



**INVITATION FOR BIDS (IFB)  
No. B24013**

**Single-Family Home Repairs  
Phase II**

**ISSUE DATE:**

**May 3, 2024**

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**INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II**

**INTRODUCTION**

The Housing Authority Birmingham District (hereinafter, “the Agency”) is a public entity that was incorporated in 1935 to provide federally subsidized housing and housing assistance to low-income families, within the City Birmingham, AL. The Agency is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy. Though brought into existence by a Resolution of the City of Birmingham, it is a separate entity from the City.

In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting bids from qualified, licensed, and insured entities to provide the above noted services to the Agency. All bids submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

**IFB INFORMATION AT A GLANCE**

[Table No. 2]

AGENCY CONTACT PERSON	Darryl Grayson Telephone: (205)521-0611 E-mail: dgrayson@habd.net TDD/TTY: 800-548-2546
HOW TO OBTAIN THE IFB DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	1. Access ha.internationaleprocurement.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the eProcurement Marketplace, please call Customer Support at (866)526-9266.
PRE-BID CONFERENCE	Tuesday, May 14, 2024, 3:00 PM CT 1826 3 <sup>rd</sup> Avenue South, Birmingham, Al 35233
QUESTION SUBMITTAL DEADLINE	Friday, May 24, 2024, 3:00 PM CT
HOW TO FULLY RESPOND TO THIS IFB BY SUBMITTING A BID SUBMITTAL	As instructed within Section 3.0 of the IFB document, submit 1 copy of your “hard copy” bid to the Agency Administrative Office.
PROPOSAL BID RETURN & DEADLINE	*Tuesday, June 4, 2024, 3:00 PM CT 1826 3 <sup>rd</sup> Avenue South, Birmingham, Al 35233 (*The sealed “hard copy” bid documentation must be received in-hand and time-stamped by the Agency by no later than 3:00 PM CT on this date).

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- 1.0 THE AGENCY’S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
  - 1.2 Right to Not Award.** Not to award a contract pursuant to this IFB.
  - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the successful bidder(s).
  - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.
  - 1.5 Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Agency Contracting Officer (CO).
  - 1.6 Right to Negotiate.** Negotiate the fees proposed by the bidder entity.
  - 1.7 Right to Reject any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
  - 1.8 No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
  - 1.9 Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement Marketplace (hereinafter, also the “Marketplace”) and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective bidder, of any responsibility pertaining to such issue.
  - 1.10 Right to Reject - Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

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- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking bids from qualified and licensed firms/individuals (a.k.a., “the bidder”) to provide the Agency with the following detailed services:
- 2.1 Specific Scope of Work.** The work shall consist of furnishing all labor, materials, and equipment to provide the repair of single-family homes as specified herein, and especially as detailed within Attachment H, attached hereto.
- 2.2 Contractor Responsibilities (in alpha order).**
- 2.2.1 Access for Emergency Vehicles.** The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The Agency reserves the right to approve or reject (and demand the movement) of the placement of any such equipment or vehicles at any time during the performance of the contracted work if, in the opinion of the Agency, the placement of such equipment or vehicles does interfere with such traffic.
- 2.2.2 As-built Record Documents.** Do not use Record Documents for construction purposes; protect from loss in a secure location; provide access to Record Documents for the Agency's reference.
- 2.2.2.1** If issued, maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark-up these drawings to show the actual installation. Mark whichever drawing is most capable of showing conditions accurately. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
- 2.2.3 Communication.** The Agency shall be the primary on-site point of contact for the Contractor pertaining to this work. The Contractor shall be free to converse and communicate with the Agency during or between visits; however, all requests for changes or decisions shall be submitted to the Agency and approved by the Interim Executive Director after receipt and consideration of written request from the Agency. The Agency anticipates that it will typically make a decision in such matters within 3 workdays of receipt, though such response time-frame may be shorter or longer depending on the situation; accordingly, the Contractor shall be required to submit such written requests in as timely a manner as reasonably possible. When construction commences, all communication must be directed to the designated Agency contact person only.
- 2.2.4 Contract End Items.** Upon completion of the project the Contractor must submit the following:
- 2.2.4.1** A separate payment request for the retainage;
- 2.2.4.2** A one-year warranty letter from the Contractor;
- 2.2.4.3** Consent of Surety to Final Payment;

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2.2.4.4 Contractor’s Affidavit of Release of Liens;

2.2.4.5 Contractor’s Certificate and Release; and

2.2.4.6 As- built’s (Mark-ups delivered to Agency).

**2.2.5 Contractor’s Request for Payment.** As detailed within Chapter 9, Procurement and Contract Administration, of Handbook 7485.1.

2.2.5.1 The Agency is responsible for making progress payments. Typically, progress payments for acceptable work and materials delivered and stored on the site will be made at 30-day intervals.

2.2.5.2 Payment will be based on the percentage of work completed during a one-month period.

2.2.5.3 A 10% retainage will be held on each payment request. A separate payment request for the return of the retainage will be required at the completion of the work.

2.2.5.4 **Request for Payment Forms.** The Contractor shall submit a request for payment for this project on the following forms, each as may be appropriate:

[Table No. 3]

(1) IFB Section	(2) Attachment No.	(3) Form Description
2.2.5.4.1	G-6	form HUD-51000 (1/2014), <i>Schedule of Amounts for Contract Payments</i> ; NOTE: The Agency also retains the right to require any bidder (but most likely the apparent low bidder) to submit this fully completed form to the Agency at any point after the bid submittal deadline—this typically will occur when the Agency wishes to do an analysis of the bidder’s proposed cost to ascertain as to whether or not the bidder’s proposed cost is realistic, fair, and/or reasonable.
2.2.5.4.2	G-7	form HUD-51001 (1/2014), <i>Periodic Estimate for Partial Payment</i>
2.2.5.4.3	G-8	form HUD-51002 (1/2014), <i>Schedule of Change Orders</i>
2.2.5.4.4	G-9	form HUD 51003 (1/2014), <i>Schedule of Materials Stored</i>
2.2.5.4.5	G-10	form HUD-51004 (1/2014), <i>Summary of Materials Stored</i>
2.2.5.4.6	G-11	form HUD-5372(1/2014), <i>Construction Progress Schedule</i>

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2.2.5.4.7	G-12	All relevant Subcontractors Weekly Certified Payrolls must accompany the payment request utilizing form WH-347
2.2.5.4.8	N/A	<b>Retainage.</b> The Request for Payment form must list and clearly identify the retainage in the amount of 10% as a deduction to the subtotal of charges on the Request for Payment.

**2.2.5.5 Review and Approval.** The Agency will review each such Contractor request for payment and will approve the payment only if the following listed conditions are met. If the Contractor requests payment items which have not been completed in a satisfactory manner (“satisfactory,” as determined at the sole discretion of the Agency), the Agency shall hold payment for the unsatisfactory items, and pay the balance of the request (i.e., the undisputed portion). The Agency shall ensure:

2.2.5.5.1 The request for payment is consistent with the Agency-approved schedule of amounts for contract payments;

2.2.5.5.2 As further detailed within the preceding Section 2.2.5.3 herein, the total of the request for payment does not include the amount to be retained by the Agency under the contract (retention or retainage);

2.2.5.5.3 The work covered by the request for payment has been performed in accordance with the construction documents;

2.2.5.5.4 The Periodic Estimate for Partial Payment has been properly executed on all applicable supporting documentation submitted; and

2.2.5.5.5 The Contractor has submitted all required reports such as payroll reports.

**2.2.5.6 Distribution of Documents.** The Contractor shall submit 2 original copies and 1 additional copy of all documentation required. The Agency shall retain the 2 original Periodic Estimate for Partial Payment requests and all applicable supporting documentation for its file and return 1 copy of all such forms to the Contractor.

**2.2.6 Debris.** The Contractor shall clean work areas daily, at the end of the workday, of all work-generated debris which may endanger the safety of the others (the public; Agency residents; etc.).

2.2.6.1 All work areas must be kept sanitary and clean of any trash. Debris from work must be removed from living areas.

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- 2.2.6.2 The Contractor must examine the work area and determine any unsuitable work condition.
- 2.2.6.3 Any required removal or replacement of this work caused by unsuitable conditions will be just cause for the Contractor to bear the expense. Notice of unsuitable conditions shall be brought to the Agency's representative in written form.
- 2.2.6.4 The Contractor shall provide a construction dumpster as needed to dispose and removal all debris. The use of the Agency dumpsters is prohibited.
- 2.2.7 Delivery of Materials.** The Contractor and each Subcontractor shall inspect the site and determine the availability of storage space and trucking facilities to bring material or equipment into the building, or any other factors affecting the work under this Contract.

  - 2.2.7.1 Long lead items should be ordered as soon as possible, after contracts are signed, to expedite shop drawings and delivery of materials to site. Advance planning will be important to assure timely delivery of materials.
- 2.2.8 Final Inspection and Punch List.** The Agency shall provide one (1) final inspection site visit to develop the final Punch List when the following are completed:

  - 2.2.8.1 All new construction and installations are 100% complete and operational.
  - 2.2.8.2 A test and balance report have been completed and delivered to the Agency for review.
  - 2.2.8.3 All final inspections and permits have been closed and delivered to the Agency and Agency.
  - 2.2.8.4 When the Contractor has completed all work, and feels substantial completion has been achieved, the Contractor must document and request a final inspection and punch list be performed by the Agency. This will document the one (1) final inspection and punch list by the Agency.
  - 2.2.8.5 When the Contractor has completed all the punch list items, the Contractor shall document and request a final re-inspection by the Agency.
  - 2.2.8.6 The Agency will provide a one (1) final site visit for re-inspection of the punch list items.
  - 2.2.8.7 If the Agency feels the punch list items have not been completed satisfactorily, notice will be given to the Contractor.





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- 2.2.11.7 Warranties and bonds;
  - 2.2.11.8 Maintenance agreements and similar continuing commitments;
  - 2.2.11.9 Start up and shutdown;
  - 2.2.11.10 Emergency operations;
  - 2.2.11.11 Noise and vibration adjustments; and
  - 2.2.11.12 Safety procedures.
- 2.2.12 **“Or Equal” Specifications.** Herein, or within the attached specifications, whenever the Agency has listed a specific brand name the words “or equal” shall automatically apply thereto. This term “or equal” means that the apparent successful bidder may propose to provide an alternate product as long as such proposed alternate product, in the opinion of the Agency, meets the minimum specifications. As detailed within Section 9.3.B.3 of HUD Procurement Handbook 7460.8 REV 2, brand names are listed herein for “establishing design and quality standards” for the product identified. If a bidder wishes to provide a different product than the product the Agency has identified, the Agency will be pleased to respond to any specific written request from a bidder with a listing of the “essential characteristics” for any such product (the bidder may also, if he/she wishes, wait to see if the firm is the apparent successful bidder then submit such written request after the bid submittal deadline when the Agency will evaluate such alternate products, if submitted).
- 2.2.13 **Payroll Reports.** The Contractor shall, during the term of the work, within 7 days of the end of any weekly payroll period, forward to the Agency a copy of the weekly payroll.
- 2.2.13.1 The Contractor is hereby made aware that the Agency will conduct periodic on-site wage surveys of the Contractor's staff working at the site. It is the responsibility of the Contractor to ensure that such work staff cooperate fully with the Agency interviewer. Relating to such interviews, please also see form HUD-11 (08/2004), Attachment G-13, attached hereto.
- 2.2.14 **Permits.** The Contractor shall obtain any and all required permits pertaining to any assigned work at his/her expense.
- 2.2.15 **Required Licensing.** The Contractor(s) shall be in possession of any current appropriate licensing that may be required by the County of Birmingham (and/or, if applicable, any city jurisdiction therein in which work will be performed) and/or the State of Alabama. In accordance with the State of Alabama Licensing Board for General Contractors and Rules and Regulations book, it states in Section 34-8-1:...“a “general contractor” is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building,...

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structure, site work,...paving, or project to any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama.” Furthermore, in Section 230-X-1-.07 Amount of Contract it states: “in determining the amount of the contract, labor and materials cannot be separated. A contract cannot be divided into separate parts to evade the contractor’s law. Any division of a contract into parts of less than \$50,000 or more will be treated as one contract totaling the amount of these parts combined.

- 2.2.16 Retainage.** Retainage for this work shall be in the amount of 10 percent, which shall be applied to each payment until final payment, at which time all retainage held will be paid by the Agency to the Contractor.
- 2.2.17 Safety.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor’s staff, and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations.
- 2.2.18 Security during Work.** The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four-hour basis, not just during the normal work hours.
- 2.2.19 Site Assessment.** The Contractor and contracted subcontractors are strongly encouraged to examine the project site before submitting a bid.

  - 2.2.19.1** A Pre-bid Conference and walk-through is scheduled as noted within the preceding Table No. 2 herein. Due to the complexity of the project attendance is strongly encouraged, although not mandatory.
  - 2.2.19.2** Additional site visits after the Pre-bid Conference may be scheduled. The Contractor must contact the Agency Contact Person listed within the preceding Table No. 2 herein to schedule a site visit. Allow a minimum three (3) business days to schedule an appointment. Unscheduled visits are prohibited.
- 2.2.20 Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.
- 2.2.21 Time of Completion.** The Contractor shall commence work under the ensuing contract on a date to be specified within the Notice to Proceed (NTP) form issued by the Agency and shall fully complete all work thereunder within 90 calendar days of execution of the NTP. NOTE: Any bidder that may have any concerns pertaining to the noted time of completion may bring this up at the

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Pre-bid Conference. Normal working hours shall be Monday through Friday, 8:00 AM to 5:00 PM CT. All other working hours require pre-approval. Provide a minimum five (5) working days for approval and planning.

- 2.2.22 Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work tools, equipment, and material are handled, placed, and stored in a secure and safe manner so as to protect all parties, including, but not limited to, the Contractor's workers, Agency tenants and staff, and the public at large. The Contractor shall ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. If applicable, as the building the Contractor will be working in is occupied by housing tenants, including a number of elderly/disabled or special needs persons, it will be especially important that traffic areas are clear for access and egress.
- 2.2.23 Weekends.** Unless otherwise approved by the Agency in writing, the Contractor shall not perform work on Agency property during a holiday nor weekend days (Saturday or Sunday).
- 2.2.24 Work Standards.** It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to, the County of Jefferson (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Alabama, or any applicable Federal Agency. Smoking is prohibited within the building and on the within the building property boundaries.

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**3.0 BID FORMAT.**

**3.1 Bidding Process.** All bidders will submit the documentation/ information detailed within the following listed Step #1 of Table No. 4. Then, the Agency anticipates that it will notify the apparent low bidder to submit, within 5 days after being notified to do so, the information detailed within the following detailed Step #2 within the same Table.

**3.1.1 Tabbed Bid Submittal.** As may be further described herein, the Agency intends to retain a Contractor pursuant to a “Low Bid” basis, also taking into consideration responsiveness and responsibility. Therefore, so that the Agency can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers, which number extends so that each tab can be located without opening the bid and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

[Table No. 4]

(1) IFB Section	(2) Tab No.	(3) Description
3.1.1.1	<b>Step #1:</b> Initial documentation/information to be submitted unfolded within a sealed envelope by all bidders prior to the posted bid submittal deadline.	
3.1.1.1.1	1	<b>Form of Bid.</b> This Form is attached hereto as Attachment A to this IFB document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the initial bid submittal.
3.1.1.1.2	2	<b>Form HUD-5369-A (11/92), Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs.</b> This Form is attached hereto as Attachment B to this IFB document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
3.1.1.1.3	3	<b>Bid Bond.</b> If required, the Bid Bond as detailed within the following Section 3.4.1 herein.

