.net. Failure by the Contractor to comply with these instructions will result in delay of approval regarding the Additional Work Request.

ONLY UPON WRITTEN APPROVAL BY THE TGHA CHIEF EXECUTIVE OFFICER (TERRIL BATES) OR HER DESIGNEE SHALL ANY ADDITIONAL WORK PROCEED.

END OF SPECIFICATIONS

TGHA IN-HOUSE PROCEDURES

(1) RESIDENT REQUESTS ONLY:

- (a) **Resident's shall** complete and sign a "Request Form" to have their unit painted.
- (b) **Property Management shall** visit the unit, verify the unit needs painting and approve the Request Form.

(2) TGHA CAPITAL FUND/PLANNED OCCUPIED PAINT PROJECTS:

- (a) **Property Management shall** verify a unit has been occupied for at least five (5) years and not painted during this time frame.
- (b) **Property Management shall**, upon verification prepare an "occupied paint" unit address list. **(Based on Property Management's verification forward only the specific unit # (address) that requires Occupied Paint. This list should contain the last day each unit was painted within the 5-year timeframe. DO NOT send a list of ALL units indicating the last date units were painted.)**
- (c) **Property Management shall** forward the "occupied paint" unit list to the Procurement Coordinator for preparation of the Invitation for Bid (IFB) (FOQ) to include Occupied Paint Procedures, verification of Capital Funds and subsequent solicitation for quotes.
- (d) **Procurement will** either contact Contractors to request quotes or provide the FOQ packages to Property Management to do so. Quotes received shall be submitted to the Procurement Coordinator with a prepared purchase requisition.
- (e) **Procurement will** provide to the Executive Director the quotes submitted and purchase requisition for his approval to award.
- (f) **Procurement will** apply proper/current procurement policies/regulations throughout the process.
- (g) **Procurement will** forward to Property Management a copy of purchase order/contract execution documents.
- (h) **Property Management and Procurement will** coordinate with the residents and the Contractor the start of work on a unit-by-unit basis.
- (i) **Property Management/Crew Chief and TGHA Inspector** shall randomly inspect the progress of the work (*no less than every other day*). Upon Contractor notification promptly conduct final inspection as each unit is completed.
- (j) **Property Management/Crew Chief shall** document ALL deficiencies on the Inspection Report form during the inspection process.
- (k) **Property Management/Crew Chief shall** provide the Contractor with a written original and dated list of noted deficiencies to include a deadline date by which deficiencies shall be corrected.
- (l) **The Contractor shall** sign and date the original deficiencies list acknowledging receipt.
- (m) **Property Management shall** retain a copy and forward the original copy to Procurement for the purpose of recording the date all deficiencies are corrected and approved by Property Management/Inspectors.
- (n) **Property Management shall** attach to the invoice(s) the deficiencies list(s) with final approval in place.
- (o) **Property Management shall** forward ALL originals to Procurement for the Project Control File.
- (p) **Property Management will** approve the invoice(s) when all work, including deficiencies has been satisfactorily completed and accepted.
- (q) **Procurement Coordinator** will assign applicable account number and release the invoice to Accounts Payable.