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3.1.1.2		<b>Step #2:</b> Documentation/information to be submitted, within 5 days, only by the apparent low bidder when directed to do so by the Agency.
3.1.1.2.1	1	<b>Licensing.</b> Submit under this Tab the license(s) detailed within the following Section 5.4.4 herein.
3.1.1.2.2	2	<b>Proposed Services.</b> As more fully detailed within Section 2.0, <i>Scope of Bid/Technical Specifications</i> , of this document, and the <i>Specifications and Drawings</i> , Attachment H, each attached hereto, the bidder shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.1.2.2.1		A brief description of the proposed safety and quality assurance program.
3.1.1.2.2.2		Fully completed form HUD-2530 (02/2013), Previous Participation Certification, Attachment I, attached hereto.
3.1.1.2.2.3		Fully completed form HUD-51000 (/2014), <i>Schedule of Amounts for Contract Payments</i> , Attachment G-6 attached hereto, one completed for each site (i.e., each Pricing Item as detailed within the following Table No. 4 herein).
3.1.1.2.3	3	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this IFB document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the bid submittal.
3.1.1.2.4	4	<b>Managerial Capacity/Financial Viability.</b> The bidder entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the bid's qualifications to provide the services, including a description of the background and current organization of the firm.
3.1.1.2.5	5	<b>Client Information.</b> The bidder shall submit a listing of former or current clients, including multi-family housing (i.e., apartment complexes of a similar nature), for whom the bidder has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.1.2.5.1		The client's name;
3.1.1.2.5.2		The client's contact name;
3.1.1.2.5.3		The client's telephone number and e-mail address;
3.1.1.2.5.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.

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<b>3.1.1.2.6</b>	<b>6</b>	<b>Equal Employment Opportunity/Supplier Diversity.</b> The bidder must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.7 herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).
<b>3.1.1.2.7</b>	<b>7</b>	<b>Subcontractor/Joint Venture Information (Optional Item).</b> The bidder shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm. Such information pertaining to subcontractors shall include for each such firm the: firm name; name of contact person; telephone and email address; and the State of Alabama contractor license number.
<b>3.1.1.2.8</b>	<b>8</b>	<b>Other Information (Optional Item).</b> The bidder may include hereunder any other general information that the bidder believes is appropriate to assist the Agency in its evaluation.
<b>3.1.1.2.9</b>		<b>Insurance Certificates.</b> The apparent successful bidder will also direct its insurance broker or carrier to deliver directly to the Agency (by email is preferred) the insurance certificates detailed within the following Sections 5.4.1 through 5.4.3 herein. NOTE: The apparent successful bidder will NOT deliver these certificates—the insurance broker or carrier will do so.
<b>3.1.1.2.10</b>		<b>Optional Tabs.</b> If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” <u>DO NOT</u> eliminate any of the tabs.

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**3.2 Entry of Proposed Fees.**

**3.2.1** *The proposed fees shall be submitted by the bidder and received by the Agency, where provided for within the 3-tab “hard copy” bid submittal detailed within Section 3.0.*

**3.2.2 Pricing Item(s).** The proposed fees (Pricing Items) shall be submitted by the bidder and received by the Agency in “hard copy” form. Submit fees or costs within the 3-tab “hard copy” bid submittal detailed within Section 3.0—any bidder that does NOT may be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful bidder will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically otherwise agreed to by the Agency; etc.

**3.3 Additional Information Pertaining to the preceding noted Pricing Items.**

**3.3.1 Entry of the Fees.** Bidders are required to enter where provided a reasonable and realistic cost for the required work listed.

**3.3.2 Review the Entry of Proposed Fees.** The bidder will NOT be able to change this entry after the posted deadline has expired, which means that the Agency will utilize such entry, correct or incorrect, to determine the apparent low bidder.

**3.3.3 Price Escalation.** Pertaining to the ensuing contract, there shall be no escalation of the proposed costs allowed at any time during the awarded contract except for any legitimate change orders that may be approved by the Agency.

**3.3.4 Prior Agency Approval Required.** Please note that the successful bidder shall NOT conduct any additional work without the prior written authorization of the Agency representative. Failure to abide by this directive shall release the Agency of any obligation to pay the successful bidder for any work conducted without the noted prior written authorization.

**3.3.5 No Deposit/No Retainer.** The Agency will NOT pay any deposit or retainer fees at any time as a result of award of the ensuing contract (though the Agency may consider, under certain circumstances, a reasonable and justified payment for mobilization).

**3.3.6 Davis Bacon Federal Wage Rates.** As detailed within pertinent HUD and Federal regulation, the Contractor is required to pay Davis-Bacon wage rates (for all “construction contracts in excess of \$2,000”). The applicable Wage Rates pertaining to the work detailed herein is attached hereto and detailed within Attachment G-16. This work will be subject to all the requirements



## INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II

pertaining to Davis-Bacon work, including the applicable Federal forms and procedures (i.e., on-site interviews; certified payrolls; etc.).

**3.4 Bonds (if applicable).** As this solicitation pertains to public works or construction, the bonds that are required include (each required for construction bids and/or contracts in excess of \$50,000):

**3.4.1 Bid Bond.** The bid bond or guarantee shall be included in the bid package submitted by each bidder for any proposed fee that is greater than \$50,000 (please see the preceding Section 3.1.1.1.3 herein). This bond ensures that if awarded the contract, the bidder will accept and perform the work under the contract. It also ensures that the bidder will not attempt to withdraw or otherwise not fulfill the contract. Finally, the bid bond ensures that the bidder will execute the contractual documents that are required within the time specified in the solicitation or forfeit all or part of the guarantee. A certified check, bank draft, U.S. Government Bonds at par value, bid bond secured by an acceptable surety company, or other negotiable instrument may be accepted as a bid guarantee. If the successful bidder refuses to sign the contract after award, the bid bond is forfeited, and award will go to the next lowest responsive and responsible bidder. If a bid bond or guarantee is not submitted with the bid, the Agency will reject the bid as non-responsive. The Agency anticipates that it will not return any bid bonds until the contract has been awarded and the required performance and payments bonds have been furnished; until all bids have been rejected; or the time specified for acceptance of bids has expired. In fairness to the other bidders, the Agency may also choose to return the bid bonds if the Agency has a firm and reasonable assurance that the responsive and responsible bidder who submitted the lowest cost will execute the contract.

**3.4.2 Performance Bond.** The performance bond is meant to ensure that the contract is successfully completed. The performance bond guarantees that if the Contractor is unable to complete the contract, the surety company will step in to finish the work. In the case of a letter of credit or cash escrow, the Agency may use these funds to complete the contract work.

**3.4.3 Payment Bond.** The payment bond is a method of ensuring that the Contractor pays the subcontractors and suppliers. By requiring payment bonds, the Agency avoids becoming entangled in disputes concerning payment of subcontractors and suppliers by the general contractor. The surety underwriting the payment bond ensures the contractors and suppliers will be paid. Often, performance and payment bonds are combined into a single document. Failure to pay subcontractors for work performed in commercial contracts may often lead to the subcontractor filing a mechanic's lien against property owners to obtain payment for services rendered. The Agency contract requires the payment bond to prevent this problem and ensure that no liens will be filed against any Agency building or lot of ground. As a reminder, Clause 24 of form HUD-5370, *General Conditions of the Contract for Construction* (Attachment G-1 attached hereto) clearly forbid the placement of liens and is binding on any contractor, subcontractor, and material supplier.

**INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II**

- 3.4.4 Bonding Companies.** An acceptable surety (bonding) company is one that is authorized to do business in the State of Alabama and is acceptable to HUD and the Agency. The surety must be listed on the most recently published U.S. Treasury Circular 570 (often referred to as the T-List). Individual sureties are not permitted. Circular 570 is available from the U.S. Department of the Treasury, Financial Management Service, Surety Bond Branch, Room #262C, 401 14th Street, S.W., Washington, D.C. 20227. The T-List may also be accessed on the Internet at: <http://www.fms.treas.gov/c570/index.html>.
- 3.4.5 Bonding Requirements.** In order to encourage participation by a broad range of competitors, including small and minority firms, HUD has provided for alternate bid and contract guaranties. These apply to all construction projects greater than \$50,000 (though, at the Agencies discretion, may apply to smaller projects), whether development or modernization, funded pursuant to the U.S. Housing Act of 1937, as amended. As a result, the contractors for all construction projects shall be required to submit the following bid and contract guarantees. Please note that only the bid bond is required at time of bid; however, one of the purposes of the bid bond is to provide the Agency with assurance that the successful bidder will indeed obtain the necessary performance and payment bonds. Required bonds include a bid guarantee from each bidder, equivalent to 5% of the bid price and, from the successful bidder, one of the following:
- 3.4.5.1** A performance and payment bond for 100% of the contract price; or
  - 3.4.5.2** Separate payment and performance bonds each for 50% or more of the contract price; or
  - 3.4.5.3** A 20% cash escrow; or
  - 3.4.5.4** A 25% irrevocable letter of credit.
- 3.4.6 Inadequate Surety.** If the low bidder fails to provide an acceptable assurance of completion (payment and performance bonds) after award of the contract, the Agency may consider the bid guarantee forfeited and notify the surety company. The contract is then terminated for default. The amount to be recovered from the bid bond or guarantee will typically equal at least the difference between the defaulted bid and the next higher acceptable bid or the amount by which the bid accepted by re-soliciting exceeds the defaulted contract.
- 3.5 Bid Submission.** All pricing must be entered where provided in Attachment A Form of Bid. All “hard-copy” bids must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies (each of the 3 separate bid submittals shall have a cover and extending tabs) of the “hard copy” bid submittal, shall be placed unfolded in a sealed package and addressed to:

**INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II**

**Housing Authority of Birmingham District  
Attention: Kozette Todd, Procurement Analyst  
1826 3<sup>rd</sup> Avenue South, Birmingham, AL 35233**

- 3.5.1 Labeling of the Sealed Bid Submission Package.** The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address.
- 3.5.2 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the bidder, such may invalidate that bid. If, after accepting such a bid, the Agency decides that any such entry has not changed the intent of the bid that the Agency intended to receive, the Agency may accept the bid and the bid shall be considered by the Agency as if those additional marks, notations, or requirements were not entered on such. By accessing the eProcurement Marketplace, registering, and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.
- 3.5.3 Submission Responsibilities.** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Agency, including the IFB document, the documents listed within the following Section 3.9, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that bidder to not be considered for award.
- 3.6 Bidder's Responsibilities – Contact with the Agency.** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the CO only. Bidders must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the Agency to not consider a bid submittal received from any bidder who may not have abided by this directive.
- 3.6.1 Addenda.** All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective bidders (i.e., firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (i.e., a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the Agency

and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the CO—it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective bidders in writing by addendum.

**3.7 Bidder's Responsibilities – Equal Employment Opportunity and Supplier Diversity.** Both the successful bidder and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

**3.7.1** Within 2 CFR §200.321 it states:

**3.7.1.1** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**3.7.1.2** (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**3.7.1.3** (2) Affirmative steps must include:

**3.7.1.3.1** (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**3.7.1.3.2** (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

**3.7.1.3.3** (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

**3.7.1.3.4** (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

**3.7.1.3.5** (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

**3.7.1.3.6** (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II**

**3.7.2** Within HUD Procurement Handbook 7460.8 REV 2 it states:

**3.7.2.1 Section 15.5.A, Required Efforts.** Consistent with Presidential Orders 11625, 12138, and 12432, the [Agency] shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [Agency] contracting.

**3.6.2.2 Section 15.5.B, Goals.** [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

**3.7.3** Within our Agency Procurement Policy it states that our Agency will:

**3.7.3.1 Assistance to Small and Other Business, Required Efforts:**

**3.7.3.1.1** Including such firms, when qualified, on solicitation mailing lists;

**3.7.3.1.2** Encouraging their participation through direct solicitation of bids or bids whenever they are potential sources;

**3.7.3.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

**3.7.3.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

**3.7.3.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and,

**3.7.3.1.6** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

**3.7.4 Requirements.** Accordingly, please see Section 3.1.1 within Table No. 4 herein which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

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**3.8 Pre-bid Conference.** The scheduled pre-bid conference, pursuant to HUD regulation, is not mandatory. Many prospective bidders have previously responded to an IFB with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less (not including the ensuing walk-through of the properties, if the quoter chooses to do so), though such is not guaranteed. The purpose of this conference is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference, the Agency will conduct an overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though the CO may require that some such questions be delivered in writing before a response. Whereas the purpose of this conference is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference; however, the Agency *will not* distribute at this conference any copies of the IFB documents.

**3.9 Recap of Attachments.** It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this IFB, which are hereby by reference included as a part of this IFB:

[Table No. 5]

(1) IFB Section	(2) Document No.	(3) Attachment	(4) Attachment Description
3.9.1	1.0		This IFB Document
3.9.2	2.0	A	Form of Bid
3.9.3	3.0	B	form HUD-5369-A (11/92), <i>Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs</i>
3.9.4	4.0	C	Profile of Firm Form
3.9.5	5.0	D	Section 3 Explanation
3.9.6	6.0	E	form HUD-5369 (11/92), <i>Instructions to Bidders for Contracts, Public and Indian Housing Programs</i>
3.9.7	7.0	F	<i>Supplemental Instructions to Bidders &amp; Contractors (SIBC)</i>
3.9.8	8.0	G	Agency Sample Contract Form (PLEASE NOTE: This contract and the noted appendices are being given as a sample only—the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels it is in its best interests to do so.)
3.9.8.1	8.1	G-1	Sample Contract Appendix No. 1: form HUD-5370 (1/2014), <i>General Conditions for Construction Contracts-Public Housing Programs</i>

**INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II**

3.9.8.1.1	8.1.1	G-1.1	Sample Contract Appendix No. 1.1: Supplemental conditions pertaining to form HUD-5370 (1/2014), <i>General Conditions for Construction Contracts-Public Housing Programs</i>
3.9.8.2	8.2	G-2	Sample Contract Appendix No. 2: HUD-92554M (Rev. 04/11), <i>Supplementary Conditions of the Contract for Construction</i>
3.9.8.3	8.3	G-3	Sample Contract Appendix No. 3: form HUD-2554, <i>Supplementary Conditions of the Contract for Construction</i>
3.9.8.4	8.4	G-4	Sample Contract Appendix No. 4: Form HUD-4010 (06/2009), <i>Federal Labor Standards Provisions</i>
3.9.8.5	8.5	G-5	Sample Contract Appendix No. 5: <i>form HUD-92010 (3/2006), Equal Employment Opportunity Certification</i>
3.9.8.6	8.6	G-6	Sample Contract Appendix No. 6: form HUD-51000 (1/2014), <i>Schedule of Amounts for Contract Payments</i>
3.9.8.7	8.7	G-7	Sample Contract Appendix No. 7: form HUD-51001 (1/2014), <i>Periodic Estimate for Partial Payment</i>
3.9.8.8	8.8	G-8	Sample Contract Appendix No. 8: form HUD-51002 (1/2014), <i>Schedule of Change Orders</i>
3.9.8.9	8.9	G-9	Sample Contract Appendix No. 9: form HUD 51003 (1/2014), <i>Schedule of Materials Stored</i>
3.9.8.10	8.10	G-10	Sample Contract Appendix No. 10: form HUD-51004 (1/2014), <i>Summary of Materials Stored</i>
3.9.8.11	8.11	G-11	Sample Contract Appendix No. 11: form HUD-5372 (1/2014), <i>Construction Progress Schedule</i>
3.9.8.12	8.12	G-12	Sample Contract Appendix No. 12: <i>form HUD-WH-347 (Dec./2008), Payroll</i>
3.9.8.13	8.13	G-13	Sample Contract Appendix No. 13: Form HUD-11 (8/2004), <i>Record of Employee Interview</i>
3.9.8.14	8.14	G-14	Sample Contract Appendix No. 14: form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
3.9.8.15	8.15	G-15	Sample Contract Appendix No. 15: Standard Form LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates

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			an affirmative answer to Item No. (2) within the immediate identified form 50071.)
3.9.8.16	8.16	G-16	Sample Contract Appendix No. 16: Davis-Bacon General Wage Decision
3.9.8.17	8.17	G-17	Sample Contract Appendix No. 17: Low-Income Resident Hiring Plan - Contract
3.9.8.18	8.18	G-18	Sample Contract Appendix No. 18: Alabama E-Verify Affidavit
3.9.8.19	8.19	G-19	Sample Contract Appendix No. 19: Sample Notice to Proceed form.
3.9.9	9.0	H	Drawings - Work Specifications
3.9.10	10.0	I	form HUD-2530 (2/2013), <i>Previous Participation Certification</i>
3.9.11	11.0	J	NOTE: Pertaining to the following listed bond forms, please see the information detailed within the following Section 3.9.13 herein.
3.9.11.1	11.1	J-1	<i>Standard Form 24 (10/98), Bid Bond</i>
3.9.11.2	11.2	J-2	<i>Standard Form 25A (8/2016), Payment Bond</i>
3.9.11.3	11.3	J-3	<i>Standard Form 25 (8/2016), Performance Bond</i>
3.9.12	12.0	K	<i>Agency Profile of Properties</i>



#### **4.0 BID EVALUATION.**

- 4.1 Public Bid Opening.** At the set date and time, all bids received will be opened and publicly read aloud by the CO, including the company name of the bidder and the total calculated costs proposed. At the bid opening the Agency will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the Agency will, at a later time, review all bids in detail and will, in a timely manner (typically within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible (please remember, as detailed within Section 8(d) of form HUD-5369 and Section 7(b)(3) of form HUD-5369-B, the Agency reserves the right to, as determined by the Agency, “waive informalities and minor irregularities” in the offers received. Bids will be available for inspection by the public after the award has been completed.
- 4.1.1 Ties.** In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”
- 4.2 Responsive Evaluation.** After the public opening the “hard copy” bid submittals received will be evaluated in private for responsiveness (i.e., meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made).
- 4.3 Responsible Evaluation.** The Agency will evaluate each bid submitted as to responsibility (i.e., a firm that is qualified, responsible and able to provide to the Agency the required services). If the Agency ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the Agency may proceed with award as detailed herein. If the Agency determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.
- 4.3.1** Depending on the amount of the award, it is possible that the Agency may take such contract award to the Agency Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.
- 4.4 Restrictions.** Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

**5.0 CONTRACT AWARD.**

**5.1 Contract Award Procedure.** If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

**5.1.1** By completing, executing and submitting a bid, the “bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency, including the contract clauses already attached as Attachments G and G-1 through G-19, each attached hereto. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**5.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this IFB:

**5.2.1 Contract Form.** The Agency will not execute a contract on the successful bidder’s form—contracts will only be executed on the Agency form (please see Sample Contract, Attachments G and G-1 through G-19 each attached hereto), and by submitting a bid the successful bidder agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the IFB process (prior to the posted question deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the successful bidder the right to refuse to execute the Agency’s contract form. It is the responsibility of each prospective bidder to notify the Agency, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the Agency’s response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

**5.2.1.1 Mandatory HUD Forms.** Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.

**5.2.1.2 E-Verify Affidavit.** The successful bidder must certify compliance with Alabama E-Verify requirements, in that the successful bidder is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period. This Form is attached hereto as Attachment G-4 to this IFB document. This 1-page Form will be fully completed and executed where provided thereon by the successful bidder and will be a part of the ensuing contract (NOTE: It is NOT necessary to complete and submit this form as a part of the bid submittal—only the awarded bidder(s) will be required to do so as a part of the contract execution).

**5.2.2 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that

**INVITATION FOR BIDS (IFB) No. B24013, Single-Family Home Repairs Phase II**

such change is in the best interest of the Agency and the completion of the contracted work.

- 5.2.3 Unauthorized Sub-contracting Prohibited.** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the successful bidder as a result of the proposed contract; either as determined by the CO.
- 5.3 Contract Period.** The Agency anticipates that it will initially award a contract for the period of time that the Agency deems is reasonable and realistic to complete the work per event.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the bid submission) the *successful bidder* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$50,000;
- 5.4.3 Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 5.4.4 City/County/State Business License.** If applicable, a copy of the bidder's business license allowing that entity to provide such services within the City of Birmingham, Jefferson County, and/or the State of Alabama.
- 5.4.5 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each bidder is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the bid submittal—we will garner the necessary documents from the successful bidder prior to contract execution).
- 5.5 Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

- 5.6 **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the Agency within 10 workdays of notification by the Agency.

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1516 21st STREET ENSLEY  
BIRMINGHAM, AL

# 1516 21st Street Ensley Birmingham AL 35218

## Vacant Unit

### Scope of Work

HABD is seeking a contractor who can provide the following services to make all listed deficiencies with industry-standard repairs and corrections.

The contractor must be able to supply all labor, equipment, and materials to present to HABD a home ready for sale.

The contractor will be responsible to have all utilities in their name during the rehab project. Upon certificate of occupancy, the utility will be transferred back into the owner's name.

The contractor will be responsible to obtain all necessary permits and conducting all activities according to local, state, and federal laws.

### General Notes:

- a. Contractor shall remove all personal household items (if any) left in the unit; placing trashed items in a location specified by the owner. No personal items are to be kept by the Contractor. The contractor shall be reasonable to remove and discard all demoed materials off-site following local codes for refuse disposal.
- b. Contractor shall sweep and wet clean porches, breezeways, exterior stairs, concrete drip lines, and all exterior concrete areas near the unit.
- c. Contractor shall pick up trash and any household items from the lawn area.
- d. Contractor shall remove any chalk and grease from the outside walls, decks, and/or patios. The contractor shall address any mold and/or graffiti.
- e. Contractor shall clean out any outside storage room, including entrance doors, and inside the storage room.
- f. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible and paint inside the storage room if applicable.
- g. Clean windows inside and outside.
- h. Clean the water heater and dust off the expansion tank.
- i. Dust and clean all hanging light fixtures and fans.
- j. Clean new flooring per manufacturer's recommendations
- k. Paint/stain all surfaces as applicable using products suitable for the location. **(Paints should match existing sheen with low VOC, with color to be selected by owner)**
- l. Contractor shall reattach or repair any loose paneling until flush to the wall.
- m. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible.
- n. Contractor shall remove all markings, stickers, wallpaper, wallpaper border, wallpaper glue, tape, nails, screws, anchors, residue, etc. from walls.
- o. Contractor shall patch, fill and refinish any damage to the wall resulting from the removal of items above, to match the wall surface whether smooth or textured.
- p. Contractor shall repair any tiled walls.
- q. Contractor shall clean all walls including closets, bathrooms, and kitchen using the appropriate cleaner for the type of wall surface.
- r. Contractor shall clean paneled walls with Murphy's Oil Soap.

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## Vacant Unit

- s. Contractor shall reattach, repair or replace trim, baseboards, vinyl cove baseboard, crown, other moldings, or stair handrails.
  - t. Contractor shall clean baseboards, vinyl cove baseboard, all trim, and all molding.
  - u. Contractor shall repaint molding and trim.
- 
- v. Replacement paneling, sheetrock, tile, trim, baseboard, vinyl cove baseboard, crown molding, other moldings, stair handrails, and paint for any such trim

### STRUCTURAL COMPONENTS:

- Repair / Replace the moisture barrier under the crawlspace.
- Rework encapsulated of all piers
- Falling batt insulation was noticed in the crawlspace re-install/attach.

### EXTERIOR (Repair or Replace)

- Seal/caulking all openings in wall cladding.
- Repair or Replace Worn and open gaps noticed on wall cladding.
- Provide a complete cleaning of all outside facades and prep all paintable surfaces to receive two (2) coats of exterior latex paint matching existing colors. The contractor shall utilize a fungicide as part of the exterior cleaning.
- Prep all paintable surfaces by chalking all cracks after any loose material is reattached. To include but not limited to doors, column facials, trim millwork, and railing.

### DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, COLUMNS, AND APPLICABLE RAILINGS:

- I. The back porch had fungus areas, worn areas raised areas, and missing step areas, repair and replace as decking to include step treads materials.
- II. Ensure that all handrailing is attached according to industry standards. **(Paint, stain, and application of weather seal matching existing color)**
- III. Replace any missing Hardi-siding matching profile and color.
- IV. Replace/repair wall cladding as noted in photos.
- V. Repair or Replace Worn eave noticed at front of the house.
- VI. Repair/replace the cracked floor and worn columns noticed on the front porch.

### EXTERIOR DOORS:

- a) Contractor shall clean entry doors, door hardware, and doorknobs on both sides of the door.
- b) Contractor shall clean weather stripping, threshold, and around entry doorway. Replacing all that may be damaged.
- c) Contractor shall clean all storm doors and screen doors on both sides of the door. Replacing all that may be damaged.
- D) Entry door won't close properly recommend repair

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d) Contractor shall repaint, one coat of primer and (2) coats of finish paint to all exterior doors **(Taking care to protect hardware).**

### **SITE WORK (Address as needed)**

Negative slopes and low spots were noticed around the house. These areas do not appear to drain water away from the home and need landscaping and drainage corrected

- Address vegetation to include removing overgrown fence rows, low-hanging limbs, and vegetation too close to the structure.
- Address trip hazards by repairing broken sidewalks and steps utilizing industry standards methods and materials.
- Repair the damaged retainer wall and install a railing to match the existing one as closely as possible. **(Clean surface as needed)**

### **ROOF SYSTEM (Repair or Replace) All other tools, materials, and supplies will be provided by the Contractor**

- A. Replace the entire roofing shingle system with 30-year architectural shingles to include all necessary flashing and vent boots. **(color to be selected by owner)**
- B. Note: missing flashing noticed at dormer.
- C. Cleanout All Gutters Install gutter screen as needed and secure the downspouts are attached and splash blocks installed. When at all possible extension is to be added so that water is directed at least 5 feet from the house
- D. Insulation was missing in the attic recommend repair

### **PLUMBING SYSTEMS: (Repair or Replace)**

- A. Water was off during inspection. The contractor will check for leaks. If leaks are found a professional plumber must be brought in to correct the problem.
- B. Outside water faucet(s) not equipped with anti-siphon devices, possible cross connection can occur without anti-siphon device, recommend installing
- C. Verify the functionality of the water heater and flush tank.
- D. Verify the functionality of all shut-off valves and stops. **(Replace as needed with ¼ turn type.)**
- E. Missing stopper noticed in upstairs tub.
- F. Replace worn and loose toilet seat
- G. Loose kitchen water spigot with low pressure at the sprayer.
- H. Repair the loose knob at the master shower.
- I. Replace the missing towel rack
- J. Rework caulking around the tubs, showers, and backsplash areas.

### **WINDOWS**

All other tools, materials, and supplies will be provided by the Contractor.

- a. Contractor shall remove all debris, stickers, tape, residue, insects, cobwebs, markings, etc. from windows, window frames and window surrounds.
- b. Contractor shall clean all windows, window frames, window seals, and tracks.



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- c. Contractor shall clean all window screens.
- d. Contractor shall replace all broken/cracked window panes. **(There will be an allowance of (4) replacement panes as part of the scope.)**
- e. Contractor shall check that all windows operate properly.
- f. Contractor shall check that all window hardware and locking hardware are installed securely and working properly.
- g. Contractor shall check that all windows lock and unlock.
- h. Contractor shall repair/replace any defective or non-operable windows.
- i. WINDOW SHADES/BLINDS – Replace all window treatment with 2” faux wood vinyl blinds **(white)**

### ELECTRICAL SYSTEMS (Repair or Replace)

- I. Update the detectors per local codes with combo CO2/smoke. **(Owner will select from the submittal of item type.) Brk First Alert Dw Smoke/CO2 Alarm or Equal.**
- II. Replace all outlet and switch plate covers with a nylon type. **(matching color of existing devices.)**
- III. Test and Replace all inoperable GFI and Arc-fault devices.
- IV. Repair loose conduit noticed at service entrance.

### LIGHT FIXTURES

- a. Test and Ensure All Light Fixtures are Operational
- b. Rework caulking around the base of the outside light fixtures.
- c. Contractor shall remove each light globe from every fixture, clean the fixture and the globe and reinstall the globe.
- d. Contractor shall replace broken light fixture globes to match existing ones.
- e. Contractor shall replace all burned-out light bulbs, ensuring that there is at least one working bulb in each light fixture.
- f. Contractor shall remove the globe and clean porch light fixtures and replace any missing or burned-out bulbs.

### INTERIOR DOORS

- A. Contractor shall test all doors for proper operation and shall adjust, repair, or replace them.
- B. Contractor shall check that all door hardware, doorknobs, and door locking hardware are installed properly and working properly.
- C. Contractor shall repair or replace, filling any gaps or holes resulting from the removal of any door hardware.
- D. Replacement hardware, doorknobs, and replacement door slabs
- E. Contractor shall clean all interior doors and door frames (including closet doors).
- F. Contractor shall paint all interior doors and door frames (including closet doors).
- G. Contractor shall repair or replace hinges or doorknobs as needed.
- H. The contractor will replace all bi-folding doors with hinge operation-type doors to correctly fit the opening of the frame in place. **(if possible without major modification to the existing opening.)**

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## Vacant Unit

- I. Paint, stain, replacement doors, replacement door hinges, replacement door hardware, and replacement doorknobs will be provided from the Authority inventory. All other tools, materials, and supplies will be provided by the Contractor.
- J. Contractor shall replace all damaged doors per scope count.
  - a. Recommend better airflow to the gas water heater and furnace. Install a louver-type door if possible. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### HVAC SYSTEM (Current system 2012 2.5-ton York with newer 410A refrigerant and parts.)

- 1) Check this unit to confirm its operation is as designed.
- 2) Replace all missing insulation on the AC suction line as needed.
- 3) The contractor shall have ductwork, return, and supply grills cleaned by a professional service provider for this type of service. (verification of which firm completed this work will be required)
- 4) Prime (1) coat and Paint **(2 coats)** cage inside and out with a rust-prohibited product.

### SURFACE CLEANING

- a) Contractor shall remove all dirt, grease, and grime from all surfaces including but not limited to appliances, cabinets (inside and out), cabinet drawers (inside and out), top of cabinets, shelving, fixtures, walls, backsplash, baseboards, vinyl cove baseboard, moldings, and floors.
- b) Contractor shall clean all wood cabinets inside and outside.
- c) Contractor shall empty all drawers and clean inside and outside.
- d) Contractor shall reapply as applicable an finishing products to wood cabinets including paints, stains, polyurethane, etc.

### INTERIORS (Repair or Replace)

- Repaired loose ceiling area noticed in the living room.

### FLOORS AND STAIRS

- a) Contractor shall sweep, mop, and remove all marks, stickers, residue, and wax buildup (strip floors) off all floors and stairs.
- b) Contractor shall apply no less than two coats of wax to floors. **(As Applicable)**
- c) Ceramic tiles cracked on the floor replace tiles
  - Replace damaged, loose, and stained carpet areas **(The owner has selected that all replacement floor covering will be:**

### LVT Embossed; Low Gloss; Authentic Design 7 Mm Thickness X 8.7 In. Width X 47.6 In. Length

100% Waterproof; Can Be Installed in Most Rooms of the Home - Above, On, Or Below Grade Can Be Installed Over Most Existing Surfaces Including Tile, Wood, Concrete, And Vinyl Residential and

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## Vacant Unit

Commercial Use Easy to Maintain, No-Wax Flooring – Can Simply be Clean with A Dust Mop, Vacuum or Ph Neutral Cleaner. New Scratch protect Surface Coating Is the Ultimate in Scratch and Stain Resistance Pre-Attached Underlayment Provides A Floor That's Warm, Comfortable, And Quiet Underfoot Drop-And-Lock Installation System Makes Ultra-Fresh Treatment Inhibits the Growth of Odor and Stain Causing Mold and Mildew on The Attached Underlayment and Top Surface Layer of The Flooring No Acclimation Required for Use Indoors and In Temperature-Controlled Environments Only) or equal.

- The contractor will need to install 3/4" 1/4 round trim along the baseboard where the carpet is removed.
- Replace/repair as needed, worn cabinets, countertops, and loose drawers as needed.
- Replace or repair worn and loose doors. Replace all bifold with two hinged-type doors matching the profile of the doors in the unit. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**
- Patch all holes in the walls and ceilings and prep for painting.

### PAINTING WALLS

- A. The contractor will ensure that repairing the drywall cracks before repainting is part of the prep for paint.
- B. The contractor shall prime and/or paint all walls (including interior closet walls). The required painting will be one (1) coat of stain-blocking primer and two (2) coats of paint. This will apply to all exterior and interior paintable surfaces.

### CEILINGS

- The contractor shall sweep ceilings; scrape, repair, re-prime with a stain blocker, and/or repaint ceiling surface.
- The contractor shall clean all ceiling vent covers and reprint them.

### CLOSETS

- a. Contractor shall clean all closet shelves, tracks, and rods.
- b. Contractor shall replace any missing or broken shelves, tracks, hooks, hardware, and rods so that closet is fully functional.
- c. Contractor shall clean, caulk cracks between shelves and brackets, and prime/paint ceiling, walls, and floor inside closets
- d. The contractor shall ensure that shelves are well secured and affixed to the wall with proper bracing.
- e. Drywall damaged in the closet recommend repair/paint
- f. • Closet door handle damaged recommend repair
- g. • The light fixture was inoperable recommend repair

### MINOR CABINET REPAIR

1. Contractor shall check all cabinet doors and drawers for proper and smooth operation.
2. Contractor shall re-affix any loose cabinet hinges, drawer tracks, knobs, or pulls.
3. Contractor shall replace any missing cabinet hinges, drawer tracks, knobs, or pulls.

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## Vacant Unit

4. Contractor shall reaffix any loose shelves.
5. Contractor shall replace missing shelves or unrepairable shelves.
6. Replacement cabinet hinges, replacement drawer tracks, replacement knobs, replacement pulls and replacement shelves will be provided by the contractor.
7. Contractor shall replace individual cabinet units as prescribed in the scope
8. Contractor shall replace the countertop as prescribed in the scope

### **BATH AND KITCHEN CLEANING**

- a) Contractor shall remove all stickers, glue residue, markings, stains, dust, lime, mineral deposits, and soap residue from all bath and kitchen surfaces; including but not limited to faucets, sinks, vanity, tub, shower surround, showerheads, shower rod, handicap bar, towel bar, fixed soap dish, tile walls, tile floors, tile grout, baseboards, and any other fixtures or surfaces.
- b) Contractor shall clean all bath and kitchen surfaces to a streak-free shine.
- c) Contractor shall polish all kitchen and bath stainless steel surfaces and chrome with appropriate polish.
- d) Contractor shall check all hardware in the bathroom to make sure it is installed and working properly. The contractor shall repair or replace hardware filling any gaps or holes resulting.
- e) Replacement hardware as needed.
- f) Check disposal made a noise like something was in the grinder.
- h) Drywall was damaged on the ceiling recommend repair/paint

### **BATH MEDICINE CABINET AND MIRROR**

1. The contractor shall clean the medicine cabinet and mirror.
2. Each medicine cabinet should have two (2) shelves; the Contractor shall replace any missing shelves.
3. The contractor shall re-paint the Medicine cabinet.
4. Replacement medicine cabinet shelves.

### **SINK STOPPERS AND STRAINERS**

- a) Contractor shall clean all sink stoppers, tub stoppers, and kitchen sink strainer baskets.
- b) Contractor shall replace any missing sink stoppers, tub stoppers, or kitchen sink strainer baskets.
- c) Replacement sink stoppers, tub stoppers, and kitchen sink strainer baskets.

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## Vacant Unit

### BATH AND KITCHEN CAULKING

- a) Contractor shall remove and replace any defective, loose, stained, mildewed, molded, or otherwise unsightly caulk.
- b) Contractor shall re-caulk sink(s), toilet base, and bathtub rim and bathtub.
- c) Caulk as needed.

### TOILETS

- a) Contractor shall clean the toilet inside and out.
- b) Contractor shall check toilet base bolts for secure installation. Repair as needed.
- c) Contractor shall check toilet seat bolts for a stable connection. Adjust as needed.
- d) Contractor shall check the toilet operation for full functionality and repair/replace any defective toilets. **(Submit replace the product for approval by the owner)**

### DRAIN PIPES

- a. The contractor shall check all drain pipes and unclog any slow or clogged drains. If a slow drain or a clogged drain is impossible to clear with drain cleaning hand tools or a plunger.
- b. The Contractor shall report to the Property Owner the need for a professional plumbing service to correct the issue.

### MOLD AND MILDEW

The contractor shall remove visible mold and mildew from all surfaces. All tools, materials, and supplies will be provided by the Contractor.

### TILE/GROUT

The contractor shall repair or replace any loose, missing, or damaged tile/grout (whether ceramic, vinyl, or other material on walls and floors if needed. Replacement tile, grout, and adhesives. **(As applicable)**)

### INSECTS, VERMIN, PESTS

- The contractor shall report sightings of insects, vermin, or other pests (dead or alive), insect or vermin droppings, or evidence of the same inside the apartment to the Property Manager or designee.
- The contractor will clean up and dispose of all dead pests.

### Storage Container

The contractor will provide enough storage space on-site to accommodate the resident's content. **(Duration not to exceed 30 days.)**

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## Vacant Unit

### BEFORE LEAVING EACH DAY

- a) Contractor shall set the thermostat at 80 degrees F. when in cool mode.
- b) Contractor shall set the thermostat at 65 degrees F. when in heat mode.
- c) Contractor shall close and lock all windows.
- d) Contractor shall turn off all lights, appliances, fans, and water inside the apartment.
- e) Contractor shall turn off exterior lights.
- f) Contractor shall lock doors.

2049 AVENUE P ENSLEY  
BIRMINGHAM, AL

## 2049 Avenue P Unit

### Scope of Work

HABD is seeking a contractor who can provide the following services to make all listed deficiencies with industry-standard repairs and corrections.

The contractor must be able to supply all labor, equipment, and materials to present to HABD a home ready for sale.

The contractor will be responsible to have all utilities in their name during the rehab project. To aid in the testing of systems. Upon certificate of occupancy, the utility will be transferred back into the owner's name.

The contractor will be responsible to obtain all necessary permits and conducting all activities according to local, state, and federal laws.

### General Notes:

- a. Contractor shall remove all personal household items (if any) left in the unit; placing trashed items in a location specified by the owner. No personal items are to be kept by the Contractor. The contractor shall be reasonable to remove and discard all demoed materials off-site following local codes for refuse disposal.
- b. Contractor will be responsible to ensure that all utilities are operating in accordance with all code requirements.
- c. Contractor shall sweep and wet clean porches, breezeways, exterior stairs, concrete drip lines, and all exterior concrete areas near the unit.
- d. Contractor shall pick up trash and any household items from the lawn area.
- e. Contractor shall remove any chalk and grease from the outside walls, decks, and/or patios. The contractor shall address any mold and/or graffiti.
- f. Contractor shall clean out any outside storage room, including entrance doors, and inside the storage room.
- g. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible and paint inside the storage room if applicable.
- h. Clean windows inside and outside.
- i. Clean the water heater and dust off the expansion tank.
- j. Dust and clean all hanging light fixtures and fans.
- k. Clean new flooring per manufacturer's recommendations
- l. Paint/stain all surfaces as applicable using products suitable for the location. **(Paints should match existing sheen with low VOC, with color to be selected by owner)**
- m. Contractor shall reattach or repair any loose paneling until flush to the wall.
- n. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible.
- o. Contractor shall remove all markings, stickers, wallpaper, wallpaper border, wallpaper glue, tape, nails, screws, anchors, residue, etc. from walls.
- p. Contractor shall patch, fill and refinish any damage to the wall resulting from the removal of items above, to match the wall surface whether smooth or textured.
- q. Contractor shall repair any Brick and tiled wall cracks by point tucking and or re-grouting.



## 2049 Avenue P

### Unit

- r. Contractor shall clean all walls including closets, bathrooms, and kitchen using the appropriate cleaner for the type of wall surface.
- s. Contractor shall clean paneled walls with Murphy's Oil Soap.
- t. Contractor shall reattach, repair or replace trim, baseboards, vinyl cove baseboard, crown, other moldings, or stair handrails.
- u. Contractor shall clean baseboards, vinyl cove baseboard, all trim, and all molding.
- v. Contractor shall repaint molding and trim.
- w. Replacement paneling, sheetrock, tile, trim, baseboard, vinyl cove baseboard, crown molding, other moldings, stair handrails, and paint for any such trim

#### **STRUCTURAL COMPONENTS:**

- Repair / Replace the moisture barrier under the crawlspace. As needed.
- Address falling insulation in the crawlspace as needed.
- Look into removing debris from the crawlspace.

#### **EXTERIOR (Repair or Replace)**

- Seal/caulking all openings in wall cladding.
- Front door is boarded up. Correct as needed.
- Repair/replace an area of siding with a couple of holes noticed in vinyl cladding wall cladding with open gaps over the window donner
- Provide a complete cleaning of all outside facades by using a suitable fungicide.
- Prep all paintable surfaces to receive two (2) coats of exterior latex paint matching existing colors. The contractor shall utilize a fungicide as part of the exterior cleaning.
- Prep all paintable surfaces by chalking all cracks after any loose material is reattached. To include but not limited to doors, column facials, trim millwork, and railing.
- Mortar cracks were noticed on the front side of the house. Mortar cracks were noticed on the front porch bricks. Repair as needed.

#### **DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, COLUMNS, AND APPLICABLE RAILINGS:**

- I. The back porch had fungus areas, worn areas raised areas, and missing step areas, repair and replace as decking to include step treads materials. The deck is older with some loose and weathered, recommend cleaning and treating the deck boards and tightening handrails.
- II. Water-damaged wood was noticed on the front porch columns. Correct problem.
- III. Ensure that all handrailing is attached according to industry standards. **(Paint, stain, and application of weather seal matching existing color)**
- IV. Replace any missing Hardi-siding matching profile and color.
- V. Replace/repair wall cladding as noted in photos.
- VI. Repair/replace the cracked floor and worn columns noticed on the front porch. Worn columns were noticed on the front porch and back porch.
- VII. Rusting handrail and gap noticed on the side porch. Repaint receiving one (1) coat rust prohibiting Primer and two (2) coats of exterior latex paint matching existing

## 2049 Avenue P Unit

### EXTERIOR DOORS:

- a) Contractor repair/replace entry doors hardware as needed.
- b) Contractor shall clean weather stripping, threshold, and around entry doorway. Replacing all that may be damaged.
- c) Contractor shall clean all storm doors and screen doors on both sides of the door. Replacing all that may be damaged.
- d) Contractor shall repaint, one coat of primer and (2) coats of finish paint to all exterior doors **(Taking care to protect hardware)**.
- e) Broken door lock on the crawlspace door.
- f) Mortar cracks noticed in the front porch. Recommend sealing cracks.

### SITE WORK (Address as needed)

Negative slopes and low spots were noticed around the house. These areas do not appear to drain water away from the home and need landscaping and drainage corrected

- Address vegetation to include removing overgrown fence rows, low-hanging limbs, and vegetation too close to the structure. With no less than a 6' clearance from structural. The contractor will be responsible for cleaning/clearing vegetation from fence rows associated with this property, with no less than 2' clearance on the public side of the fence. Remove the tree near AC units and grind the stump at no less than 6" below the surface.
- The contractor is required to provide all labor and equipment for removing fallen trees from the backyard. Grind stump

### ROOF SYSTEM (Repair or Replace) All other tools, materials, and supplies will be provided by the Contractor

- A. Replace the entire roofing shingle system with 30-year architectural shingles to include all necessary flashing and vent boots. **(color to be selected by owner)**
- B. Cleanout All Gutters Install gutter screen as needed and secure the downspouts are attached and splash blocks installed. When at all possible extension is to be added so that water is directed at least 5 feet from the house, replace the missing elbow on the back-left downspout.

### PLUMBING SYSTEMS: (Repair or Replace)

- A. Water was off during inspection. The contractor will check for leaks. If leaks are found a professional plumber must be brought in to correct the problem.
- B. Verify the functionality of the water heater and flush tank. Water was noticed in the Water heater drip pan. Investigate and correct.
- C. Verify the functionality of all toilets
- D. Loose to the wall fixture in the upstairs bathroom. Repair as needed.

## 2049 Avenue P

### Unit

- E. Stop-valve linkage does not work properly at Hall Bath sink. Repair as needed.
- F. Drain stopper in the master bathroom tub does not work properly. Replace/repair as needed.
- G. Thermo Expansion tank and water heater plumbing is to be re-installed to code
- H. Verify the functionality of all shut-off valves and stops. **(Replace as needed with ¼ turn type.)**
- I. Water spot notice on the floor in the upstairs bathroom. Check for leaks and repair as needed.
- J. Replace/repair all missing stoppers.
- K. Repair Kitchen faucet
- L. Complete unfinished installation in hallway and master shower.
- M. Rework caulking around the tubs, showers, and backsplash areas.
- N. Install a pan or drainage in the washing machine area.

### WINDOWS.

- a. Contractor shall remove all debris, stickers, tape, residue, insects, cobwebs, markings, etc. from windows, window frames and window surrounds.
- b. Contractor shall clean all windows, window frames, window seals, and tracks. Loose flashing, open gaps, and fungus areas were noticed around the windows. Worn areas with raised flashing were noticed on windows.
- c. Contractor shall clean all window screens. Repair/replace damaged screens as needed.
- d. Contractor shall replace all broken/cracked window panes **(There will be an allowance of (4) replacement panes as part of the scope) Broken front window panes in the front den window.**
- e. Contractor shall check that all windows operate properly.
- f. Investigate rust noticed on upper floor hallway windows. Use a stain-blocking primer as needed.
- g. Contractor shall check that all window hardware and locking hardware are installed securely and working properly.
- h. Contractor shall check that all windows lock and unlock. Free all painted-shut windows.
- i. Contractor shall repair/replace any defective or non-operable windows. A fallen top window sash was noticed in the master bedroom.
- j. WINDOW SHADES/BLINDS – Replace all window treatment with 2” faux wood vinyl blinds **(white)**
- k. Some of the windows are missing screens. Repair/replace as needed.

### ELECTRICAL SYSTEMS (Repair or Replace)

- I. Update the detectors per local codes with combo CO2/smoke. **(Owner will select from the submittal of item type.) Brk First Alert Dw Smoke/CO2 Alarm or Equal.**
- II. Replace all outlet and switch plate covers with a nylon type. **(matching color of existing devices.)**
- III. Front doorbell did not work when tested. Repair/replace as needed.
- IV. Receptacle next to the refrigerator opening did not work when tested. Repair/replace as needed
- V. Test and Replace all inoperable GFI and Arc-fault devices. The GFCI receptacle located to the right of the kitchen sink would not reset. Recommend replacing. Open cable box noticed. Close it back.

## 2049 Avenue P Unit

### LIGHT FIXTURES/CEILING FANS

- a. Test and Ensure All Light Fixtures/Fans are Operational
- b. Rework caulking around the base of the outside light fixtures. (Rust noticed on outside lights repair/replace.) Loose outside light fixtures -
- c. Contractor shall remove each light globe from every fixture, clean the fixture and the globe and reinstall the globe.
- d. Contractor shall replace broken light fixture/fans globes to match existing ones.
- e. Contractor shall replace all burned-out light bulbs, ensuring that there is at least one working bulb in each light fixture/fan.
- f. Contractor shall remove the globe and clean the porch light fixture and replace any missing or burned-out bulbs.
- g. Doorbell did not work when tested Repair/replace as needed.

### HVAC SYSTEM (Current system 2013 1.5-ton and a 2014 1.5-ton York with newer 410A refrigerant and parts.)

- 1) Check this unit to confirm its operation is as designed. Repair as needed.
- 2) Main level HVAC system has been vandalized, HVAC flue pipe has been removed. Repair/replace as needed.
- 3) The air conditioner did not work when tested. Repair as needed
- 4) The contractor shall have ductwork, return, and supply grills cleaned by a professional service provider for this type of service. (verification of which firm completed this work will be required)
- 5) Metal flue pipe found venting into the attic. Correct per code.
- 6) Replace the missing insulation on the AC suction line.
- 7) Rust areas were noticed at the bottom of the HVAC unit with water stained floor. Investigate the drain and suction line.
- 8) Prime (1) coat and Paint (**2 coats**) cage inside and out with a rust-prohibited product. To include any vents/grills.

### INTERIOR DOORS

- A. Contractor shall test all doors for proper operation and shall adjust, repair, or replace them.
- B. The contractor will replace/repair missing doors and damaged doors.
- C. Contractor shall check that all door hardware, doorknobs, and door locking hardware are installed properly and working properly.
- D. Contractor shall repair or replace, filling any gaps or holes resulting from the removal of any door hardware. The back door reveals light. Recommend weather stripping.
- E. Replacement hardware, doorknobs, and replacement door slabs. Missing door knob in one of
- F. the upstairs bedroom closet doors.
- G. Contractor shall clean all interior doors and door frames (including closet doors).
- H. Contractor shall paint all interior doors and door frames (including closet doors).
- I. Contractor shall repair or replace hinges or doorknobs as needed.
- J. The contractor will replace all bi-folding doors with hinge operation-type doors to correctly fit the opening of the frame in place. (**if possible without major modification to the existing opening.**)

## 2049 Avenue P

### Unit

- K. Paint, stain, replacement doors, replacement door hinges, replacement door hardware, and replacement doorknobs will be provided from the Authority inventory. All other tools, materials, and supplies will be provided by the Contractor.
- L. Contractor shall replace all damaged doors per scope count.
  - a. Recommend better airflow to the gas water heater and furnace. Install a louver-type door if possible. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

#### SURFACE CLEANING

- a) Contractor shall remove all dirt, grease, and grime from all surfaces including but not limited to appliances, cabinets (inside and out), cabinet drawers (inside and out), top of cabinets, shelving, fixtures, walls, backsplash, baseboards, vinyl cove baseboard, moldings, and floors.
- b) Contractor shall clean all wood cabinets inside and outside.
- c) Contractor shall empty all drawers and clean inside and outside.
- d) Contractor shall reapply as applicable an finishing products to wood cabinets including paints, stains, polyurethane, etc.

#### INTERIORS (Repair or Replace)

##### FLOORS AND STAIRS

- a) Contractor shall sweep, mop, and remove all marks, stickers, residue, and wax buildup (strip floors) off all floors and stairs.
- b) Contractor shall apply no less than two coats of wax to floors. **(As Applicable)**
  - Replace damaged, loose, and stained carpet and sheet vinyl areas **(The owner has selected that all replacement floor covering will be:**

##### **LVT Embossed; Low Gloss; Authentic Design 7 Mm Thickness X 8.7 In. Width X 47.6 In. Length**

100% Waterproof; Can Be Installed in Most Rooms of the Home - Above, On, Or Below Grade Can Be Installed Over Most Existing Surfaces Including Tile, Wood, Concrete, And Vinyl Residential and Commercial Use Easy to Maintain, No-Wax Flooring – Can Simply be Clean with A Dust Mop, Vacuum or Ph Neutral Cleaner. New Scratch protect Surface Coating Is the Ultimate in Scratch and Stain Resistance Pre-Attached Underlayment Provides A Floor That's Warm, Comfortable, And Quiet Underfoot Drop-And-Lock Installation System Makes Ultra-Fresh Treatment Inhibits the Growth of Odor and Stain Causing Mold and Mildew on The Attached Underlayment and Top Surface Layer of The Flooring No Acclimation Required for Use Indoors and In Temperature-Controlled Environments Only) or equal.

- The contractor will need to install 3/4" ¼ round trim along the baseboard where the carpet is removed.
- Replace all cracked tiles matching existing tiles as best as possible. **(HABD has the final say on selection)** . Replace the threshold plate in the half bath and the upstairs bathrooms.

## 2049 Avenue P Unit

- **0011**

### **COUNTERS AND A REPRESENTATIVE NUMBER OF CABINETS**

- Replace/repair as needed, worn cabinets, countertops, and loose drawers as needed.
- Replace missing cabinet doors to match existing cabinet doors in HABD's single-family homes.
- Replace or repair worn and loose doors. Replace all bifold with two hinged-type doors matching the profile of the doors in the unit. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### **PAINTING WALLS/CEILINGS**

- A. The contractor will ensure that repairing the drywall cracks before repainting is part of the prep for paint.
- B. Patch all holes in the walls and ceilings and prep for painting.
- C. The contractor shall prime and/or paint all walls (including interior closet walls). The required painting will be one (1) coat of stain-blocking primer and two (2) coats of paint. This will apply to all exterior and interior paintable surfaces.

### **CEILINGS**

- The contractor shall sweep ceilings; scrape, repair, re-prime with a stain blocker, and/or repaint ceiling surface.
- The contractor shall clean all ceiling vent covers and reprint them.

### **CLOSETS**

- a. Contractor shall clean all closet shelves, tracks, and rods.
- b. Contractor shall replace any missing or broken shelves, tracks, hooks, hardware, and rods so that closet is fully functional.
- c. Contractor shall clean, caulk cracks between shelves and brackets, and prime/paint ceiling, walls, and floor inside closets
- d. The contractor shall ensure that shelves are well secured and affixed to the wall with proper bracing.
- e. Worn walls noticed at leaking HVAC unit.

### **MINOR CABINET REPAIR**

1. Contractor shall check all cabinet doors and drawers for proper and smooth operation.
2. Contractor shall re-affix any loose cabinet hinges, drawer tracks, knobs, or pulls.
3. Contractor shall replace any missing cabinet hinges, drawer tracks, knobs, or pulls.
4. Contractor shall re-affix any loose shelves.
5. Contractor shall replace missing shelves or unrepairable shelves.
6. Replacement cabinet hinges, replacement drawer tracks, replacement knobs, replacement pulls and replacement shelves will be provided by the contractor.
7. Contractor shall replace individual cabinet units as prescribed in the scope
8. Contractor shall replace the countertop as prescribed in the scope

### **BATH AND KITCHEN CLEANING**

## 2049 Avenue P

### Unit

- a) Contractor shall remove all stickers, glue residue, markings, stains, dust, lime, mineral deposits, and soap residue from all bath and kitchen surfaces; including but not limited to faucets, sinks, vanity, tub, shower surround, showerheads, shower rod, handicap bar, towel bar, fixed soap dish, tile walls, tile floors, tile grout, baseboards, and any other fixtures or surfaces.
- b) Contractor shall clean all bath and kitchen surfaces to a streak-free shine.
- c) Contractor shall polish all kitchen and bath stainless steel surfaces and chrome with appropriate polish.
- d) Contractor shall check all hardware in the bathroom to make sure it is installed and working properly. The contractor shall repair or replace hardware filling any gaps or holes resulting.
- e) Replacement hardware as needed.

#### **BATH MEDICINE CABINET AND MIRROR**

- 1. The contractor shall clean the medicine cabinet and mirror.
- 2. Each medicine cabinet should have two (2) shelves; the Contractor shall replace any missing shelves.
- 3. The contractor shall re-paint the Medicine cabinet.
- 4. Replacement medicine cabinet shelves.

#### **SINK STOPPERS AND STRAINERS**

- a) Contractor shall clean all sink stoppers, tub stoppers, and kitchen sink strainer baskets.
- b) Contractor shall replace any missing sink stoppers, tub stoppers, or kitchen sink strainer baskets.
- c) Replacement sink stoppers, tub stoppers, and kitchen sink strainer baskets.

#### **BATH AND KITCHEN CAULKING**

- a) Contractor shall remove and replace any defective, loose, stained, mildewed, molded, or otherwise unsightly caulk.
- b) Contractor shall re-caulk sink(s), toilet base, and bathtub rim and bathtub.
- c) Caulk as needed.

#### **TOILETS**

- a) Contractor shall clean the toilet inside and out.
- b) Contractor shall check toilet base bolts for secure installation. Repair as needed.
- c) Contractor shall check toilet seat bolts for a stable connection. Adjust as needed.

## 2049 Avenue P

### Unit

d) Contractor shall check the toilet operation for full functionality and repair/replace any defective toilets. **(Submit replace the product for approval by the owner)**

#### DRAIN PIPES

- a. The contractor shall check all drain pipes and unclog any slow or clogged drains. If a slow drain or a clogged drain is impossible to clear with drain cleaning hand tools or a plunger.
- b. The Contractor shall report to the Property Owner the need for a professional plumbing service to correct the issue.

#### MOLD AND MILDEW

The contractor shall remove visible mold and mildew from all surfaces. All tools, materials, and supplies will be provided by the Contractor.

#### TILE/GROUT

The contractor shall repair or replace any loose, missing, or damaged tile/grout (whether ceramic, vinyl, or other material on walls and floors if needed. Replacement tile, grout, and adhesives. **(As applicable)**)

#### INSECTS, VERMIN, PESTS

- The contractor shall report sightings of insects, vermin, or other pests (dead or alive), insect or vermin droppings, or evidence of the same inside the apartment to the Property Manager or designee.
- The contractor will clean up and dispose of all dead pests.

#### Storage Container

The contractor will provide enough storage space on-site to accommodate the resident's content. **(Duration not to exceed 30 days.)**

#### BEFORE LEAVING EACH DAY

- a) Contractor shall set the thermostat at 80 degrees F. when in cool mode.
- b) Contractor shall set the thermostat at 65 degrees F. when in heat mode.
- c) Contractor shall close and lock all windows.
- d) Contractor shall turn off all lights, appliances, fans, and water inside the apartment.
- e) Contractor shall turn off exterior lights.
- f) Contractor shall lock doors.



1612 22ND STREET ENSLEY  
BIRMINGHAM AL

# 1612 22<sup>nd</sup> Street Ensley Birmingham AL 35218

## Vacant Unit

### Scope of Work

HABD is seeking a contractor who can provide the following services to make all listed deficiencies with industry-standard repairs and corrections.

The contractor must be able to supply all labor, equipment, and materials to present to HABD a home ready for sale.

The contractor will be responsible for having all utilities in their name during the rehab project. Upon certificate of occupancy, the utility will be transferred back into the owner's name.

The contractor will be responsible for obtaining all necessary permits and conducting all activities according to local, state, and federal laws.

### General Notes:

- a. Contractor shall remove all personal household items (if any) left in the unit; placing trashed items in a location specified by the owner. No personal items are to be kept by the Contractor. The contractor shall be reasonable to remove and discard all demoed materials off-site following local codes for refuse disposal.
- b. Contractor shall sweep and wet clean porches, breezeways, exterior stairs, concrete drip lines, and all exterior concrete areas near the unit.
- c. Contractor shall pick up trash and any household items from the lawn area.
- d. Contractor shall remove any chalk and grease from the outside walls, decks, and/or patios. The contractor shall address any mold and/or graffiti.
- e. Contractor shall clean out any outside storage room, including entrance doors, and inside the storage room.
- f. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible and paint inside the storage room if applicable.
- g. Clean windows inside and outside.
- h. Clean the water heater and dust off the expansion tank.
- i. Dust and clean all hanging light fixtures and fans.
- j. Clean new flooring per manufacturer's recommendations
- k. Paint/stain all surfaces as applicable using products suitable for the location. **(Paints should match existing sheen with low VOC, with color to be selected by owner)**
- l. Contractor shall reattach or repair any loose paneling until flush to the wall.
- m. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible.
- n. Contractor shall remove all markings, stickers, wallpaper, wallpaper border, wallpaper glue, tape, nails, screws, anchors, residue, etc. from walls.
- o. Contractor shall patch, fill and refinish any damage to the wall resulting from the removal of items above, to match the wall surface whether smooth or textured.
- p. Contractor shall repair any tiled walls.
- q. Contractor shall clean all walls including closets, bathrooms, and kitchen using the appropriate cleaner for the type of wall surface.
- r. Contractor shall clean paneled walls with Murphy's Oil Soap.

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## Vacant Unit

- s. Contractor shall reattach, repair, or replace trim, baseboards, vinyl cove baseboard, crown, other moldings, or stair handrails.
  - t. Contractor shall clean baseboards, vinyl cove baseboard, all trim, and all molding.
  - u. Contractor shall repaint molding and trim.
- 
- v. Replacement paneling, sheetrock, tile, trim, baseboard, vinyl cove baseboard, crown molding, other moldings, stair handrails, and paint for any such trim

### STRUCTURAL COMPONENTS:

- Repair / Replace the moisture barrier under the crawlspace.
- Rework encapsulated of all piers
- There was no insulation in the attic recommended contractor will install with an R-30 ore better rating
- Falling batt insulation was noticed in the crawlspace re-install/attach.

### EXTERIOR (Repair or Replace)

- Seal/caulking all openings in wall cladding.
- Repair or Replace Worn and open gaps noticed on wall cladding.
- Provide a complete cleaning of all outside facades and prep all paintable surfaces to receive two (2) coats of exterior latex paint matching existing colors. The contractor shall utilize a fungicide as part of the exterior cleaning.
- Prep all paintable surfaces by chalking all cracks after any loose material is reattached. To include but not limited to doors, column facials, trim millwork, and railing.

### DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, COLUMNS, AND APPLICABLE RAILINGS:

- I. The back porch had fungus areas, worn areas raised areas, and missing step areas, repair and replace as decking to include step treads materials.
- II. Ensure that all handrailing is attached according to industry standards. **(Paint, stain, and application of weather seal matching existing color)**
- III. Replace any missing Hardi-siding matching profile and color.
- IV. Replace/repair wall cladding as noted in photos.
- V. Repair or Replace Worn eave noticed at front of the house.
- VI. Repair/replace the cracked floor and worn columns noticed on the front porch.

### EXTERIOR DOORS:

- a) The contractor shall clean entry doors, door hardware, and doorknobs on both sides of the door.
- b) Contractor shall clean weather stripping, threshold, and around entry doorway. Replacing all that may be damaged.

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## Vacant Unit

- c) The contractor shall clean all storm doors and screen doors on both sides of the door. Replacing all that may be damaged.
- d) Contractor shall repaint, one coat of primer and (2) coats of finish paint to all exterior doors **(Taking care to protect hardware).**

### **SITE WORK (Address as needed)**

Negative slopes and low spots were noticed around the house. These areas do not appear to drain water away from the home and need landscaping and drainage corrected

- Address vegetation to include removing overgrown fence rows, low-hanging limbs, and vegetation too close to the structure.
- Address trip hazards by repairing broken sidewalks and steps utilizing industry standards methods and materials.
- Repair the damaged retainer wall and install a railing to match the existing one as closely as possible. **(Clean surface as needed)**

### **ROOF SYSTEM (Repair or Replace) All other tools, materials, and supplies will be provided by the Contractor**

- A. Replace the entire roofing shingle system with 30-year architectural shingles to include all necessary flashing and vent boots. **(color to be selected by owner)**
- B. Note: missing flashing noticed a dormer.
- C. Cleanout All Gutters Install gutter screen as needed and ensure the downspouts are attached and splash blocks installed. When at all possible extension is to be added so that water is directed at least 5 feet from the house

### **PLUMBING SYSTEMS: (Repair or Replace)**

- A. Pex plumbing systems are now known to show signs of leaking/failure, the contractor will check for leaks. If leaks are found a professional plumber must be brought in to correct the problem.
- B. Verify the functionality of the water heater and flush tank.
- C. Verify the functionality of all shut-off valves and stops. **(Replace as needed with ¼ turn type.)**
- D. Missing stopper noticed in upstairs tub.
- E. Replace worn and loose toilet seat
- F. The sink faucet was inoperable repair/replace
- G. Replace the missing towel rack
- H. Rework caulking around the tubs, showers, and backsplash areas.

### **WINDOWS**

All other tools, materials, and supplies will be provided by the Contractor.

- a. Contractor shall remove all debris, stickers, tape, residue, insects, cobwebs, markings, etc. from windows, window frames and window surrounds.
- b. Contractor shall clean all windows, window frames, window seals, and tracks.
- c. Contractor shall clean all window screens.

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## Vacant Unit

- d. Contractor shall replace all broken/cracked window panes. **(There will be an allowance of (4) replacement panes as part of the scope.)**
- e. Contractor shall check that all windows operate properly.
- f. Contractor shall check that all window hardware and locking hardware are installed securely and working properly.
- g. Contractor shall check that all windows lock and unlock.
- h. Contractor shall repair/replace any defective or non-operable windows.
- i. WINDOW SHADES/BLINDS – Replace all window treatment with 2” faux wood vinyl blinds **(white)**

### ELECTRICAL SYSTEMS (Repair or Replace)

- I. Update the detectors per local codes with combo CO2/smoke. **(Owner will select from the submittal of item type.) Brk First Alert Dw Smoke/CO2 Alarm or Equal.**
- II. Replace all outlet and switch plate covers with a nylon type. **(matching color of existing devices.)**
- III. Test and Replace all inoperable GFI and Arc-fault devices.
- IV. Repair loose conduit noticed at service entrance.

### LIGHT FIXTURES

- a. Test and Ensure All Light Fixtures are Operational
- b. Rework caulking around the base of the outside light fixtures.
- c. Contractor shall remove each light globe from every fixture, clean the fixture and the globe and reinstall the globe.
- d. Contractor shall replace broken light fixture globes to match existing ones.
- e. Contractor shall replace all burned-out light bulbs, ensuring that there is at least one working bulb in each light fixture.
- f. Contractor shall remove the globe and clean porch light fixtures and replace any missing or burned-out bulbs.

### INTERIOR DOORS

- A. Contractor shall test all doors for proper operation and shall adjust, repair, or replace them.
- B. Contractor shall check that all door hardware, doorknobs, and door locking hardware are installed properly and working properly.
- C. Contractor shall repair or replace, filling any gaps or holes resulting from the removal of any door hardware.
- D. Replacement hardware, doorknobs, and replacement door slabs
- E. Contractor shall clean all interior doors and door frames (including closet doors).
- F. Contractor shall paint all interior doors and door frames (including closet doors).
- G. Contractor shall repair or replace hinges or doorknobs as needed.
- H. The contractor will replace all bi-folding doors with hinge operation-type doors to correctly fit the opening of the frame in place. **(if possible without major modification to the existing opening.)**

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## Vacant Unit

- I. Paint, stain, replacement doors, replacement door hinges, replacement door hardware, and replacement doorknobs will be provided from the Authority inventory. All other tools, materials, and supplies will be provided by the Contractor.
- J. Contractor shall replace all damaged doors per scope count.
  - a. Recommend better airflow to the gas water heater and furnace. Install a louver-type door if possible. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### HVAC SYSTEM (Current system 2012 2.5-ton York with newer 410A refrigerant and parts.)

- 1) Check this unit to confirm its operation is as designed.
- 2) The main level furnace would not turn off at the thermostat recommend an HVAC technician evaluate/repair.
- 3) Replace all missing insulation on the AC suction line as needed.
- 4) The contractor shall have ductwork, return, and supply grills cleaned by a professional service provider for this type of service. (verification of which firm completed this work will be required)
- 5) Prime (1) coat and Paint **(2 coats)** cage inside and out with a rust-prohibited product.

### SURFACE CLEANING

- a) Contractor shall remove all dirt, grease, and grime from all surfaces including but not limited to appliances, cabinets (inside and out), cabinet drawers (inside and out), top of cabinets, shelving, fixtures, walls, backsplash, baseboards, vinyl cove baseboard, moldings, and floors.
- b) The contractor shall clean all wood cabinets inside and outside.
- c) Contractor shall empty all drawers and clean inside and outside.
- d) Contractor shall reapply as applicable and finish products to wood cabinets including paints, stains, polyurethane, etc.
- e) Drywall was damaged on the ceiling recommend repair/paint bedroom 1

### INTERIORS (Repair or Replace)

- Repaired loose ceiling area noticed in the living room.

### FLOORS AND STAIRS

- a) Contractor shall sweep, mop, and remove all marks, stickers, residue, and wax buildup (strip floors) off all floors and stairs.
- b) Contractor shall apply no less than two coats of wax to floors. **(As Applicable)**
  - Replace damaged, loose, and stained carpet areas **(The owner has selected that all replacement floor covering will be:**

**LVT Embossed; Low Gloss; Authentic Design 7 Mm Thickness X 8.7 In. Width X 47.6 In. Length**

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## Vacant Unit

100% Waterproof; Can Be Installed in Most Rooms of the Home - Above, On, Or Below Grade Can Be Installed Over Most Existing Surfaces Including Tile, Wood, Concrete, And Vinyl Residential and Commercial Use Easy to Maintain, No-Wax Flooring – Can Simply be Clean with A Dust Mop, Vacuum or Ph Neutral Cleaner. New Scratch protect Surface Coating Is the Ultimate in Scratch and Stain Resistance Pre-Attached Underlayment Provides A Floor That's Warm, Comfortable, And Quiet Underfoot Drop-And-Lock Installation System Makes Ultra-Fresh Treatment Inhibits the Growth of Odor and Stain Causing Mold and Mildew on The Attached Underlayment and Top Surface Layer of The Flooring No Acclimation Required for Use Indoors and In Temperature-Controlled Environments Only) or equal.

- The contractor will need to install 3/4" 1/4 round trim along the baseboard where the carpet is removed.
- Replace/repair as needed, worn cabinets, countertops, and loose drawers as needed.
- Replace or repair worn and loose doors. Replace all bifold with two hinged-type doors matching the profile of the doors in the unit. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**
- Patch all holes in the walls and ceilings and prep for painting.

### PAINTING WALLS

- A. The contractor will ensure that repairing the drywall cracks before repainting is part of the prep for paint.
- B. The contractor shall prime and/or paint all walls (including interior closet walls). The required painting will be one (1) coat of stain-blocking primer and two (2) coats of paint. This will apply to all exterior and interior paintable surfaces.

### CEILINGS

- The contractor shall sweep ceilings; scrape, repair, re-prime with a stain blocker, and/or repaint ceiling surface.
- The contractor shall clean all ceiling vent covers and reprint them.

### CLOSETS

- a. Contractor shall clean all closet shelves, tracks, and rods.
- b. Contractor shall replace any missing or broken shelves, tracks, hooks, hardware, and rods so that the closet is fully functional.
- c. Contractor shall clean, caulk cracks between shelves and brackets, and prime/paint ceiling, walls, and floor inside closets
- d. The contractor shall ensure that shelves are well secured and affixed to the wall with proper bracing.

### MINOR CABINET REPAIR

1. The contractor shall check all cabinet doors and drawers for proper and smooth operation.
2. Contractor shall re-affix any loose cabinet hinges, drawer tracks, knobs, or pulls.
3. Contractor shall replace any missing cabinet hinges, drawer tracks, knobs, or pulls.
4. The contractor shall re-affix any loose shelves.

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## Vacant Unit

5. Contractor shall replace missing shelves or unrepairable shelves.
6. Replacement cabinet hinges, replacement drawer tracks, replacement knobs, replacement pulls and replacement shelves will be provided by the contractor.
7. Contractor shall replace individual cabinet units as prescribed in the scope
8. Contractor shall replace the countertop as prescribed in the scope

### BATH AND KITCHEN CLEANING

- a) Contractor shall remove all stickers, glue residue, markings, stains, dust, lime, mineral deposits, and soap residue from all bath and kitchen surfaces; including but not limited to faucets, sinks, vanity, tub, shower surround, showerheads, shower rod, handicap bar, towel bar, fixed soap dish, tile walls, tile floors, tile grout, baseboards, and any other fixtures or surfaces.
- b) Contractor shall clean all bath and kitchen surfaces to a streak-free shine.
- c) Contractor shall polish all kitchen and bath stainless steel surfaces and chrome with appropriate polish.
- d) Contractor shall check all hardware in the bathroom to make sure it is installed and working properly. The contractor shall repair or replace hardware filling any gaps or holes resulting.
- e) The exhaust fan was inoperable recommend repair

### BATH MEDICINE CABINET AND MIRROR

1. The contractor shall clean the medicine cabinet and mirror.
2. Each medicine cabinet should have two (2) shelves; the Contractor shall replace any missing shelves.
3. The contractor shall re-paint the Medicine cabinet.
4. Replacement medicine cabinet shelves.

### SINK STOPPERS AND STRAINERS

- a) Contractor shall clean all sink stoppers, tub stoppers, and kitchen sink strainer baskets.
- b) Contractor shall replace any missing sink stoppers, tub stoppers, or kitchen sink strainer baskets.
- c) Replacement sink stoppers, tub stoppers, and kitchen sink strainer baskets.

### BATH AND KITCHEN CAULKING

- a) Contractor shall remove and replace any defective, loose, stained, mildewed, molded, or otherwise unsightly caulk.
- b) Contractor shall re-caulk sink(s), toilet base, and bathtub rim and bathtub.



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## Vacant Unit

- c) Caulk as needed.

### TOILETS

- a) Contractor shall clean the toilet inside and out.
- b) Contractor shall check toilet base bolts for secure installation. Repair as needed.
- c) Contractor shall check toilet seat bolts for a stable connection. Adjust as needed.
- d) Contractor shall check the toilet operation for full functionality and repair/replace any defective toilets. **(Submit replace the product for approval by the owner)**

### DRAIN PIPES

- a. The contractor shall check all drain pipes and unclog any slow or clogged drains. If a slow drain or a clogged drain is impossible to clear with drain cleaning hand tools or a plunger.
- b. The Contractor shall report to the Property Owner the need for a professional plumbing service to correct the issue.

### MOLD AND MILDEW

The contractor shall remove visible mold and mildew from all surfaces. All tools, materials, and supplies will be provided by the Contractor.

### TILE/GROUT

The contractor shall repair or replace any loose, missing, or damaged tile/grout (whether ceramic, vinyl, or other material on walls and floors if needed. Replacement tile, grout, and adhesives. **(As applicable)**)

### INSECTS, VERMIN, PESTS

- The contractor shall report sightings of insects, vermin, or other pests (dead or alive), insect or vermin droppings, or evidence of the same inside the apartment to the Property Manager or designee.
- The contractor will clean up and dispose of all dead pests.

### Storage Container

The contractor will provide enough storage space on-site to accommodate the resident's content. **(Duration not to exceed 30 days.)**

### BEFORE LEAVING EACH DAY

- a) Contractor shall set the thermostat at 80 degrees F. when in cool mode.

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**Vacant Unit**

- b) Contractor shall set the thermostat at 65 degrees F. when in heat mode.
- c) Contractor shall close and lock all windows.
- d) Contractor shall turn off all lights, appliances, fans, and water inside the apartment.
- e) Contractor shall turn off exterior lights.
- f) Contractor shall lock doors.

1608 AVENUE D ENSLEY  
BIRMINGHAM AL

# 1608 Avenue D

## Unit

### Scope of Work

HABD is seeking a contractor who can provide the following services to make all listed deficiencies with industry-standard repairs and corrections.

The contractor must be able to supply all labor, equipment, and materials to present to HABD a home ready for sale.

The contractor will be responsible to have all utilities in their name during the rehab project. To aid in the testing of systems. Upon certificate of occupancy, the utility will be transferred back into the owner's name.

The contractor will be responsible to obtain all necessary permits and conducting all activities according to local, state, and federal laws.

### General Notes:

- a. Contractor shall remove all personal household items (if any) left in the unit; placing trashed items in a location specified by the owner. No personal items are to be kept by the Contractor. The contractor shall be reasonable to remove and discard all demoed materials off-site following local codes for refuse disposal.
- b. Contractor will be responsible to ensure that all utilities are operating in accordance with all code requirements.
- c. Contractor shall sweep and wet clean porches, breezeways, exterior stairs, concrete drip lines, and all exterior concrete areas near the unit.
- d. Contractor shall pick up trash and any household items from the lawn area.
- e. Contractor shall remove any chalk and grease from the outside walls, decks, and/or patios. The contractor shall address any mold and/or graffiti.
- f. Contractor shall clean out any outside storage room, including entrance doors, and inside the storage room.
- g. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible and paint inside the storage room if applicable.
- h. Clean windows inside and outside.
- i. Clean the water heater and dust off the expansion tank.
- j. Dust and clean all hanging light fixtures and fans.
- k. Clean new flooring per manufacturer's recommendations
- l. Paint/stain all surfaces as applicable using products suitable for the location. **(Paints should match existing sheen with low VOC, with color to be selected by owner)**
- m. Contractor shall reattach or repair any loose paneling until flush to the wall.
- n. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible.
- o. Contractor shall remove all markings, stickers, wallpaper, wallpaper border, wallpaper glue, tape, nails, screws, anchors, residue, etc. from walls.
- p. Contractor shall patch, fill and refinish any damage to the wall resulting from the removal of items above, to match the wall surface whether smooth or textured.
- q. Contractor shall repair any Brick and tiled wall cracks by point tucking and or re-grouting.

## 1608 Avenue D

### Unit

- r. Contractor shall clean all walls including closets, bathrooms, and kitchen using the appropriate cleaner for the type of wall surface.
- s. Contractor shall clean paneled walls with Murphy's Oil Soap.
- t. Contractor shall reattach, repair or replace trim, baseboards, vinyl cove baseboard, crown, other moldings, or stair handrails.
- u. Contractor shall clean baseboards, vinyl cove baseboard, all trim, and all molding.
- v. Contractor shall repaint molding and trim.
- w. Replacement paneling, sheetrock, tile, trim, baseboard, vinyl cove baseboard, crown molding, other moldings, stair handrails, and paint for any such trim

#### **STRUCTURAL COMPONENTS:**

- Repair / Replace the moisture barrier under the crawlspace. As needed.
- Address falling insulation in the crawlspace as needed.
- Look into removing debris from the crawlspace.
- Rotted subfloor noticed in the front bedroom floor, back bathroom floor, and in the dining room area by the door, the general contractor inspect and repair as needed

#### **EXTERIOR (Repair or Replace)**

- Seal/caulking all openings in wall cladding.
- Front door is boarded up. Correct as needed.
- Repair/replace an area of siding with a couple of holes noticed in vinyl cladding wall cladding with open gaps over the window donner
- Provide a complete cleaning of all outside facades by using a suitable fungicide.
- Prep all paintable surfaces to receive two (2) coats of exterior latex paint matching existing colors. The contractor shall utilize a fungicide as part of the exterior cleaning.
- Prep all paintable surfaces by chalking all cracks after any loose material is reattached. To include but not limited to doors, column facials, trim millwork, and railing.
- The wood covering the front porch supports is rotted. The front handrails are loose..

#### **DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, COLUMNS, AND APPLICABLE RAILINGS:**

- I. The back porch had fungus areas, worn areas raised areas, and missing step areas, repair and replace as decking to include step treads materials. The deck is older with some loose and weathered, recommend cleaning and treating the deck boards and tightening handrails.
- II. Water-damaged wood was noticed on the front porch columns. Correct problem.
- III. Ensure that all handrailing is attached according to industry standards. **(Paint, stain, and application of weather seal matching existing color)**
- IV. Replace any missing Hardi-siding matching profile and color.
- V. Missing brick on the right front corner.
- VI. Loose shutter on the left side of the house.
- VII. Repair/replace the cracked floor and worn columns noticed on the front porch. Worn columns were noticed on the front porch and back porch.

## 1608 Avenue D

### Unit

VIII. Rusting handrail and gap noticed on the side porch. Repaint receiving one (1) coat rust prohibiting Primer and two (2) coats of exterior latex paint matching existing

#### EXTERIOR DOORS:

- a) Contractor repair/replace entry doors hardware as needed.
- b) Contractor shall clean weather stripping, threshold, and around entry doorway. Replacing all that may be damaged.
- c) Contractor shall clean all storm doors and screen doors on both sides of the door. Replacing all that may be damaged.
- d) Contractor shall repaint, one coat of primer and (2) coats of finish paint to all exterior doors **(Taking care to protect hardware)**.
- e) Broken spring on the front storm door. Repair/replace
- f) Mortar cracks noticed in the front porch. Recommend sealing cracks.

#### SITE WORK (Address as needed)

Negative slopes and low spots were noticed around the house. These areas do not appear to drain water away from the home and need landscaping and drainage corrected

- Address vegetation to include removing overgrown fence rows, low-hanging limbs, and vegetation too close to the structure. With no less than a 6' clearance from structural. The contractor will be responsible for cleaning/clearing vegetation from fence rows associated with this property, with no less than 2' clearance on the public side of the fence. Remove the tree near AC units and grind the stump at no less than 6" below the surface.
- The contractor is required to provide all labor and equipment to repair/replace the chain link fence gate on the left side has been removed and the one on the right side is missing.

#### ROOF SYSTEM (Repair or Replace) All other tools, materials, and supplies will be provided by the Contractor

- A. Replace the entire roofing shingle system with 30-year architectural shingles to include all necessary flashing and vent boots. **(color to be selected by owner)**
- B. Cleanout All Gutters Install gutter screen as needed and secure the downspouts are attached and splash blocks installed. When at all possible extension is to be added so that water is directed at least 5 feet from the house, replace the missing elbow on the back-left downspout.
- C. Missing and loose fascia board noticed on the right side of the house.

#### PLUMBING SYSTEMS: (Repair or Replace)

- A. Water was off during inspection. The contractor will check for leaks. If leaks are found a professional plumber must be brought in to correct the problem.

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### Unit

- B. Verify the functionality of the water heater and flush tank. Water was noticed in the Water heater drip pan. Investigate and correct.
- C. Verify the functionality of all toilets, water supply to the house had to be turned off due to a leak in the upstairs bathroom toilet repair as needed.
- D. Loose to the wall fixture in the upstairs bathroom. Repair as needed.
- E. Stop-valve linkage does not work properly at the Hall Bath sink. Repair as needed.
- F. Drain stopper in the master bathroom tub does not work properly. Replace/repair as needed.
- G. Thermo Expansion tank and water heater plumbing are to be re-installed to code. Check for leaks.
- H. Verify the functionality of all shut-off valves and stops. **(Replace as needed with ¼ turn type.)**
- I. Water spot notice on the floor in the upstairs bathroom. Check for leaks and repair as needed.
- J. Replace/repair all missing stoppers.
- K. Repair/replace Disposer is damaged. Would not work properly when tested.
- L. Complete unfinished installation in hallway and master shower.
- M. Rework caulking around the tubs, showers, and backsplash areas.
- N. Install a pan or drainage in the washing machine area.

#### WINDOWS.

- a. Contractor shall remove all debris, stickers, tape, residue, insects, cobwebs, markings, etc. from windows, window frames and window surrounds.
- b. Contractor shall clean all windows, window frames, window seals, and tracks. Loose flashing, open gaps, and fungus areas were noticed around the windows. Worn areas with raised flashing were noticed on windows.
- c. Contractor shall clean all window screens. Repair/replace damaged screens as needed.
- d. Contractor shall replace all broken/cracked window panes **(There will be an allowance of (4) replacement panes as part of the scope) Broken window panes noticed on the left side of the house Broken window panes in the upstairs casement windows.** The contractor shall check that all windows operate properly.
- e. Investigate rust noticed on upper floor hallway windows. Use a stain-blocking primer as needed.
- f. Contractor shall check that all window hardware and locking hardware are installed securely and working properly.
- g. Contractor shall check that all windows lock and unlock. Free all painted-shut windows.
- h. Contractor shall repair/replace any defective or non-operable windows. A fallen top window sash was noticed in the master bedroom.
- i. WINDOW SHADES/BLINDS – Replace all window treatment with 2” faux wood vinyl blinds **(white)**
- j. Some of the windows are missing screens. Repair/replace as needed.

#### ELECTRICAL SYSTEMS (Repair or Replace)

## 1608 Avenue D

### Unit

- I. Update the detectors per local codes with combo CO2/smoke. **(Owner will select from the submittal of item type.) Brk First Alert Dw Smoke/CO2 Alarm or Equal.**
- II. Replace all outlet and switch plate covers with a nylon type. **(matching color of existing devices.)**

- (1) Missing glass panes on the front porch light.
- (2) The two lights in the downstairs hallway did not work when tested.
- (3) Light in the master bedroom closet did not work when tested.
- (4) Hallway light upstairs did not work when tested.

- I. Test and Replace all inoperable GFI and Arc-fault devices. The GFCI receptacle located to the right of the kitchen sink would not reset. Recommend replacing. Open cable box noticed. Close it back.

#### LIGHT FIXTURES/CEILING FANS

- a. Test and Ensure All Light Fixtures/Fans are Operational
- b. Rework caulking around the base of the outside light fixtures. (Rust noticed on outside lights repair/replace.) Loose outside light fixtures -
- c. Contractor shall remove each light globe from every fixture, clean the fixture and the globe and reinstall the globe.
- d. Contractor shall replace broken light fixture/fans globes to match existing ones.
- e. Contractor shall replace all burned-out light bulbs, ensuring that there is at least one working bulb in each light fixture/fan.
- f. Contractor shall remove the globe and clean the porch light fixture and replace any missing or burned-out bulbs.
- g. Doorbell did not work when tested Repair/replace as needed.

#### HVAC SYSTEM (Current system 2013 1.5-ton and a 2014 1.5-ton York with newer 410A refrigerant and parts.)

- 1) Check this unit to confirm its operation is as designed. Repair as needed.
- 2) Main level HVAC system has been vandalized, HVAC flue pipe has been removed. Repair/replace as needed.
- 3) The air conditioner did not work when tested. Repair as needed
- 4) The contractor shall have ductwork, return, and supply grills cleaned by a professional service provider for this type of service. (verification of which firm completed this work will be required)
- 5) Metal flue pipe found venting into the attic. Correct per code.
- 6) Replace the missing insulation on the AC suction line.
- 7) Rust areas were noticed at the bottom of the HVAC unit with water stained floor. Investigate the drain and suction line.
- 8) Prime (1) coat and Paint (**2 coats**) cage inside and out with a rust-prohibited product. To include any vents/grills.

#### INTERIOR DOORS

- A. Contractor shall test all doors for proper operation and shall adjust, repair, or replace them.



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### Unit

- B. The contractor will replace/repair missing doors and damaged doors.
- C. Contractor shall check that all door hardware, doorknobs, and door locking hardware are installed properly and working properly.
- D. Contractor shall repair or replace, filling any gaps or holes resulting from the removal of any door hardware. The back door reveals light. Recommend weather stripping.
- E. Replacement hardware, doorknobs, and replacement door slabs. Missing door knob in one of
- F. the upstairs bedroom closet doors.
- G. Contractor shall clean all interior doors and door frames (including closet doors).
- H. Contractor shall paint all interior doors and door frames (including closet doors).
- I. Contractor shall repair or replace hinges or doorknobs as needed.
- J. The contractor will replace all bi-folding doors with hinge operation-type doors to correctly fit the opening of the frame in place. **(if possible without major modification to the existing opening.)**
- K. Paint, stain, replacement doors, replacement door hinges, replacement door hardware, and replacement doorknobs will be provided from the Authority inventory. All other tools, materials, and supplies will be provided by the Contractor.
- L. Contractor shall replace all damaged doors per scope count.
  - a. Recommend better airflow to the gas water heater and furnace. Install a louver-type door if possible. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### SURFACE CLEANING

- a) Contractor shall remove all dirt, grease, and grime from all surfaces including but not limited to appliances, cabinets (inside and out), cabinet drawers (inside and out), top of cabinets, shelving, fixtures, walls, backsplash, baseboards, vinyl cove baseboard, moldings, and floors.
- b) Contractor shall clean all wood cabinets inside and outside.
- c) Contractor shall empty all drawers and clean inside and outside.
- d) Contractor shall reapply as applicable an finishing products to wood cabinets including paints, stains, polyurethane, etc.

### INTERIORS (Repair or Replace)

#### FLOORS AND STAIRS

- a) Contractor shall sweep, mop, and remove all marks, stickers, residue, and wax buildup (strip floors) off all floors and stairs.
- b) Contractor shall apply no less than two coats of wax to floors. **(As Applicable)**
  - Replace damaged, loose, and stained carpet and sheet vinyl areas **(The owner has selected that all replacement floor covering will be:**

**LVT Embossed; Low Gloss; Authentic Design 7 Mm Thickness X 8.7 In. Width X 47.6 In. Length**

## 1608 Avenue D

### Unit

100% Waterproof; Can Be Installed in Most Rooms of the Home - Above, On, Or Below Grade Can Be Installed Over Most Existing Surfaces Including Tile, Wood, Concrete, And Vinyl Residential and Commercial Use Easy to Maintain, No-Wax Flooring – Can Simply be Clean with A Dust Mop, Vacuum or Ph Neutral Cleaner. New Scratch protect Surface Coating Is the Ultimate in Scratch and Stain Resistance Pre-Attached Underlayment Provides A Floor That's Warm, Comfortable, And Quiet Underfoot Drop-And-Lock Installation System Makes Ultra-Fresh Treatment Inhibits the Growth of Odor and Stain Causing Mold and Mildew on The Attached Underlayment and Top Surface Layer of The Flooring No Acclimation Required for Use Indoors and In Temperature-Controlled Environments Only) or equal.

- The contractor will need to install 3/4" ¼ **round** trim along the baseboard where the carpet is removed.
- Replace all cracked tiles matching existing tiles as best as possible. **(HABD has the final say on selection)** . Replace the threshold plate in the half bath and the upstairs bathrooms.
- **0011**

#### COUNTERS AND A REPRESENTATIVE NUMBER OF CABINETS

- Replace/repair as needed, worn cabinets, countertops, and loose drawers as needed.
- Replace missing cabinet doors to match existing cabinet doors in HABD's single-family homes.
- Replace or repair worn and loose doors. Replace all bifold with two hinged-type doors matching the profile of the doors in the unit. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

#### PAINTING WALLS/CEILINGS

- A. The contractor will ensure that repairing the drywall cracks before repainting is part of the prep for paint.
- B. Patch all holes in the walls and ceilings and prep for painting.
- C. The contractor shall prime and/or paint all walls (including interior closet walls). The required painting will be one (1) coat of stain-blocking primer and two (2) coats of paint. This will apply to all exterior and interior paintable surfaces.
- D. Black fungus-looking areas were noticed in the master bedroom.
- E. Brown water stains were noticed in the den, main hallway, and master bedroom ceilings.

#### CEILINGS

- The contractor shall sweep ceilings; scrape, repair, re-prime with a stain blocker, and/or repaint ceiling surface.
- The contractor shall clean all ceiling vent covers and reprint them.

#### CLOSETS

- a. Contractor shall clean all closet shelves, tracks, and rods.
- b. Contractor shall replace any missing or broken shelves, tracks, hooks, hardware, and rods so that closet is fully functional.
- c. Contractor shall clean, caulk cracks between shelves and brackets, and prime/paint ceiling, walls, and floor inside closets

## 1608 Avenue D

### Unit

- d. The contractor shall ensure that shelves are well secured and affixed to the wall with proper bracing.
- e. Worn walls noticed at leaking HVAC unit.

#### **MINOR CABINET REPAIR**

- 1. Contractor shall check all cabinet doors and drawers for proper and smooth operation.
- 2. Contractor shall re-affix any loose cabinet hinges, drawer tracks, knobs, or pulls.
- 3. Contractor shall replace any missing cabinet hinges, drawer tracks, knobs, or pulls.
- 4. Contractor shall re-affix any loose shelves.
- 5. Contractor shall replace missing shelves or unrepairable shelves.
- 6. Replacement cabinet hinges, replacement drawer tracks, replacement knobs, replacement pulls and replacement shelves will be provided by the contractor.
- 7. Contractor shall replace individual cabinet units as prescribed in the scope
- 8. Contractor shall replace the countertop as prescribed in the scope

#### **BATH AND KITCHEN CLEANING**

- a) Contractor shall remove all stickers, glue residue, markings, stains, dust, lime, mineral deposits, and soap residue from all bath and kitchen surfaces; including but not limited to faucets, sinks, vanity, tub, shower surround, showerheads, shower rod, handicap bar, towel bar, fixed soap dish, tile walls, tile floors, tile grout, baseboards, and any other fixtures or surfaces.
- b) Contractor shall clean all bath and kitchen surfaces to a streak-free shine.
- c) Contractor shall polish all kitchen and bath stainless steel surfaces and chrome with appropriate polish.
- d) Contractor shall check all hardware in the bathroom to make sure it is installed and working properly. The contractor shall repair or replace hardware filling any gaps or holes resulting.
- e) Replacement hardware as needed.

#### **BATH MEDICINE CABINET AND MIRROR**

- 1. The contractor shall clean the medicine cabinet and mirror.
- 2. Each medicine cabinet should have two (2) shelves; the Contractor shall replace any missing shelves.
- 3. The contractor shall re-paint the Medicine cabinet.
- 4. Replacement medicine cabinet shelves.

#### **SINK STOPPERS AND STRAINERS**

- a) Contractor shall clean all sink stoppers, tub stoppers, and kitchen sink strainer baskets.
- b) Contractor shall replace any missing sink stoppers, tub stoppers, or kitchen sink strainer baskets.

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### Unit

- c) Replacement sink stoppers, tub stoppers, and kitchen sink strainer baskets.

#### **BATH AND KITCHEN CAULKING**

- a) Contractor shall remove and replace any defective, loose, stained, mildewed, molded, or otherwise unsightly caulk.
- b) Contractor shall re-caulk sink(s), toilet base, and bathtub rim and bathtub.
- c) Caulk as needed.

#### **TOILETS**

- a) Contractor shall clean the toilet inside and out.
- b) Contractor shall check toilet base bolts for secure installation. Repair as needed.
- c) Contractor shall check toilet seat bolts for a stable connection. Adjust as needed.
- d) Contractor shall check the toilet operation for full functionality and repair/replace any defective toilets. **(Submit replace the product for approval by the owner)**

#### **DRAIN PIPES**

- a. The contractor shall check all drain pipes and unclog any slow or clogged drains. If a slow drain or a clogged drain is impossible to clear with drain cleaning hand tools or a plunger.
- b. The Contractor shall report to the Property Owner the need for a professional plumbing service to correct the issue.

#### **MOLD AND MILDEW**

The contractor shall remove visible mold and mildew from all surfaces. All tools, materials, and supplies will be provided by the Contractor.

#### **TILE/GROUT**

The contractor shall repair or replace any loose, missing, or damaged tile/grout (whether ceramic, vinyl, or other material on walls and floors if needed. Replacement tile, grout, and adhesives. **(As applicable)**)

#### **INSECTS, VERMIN, PESTS**

- The contractor shall report sightings of insects, vermin, or other pests (dead or alive), insect or vermin droppings, or evidence of the same inside the apartment to the Property Manager or designee.
- The contractor will clean up and dispose of all dead pests.

#### **Storage Container**

1608 Avenue D

## Unit

The contractor will provide enough storage space on-site to accommodate the resident's content. **(Duration not to exceed 30 days.)**

### BEFORE LEAVING EACH DAY

- a) Contractor shall set the thermostat at 80 degrees F. when in cool mode.
- b) Contractor shall set the thermostat at 65 degrees F. when in heat mode.
- c) Contractor shall close and lock all windows.
- d) Contractor shall turn off all lights, appliances, fans, and water inside the apartment.
- e) Contractor shall turn off exterior lights.
- f) Contractor shall lock doors.

1812 14TH WAY SOUTHWEST  
BIRMINGHAM AL

# 1812 14<sup>th</sup> Way SW Birmingham AL 35218

## Vacant Unit

### Scope of Work

HABD is seeking a contractor who can provide the following services to make all listed deficiencies with industry-standard repairs and corrections.

The contractor must be able to supply all labor, equipment, and materials to present to HABD a home ready for sale.

The contractor will be responsible to have all utilities in their name during the rehab project. Upon certificate of occupancy, the utility will be transferred back into the owner's name.

The contractor will be responsible to obtain all necessary permits and conducting all activities according to local, state, and federal laws.

### General Notes:

- a. Contractor shall remove all personal household items (if any) left in the unit; placing trashed items in a location specified by the owner. No personal items are to be kept by the Contractor. The contractor shall be reasonable to remove and discard all demoed materials off-site following local codes for refuse disposal.
- b. Contractor shall sweep and wet clean porches, breezeways, exterior stairs, concrete drip lines, and all exterior concrete areas near the unit.
- c. Contractor shall pick up trash and any household items from the lawn area.
- d. Contractor shall remove any chalk and grease from the outside walls, decks, and/or patios. The contractor shall address any mold and/or graffiti.
- e. Contractor shall clean out any outside storage room, including entrance doors, and inside the storage room.
- f. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible and paint inside the storage room if applicable.
- g. Clean windows inside and outside.
- h. Clean the water heater and dust off the expansion tank.
- i. Dust and clean all hanging light fixtures and fans.
- j. Clean new flooring per manufacturer's recommendations
- k. Paint/stain all surfaces as applicable using products suitable for the location. **(Paints should match existing sheen with low VOC, with color to be selected by owner)**
- l. Contractor shall reattach or repair any loose paneling until flush to the wall.
- m. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible.
- n. Contractor shall remove all markings, stickers, wallpaper, wallpaper border, wallpaper glue, tape, nails, screws, anchors, residue, etc. from walls.
- o. Contractor shall patch, fill and refinish any damage to the wall resulting from the removal of items above, to match the wall surface whether smooth or textured.
- p. Contractor shall repair any tiled walls.
- q. Contractor shall clean all walls including closets, bathrooms, and kitchen using the appropriate cleaner for the type of wall surface.
- r. Contractor shall clean paneled walls with Murphy's Oil Soap.

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## Vacant Unit

- s. Contractor shall reattach, repair or replace trim, baseboards, vinyl cove baseboard, crown, other moldings, or stair handrails.
  - t. Contractor shall clean baseboards, vinyl cove baseboard, all trim, and all molding.
  - u. Contractor shall repaint molding and trim.
- 
- v. Replacement paneling, sheetrock, tile, trim, baseboard, vinyl cove baseboard, crown molding, other moldings, stair handrails, and paint for any such trim

### STRUCTURAL COMPONENTS:

- Repair / Replace the moisture barrier under the crawlspace.
- Rework encapsulated of all piers
- Falling batt insulation was noticed in the crawlspace re-install/attach.

### EXTERIOR (Repair or Replace)

- Seal/caulking all openings in wall cladding.
- Repair or Replace Worn and open gaps noticed on wall cladding.
- Provide a complete cleaning of all outside facades and prep all paintable surfaces to receive two (2) coats of exterior latex paint matching existing colors. The contractor shall utilize a fungicide as part of the exterior cleaning.
- Trim had some deterioration of Doors
- Prep all paintable surfaces by chalking all cracks after any loose material is reattached. To include but not limited to doors, column facials, trim millwork, and railing.

### DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, COLUMNS, AND APPLICABLE RAILINGS:

- I. The back porch had fungus areas, worn areas raised areas, and missing step areas, repair and replace as decking to include step treads materials.
- II. Ensure that all handrailing is attached according to industry standards. **(Paint, stain, and application of weather seal matching existing color)**
- III. Replace any missing Hardi-siding matching profile and color.
- IV. Replace/repair wall cladding as noted in photos.
- V. Repair or Replace Worn eave noticed at front of the house.
- VI. Repair/replace the cracked floor and worn columns noticed on the front porch.

### EXTERIOR DOORS:

- a) Contractor shall clean entry doors, door hardware, and doorknobs on both sides of the door.
- b) Contractor shall clean weather stripping, threshold, and around entry doorway. Replacing all that may be damaged.
- c) Contractor shall clean all storm doors and screen doors on both sides of the door. Replacing all that may be damaged.



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## Vacant Unit

d) Contractor shall repaint, one coat of primer and (2) coats of finish paint to all exterior doors **(Taking care to protect hardware).**

### **SITE WORK (Address as needed)**

Negative slopes and low spots were noticed around the house. These areas do not appear to drain water away from the home and need landscaping and drainage corrected

- Address vegetation to include removing overgrown fence rows, low-hanging limbs, and vegetation too close to the structure.
- Address trip hazards by repairing broken sidewalks and steps utilizing industry standards methods and materials.
- Repair the damaged retainer wall and install a railing to match the existing one as closely as possible. **(Clean surface as needed)**

### **ROOF SYSTEM (Repair or Replace) All other tools, materials, and supplies will be provided by the Contractor**

- A. Replace the entire roofing shingle system with 30-year architectural shingles to include all necessary flashing and vent boots. **(color to be selected by owner)**
- B. Note: missing flashing noticed at dormer.
- C. Cleanout All Gutters Install gutter screen as needed and secure the downspouts are attached and splash blocks installed. When at all possible extension is to be added so that water is directed at least 5 feet from the house

### **PLUMBING SYSTEMS: (Repair or Replace)**

- A. Water was off during inspection. The contractor will check for leaks. If leaks are found a professional plumber must be brought in to correct the problem.
- B. Verify the functionality of the water heater and flush tank.
- C. Verify the functionality of all shut-off valves and stops. **(Replace as needed with ¼ turn type.)**
- D. Replace worn and loose toilet seat
- E. Loose kitchen water spigot with low pressure at the sprayer.
- F. Rework caulking around the tubs, showers, and backsplash areas.
- G. Outside water faucet(s) not equipped with anti-siphon devices, possible cross connection can occur without anti-siphon device, installing per code

### **WINDOWS**

All other tools, materials, and supplies will be provided by the Contractor.

- a. Contractor shall remove all debris, stickers, tape, residue, insects, cobwebs, markings, etc. from windows, window frames and window surrounds.
- b. Contractor shall clean all windows, window frames, window seals, and tracks.
- c. Contractor shall clean all window screens.
- d. Contractor shall replace all broken/cracked window panes. **(There will be an allowance of (4) replacement panes as part of the scope.)**
- e. Contractor shall check that all windows operate properly.

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## Vacant Unit

- f. Contractor shall check that all window hardware and locking hardware are installed securely and working properly.
- g. Contractor shall check that all windows lock and unlock.
- h. Contractor shall repair/replace any defective or non-operable windows.
- i. WINDOW SHADES/BLINDS – Replace all window treatment with 2” faux wood vinyl blinds **(white)**

### ELECTRICAL SYSTEMS (Repair or Replace)

- I. Update the detectors per local codes with combo CO2/smoke. **(Owner will select from the submittal of item type.) Brk First Alert Dw Smoke/CO2 Alarm or Equal.**
- II. Replace all outlet and switch plate covers with a nylon type. **(matching color of existing devices.)**
- III. Test and Replace all inoperable GFI and Arc-fault devices. The front porch exterior GFCI receptacle damaged

### LIGHT FIXTURES

- a. Test and Ensure All Light Fixtures are Operational
- b. Rework caulking around the base of the outside light fixtures.
- c. Contractor shall remove each light globe from every fixture, clean the fixture and the globe and reinstall the globe.
- d. Contractor shall replace broken light fixture globes to match existing ones.
- e. Contractor shall replace all burned-out light bulbs, ensuring that there is at least one working bulb in each light fixture.
- f. Contractor shall remove the globe and clean porch light fixtures and replace any missing or burned-out bulbs.

### INTERIOR DOORS

- A. Contractor shall test all doors for proper operation and shall adjust, repair, or replace them.
- B. Contractor shall check that all door hardware, doorknobs, and door locking hardware are installed properly and working properly.
- C. Contractor shall repair or replace, filling any gaps or holes resulting from the removal of any door hardware.
- D. Replacement hardware, doorknobs, and replacement door slabs
- E. Contractor shall clean all interior doors and door frames (including closet doors).
- F. Contractor shall paint all interior doors and door frames (including closet doors).
- G. Contractor shall repair or replace hinges or doorknobs as needed.
- H. The contractor will replace all bi-folding doors with hinge operation-type doors to correctly fit the opening of the frame in place. (if possible without major modification to the existing opening.)**
- I. Paint, stain, replacement doors, replacement door hinges, replacement door hardware, and replacement doorknobs will be provided from the Authority inventory. All other tools, materials, and supplies will be provided by the Contractor.
- J. Contractor shall replace all damaged doors per scope count.

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## Vacant Unit

- a. Recommend better airflow to the gas water heater and furnace. Install a louver-type door if possible. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### **HVAC SYSTEM (Current system 2012 2.5-ton York with newer 410A refrigerant and parts.)**

- 1) Check this unit to confirm its operation is as designed.
- 2) Replace all missing insulation on the AC suction line as needed.
- 3) The contractor shall have ductwork, return, and supply grills cleaned by a professional service provider for this type of service. (verification of which firm completed this work will be required)
- 4) Prime (1) coat and Paint **(2 coats)** cage inside and out with a rust-prohibited product.

### **SURFACE CLEANING**

- a) Contractor shall remove all dirt, grease, and grime from all surfaces including but not limited to appliances, cabinets (inside and out), cabinet drawers (inside and out), top of cabinets, shelving, fixtures, walls, backsplash, baseboards, vinyl cove baseboard, moldings, and floors.
- b) Contractor shall clean all wood cabinets inside and outside.
- c) Contractor shall empty all drawers and clean inside and outside.
- d) Contractor shall reapply as applicable an finishing products to wood cabinets including paints, stains, polyurethane, etc.

### **INTERIORS (Repair or Replace)**

- Repaired loose ceiling area noticed in the living room.

### **FLOORS AND STAIRS**

- a) Contractor shall sweep, mop, and remove all marks, stickers, residue, and wax buildup (strip floors) off all floors and stairs.
- b) Contractor shall apply no less than two coats of wax to floors. **(As Applicable)**
  - Replace damaged, loose, and stained carpet areas **(The owner has selected that all replacement floor covering will be:**

#### **LVT Embossed; Low Gloss; Authentic Design 7 Mm Thickness X 8.7 In. Width X 47.6 In. Length**

100% Waterproof; Can Be Installed in Most Rooms of the Home - Above, On, Or Below Grade Can Be Installed Over Most Existing Surfaces Including Tile, Wood, Concrete, And Vinyl Residential and Commercial Use Easy to Maintain, No-Wax Flooring – Can Simply be Clean with A Dust Mop, Vacuum or Ph Neutral Cleaner. New Scratch protect Surface Coating Is the Ultimate in Scratch and Stain Resistance Pre-Attached Underlayment Provides A Floor That's Warm, Comfortable, And Quiet Underfoot Drop-And-Lock Installation System Makes Ultra-Fresh Treatment Inhibits the Growth of Odor and Stain Causing Mold and Mildew on The Attached Underlayment and Top Surface Layer of The Flooring No Acclimation Required for Use Indoors and In Temperature-Controlled Environments Only) or equal.

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## Vacant Unit

- The contractor will need to install 3/4" 1/4 round trim along the baseboard where the carpet is removed.
- Replace/repair as needed, worn cabinets, countertops, and loose drawers as needed.
- Replace or repair worn and loose doors. Replace all bifold with two hinged-type doors matching the profile of the doors in the unit. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**
- Patch all holes in the walls and ceilings and prep for painting.

### PAINTING WALLS

- A. The contractor will ensure that repairing the drywall cracks before repainting is part of the prep for paint.
- B. The contractor shall prime and/or paint all walls (including interior closet walls). The required painting will be one (1) coat of stain-blocking primer and two (2) coats of paint. This will apply to all exterior and interior paintable surfaces.
- C. All water stained areas will get a stain blocking primer before finished coats are applied.

### CEILINGS

- The contractor shall sweep ceilings; scrape, repair, re-prime with a stain blocker, and/or repaint ceiling surface.
- The contractor shall clean all ceiling vent covers and reprint them.

### CLOSETS

- a. Contractor shall clean all closet shelves, tracks, and rods.
- b. Contractor shall replace any missing or broken shelves, tracks, hooks, hardware, and rods so that closet is fully functional.
- c. Contractor shall clean, caulk cracks between shelves and brackets, and prime/paint ceiling, walls, and floor inside closets
- d. The contractor shall ensure that shelves are well secured and affixed to the wall with proper bracing.

### MINOR CABINET REPAIR

1. Contractor shall check all cabinet doors and drawers for proper and smooth operation.
2. Contractor shall re-affix any loose cabinet hinges, drawer tracks, knobs, or pulls.
3. Contractor shall replace any missing cabinet hinges, drawer tracks, knobs, or pulls.
4. Contractor shall re-affix any loose shelves.
5. Contractor shall replace missing shelves or unrepairable shelves.
6. Replacement cabinet hinges, replacement drawer tracks, replacement knobs, replacement pulls and replacement shelves will be provided by the contractor.
7. Contractor shall replace individual cabinet units as prescribed in the scope
8. Contractor shall replace the countertop as prescribed in the scope

### BATH AND KITCHEN CLEANING

# 1812 14<sup>th</sup> Way SW Birmingham AL 35218

## Vacant Unit

- a) Contractor shall remove all stickers, glue residue, markings, stains, dust, lime, mineral deposits, and soap residue from all bath and kitchen surfaces; including but not limited to faucets, sinks, vanity, tub, shower surround, showerheads, shower rod, handicap bar, towel bar, fixed soap dish, tile walls, tile floors, tile grout, baseboards, and any other fixtures or surfaces.
- b) Contractor shall clean all bath and kitchen surfaces to a streak-free shine.
- c) Contractor shall polish all kitchen and bath stainless steel surfaces and chrome with appropriate polish.
- d) Contractor shall check all hardware in the bathroom to make sure it is installed and working properly. The contractor shall repair or replace hardware filling any gaps or holes resulting.
- e) Replacement hardware as needed. No anti-tip device installed on the range
- f) Check disposal made a noise like something was in the grinder.

### **BATH MEDICINE CABINET AND MIRROR**

- 1. The contractor shall clean the medicine cabinet and mirror.
- 2. Each medicine cabinet should have two (2) shelves; the Contractor shall replace any missing shelves.
- 3. The contractor shall re-paint the Medicine cabinet.
- 4. Replacement medicine cabinet shelves.

### **SINK STOPPERS AND STRAINERS**

- a) Contractor shall clean all sink stoppers, tub stoppers, and kitchen sink strainer baskets.
- b) Contractor shall replace any missing sink stoppers, tub stoppers, or kitchen sink strainer baskets.
- c) Replacement sink stoppers, tub stoppers, and kitchen sink strainer baskets.

### **BATH AND KITCHEN CAULKING**

- a) Contractor shall remove and replace any defective, loose, stained, mildewed, molded, or otherwise unsightly caulk.
- b) Contractor shall re-caulk sink(s), toilet base, and bathtub rim and bathtub.
- c) Caulk as needed.

### **TOILETS**

- a) Contractor shall clean the toilet inside and out.

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## Vacant Unit

- b) Contractor shall check toilet base bolts for secure installation. Repair as needed.
- c) Contractor shall check toilet seat bolts for a stable connection. Adjust as needed.
- d) Contractor shall check the toilet operation for full functionality and repair/replace any defective toilets. **(Submit replace the product for approval by the owner)**

### DRAIN PIPES

- a. The contractor shall check all drain pipes and unclog any slow or clogged drains. If a slow drain or a clogged drain is impossible to clear with drain cleaning hand tools or a plunger.
- b. The Contractor shall report to the Property Owner the need for a professional plumbing service to correct the issue.

### MOLD AND MILDEW

The contractor shall remove visible mold and mildew from all surfaces. All tools, materials, and supplies will be provided by the Contractor.

### TILE/GROUT

The contractor shall repair or replace any loose, missing, or damaged tile/grout (whether ceramic, vinyl, or other material on walls and floors if needed. Replacement tile, grout, and adhesives. **(As applicable)**)

### INSECTS, VERMIN, PESTS

- The contractor shall report sightings of insects, vermin, or other pests (dead or alive), insect or vermin droppings, or evidence of the same inside the apartment to the Property Manager or designee.
- The contractor will clean up and dispose of all dead pests.

### Storage Container

The contractor will provide enough storage space on-site to accommodate the resident's content. **(Duration not to exceed 30 days.)**

### BEFORE LEAVING EACH DAY

- a) Contractor shall set the thermostat at 80 degrees F. when in cool mode.
- b) Contractor shall set the thermostat at 65 degrees F. when in heat mode.
- c) Contractor shall close and lock all windows.
- d) Contractor shall turn off all lights, appliances, fans, and water inside the apartment.

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### **Vacant Unit**

- e) Contractor shall turn off exterior lights.
- f) Contractor shall lock doors.

1309 15TH COURT NORTH  
BIRMINGHAM AL



# 1309 15th Court N

## Unit

### Scope of Work

HABD is seeking a contractor who can provide the following services to make all listed deficiencies with industry-standard repairs and corrections.

The contractor must be able to supply all labor, equipment, and materials to present to HABD a home ready for sale.

The contractor will be responsible for having all utilities in their name during the rehab project. To aid in the testing of systems. Upon certificate of occupancy, the utility will be transferred back into the owner's name.

The contractor will be responsible for obtaining all necessary permits and conducting all activities according to local, state, and federal laws.

### General Notes:

- a. Contractor shall remove all personal household items (if any) left in the unit; placing trashed items in a location specified by the owner. No personal items are to be kept by the Contractor. The contractor shall be reasonable to remove and discard all demoed materials off-site following local codes for refuse disposal.
- b. The contractor will be responsible for ensuring that all utilities are operating following all code requirements.
- c. Contractor shall sweep and wet clean porches, breezeways, exterior stairs, concrete drip lines, and all exterior concrete areas near the unit.
- d. Contractor shall pick up trash and any household items from the lawn area.
- e. Contractor shall remove any chalk and grease from the outside walls, decks, and/or patios. The contractor shall address any mold and/or graffiti.
- f. Contractor shall clean out any outside storage room, including entrance doors, and inside the storage room.
- g. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible and paint inside the storage room if applicable.
- h. Clean windows inside and outside.
- i. Clean the water heater and dust off the expansion tank.
- j. Dust and clean all hanging light fixtures and fans.
- k. Clean new flooring per manufacturer's recommendations
- l. Paint/stain all surfaces as applicable using products suitable for the location. **(Paints should match existing sheen with low VOC, with color to be selected by owner)**
- m. Contractor shall reattach or repair any loose paneling until flush to the wall.
- n. Contractor shall repair any damaged sheetrock or textured wall matching as close to the original as possible.
- o. Contractor shall remove all markings, stickers, wallpaper, wallpaper border, wallpaper glue, tape, nails, screws, anchors, residue, etc. from walls.
- p. Contractor shall patch, fill, and refinish any damage to the wall resulting from the removal of items above, to match the wall surface whether smooth or textured.
- q. Contractor shall repair any Brick and tiled wall cracks by point tucking and or re-grouting.

# 1309 15th Court N

## Unit

- r. Contractor shall clean all walls including closets, bathrooms, and kitchen using the appropriate cleaner for the type of wall surface.
- s. Contractor shall clean paneled walls with Murphy's Oil Soap.
- t. Contractor shall reattach, repair or replace trim, baseboards, vinyl cove baseboard, crown, other moldings, or stair handrails.
- u. Contractor shall clean baseboards, vinyl cove baseboard, all trim, and all molding.
- v. Contractor shall repaint molding and trim.
- w. Replacement paneling, sheetrock, tile, trim, baseboard, vinyl cove baseboard, crown molding, other moldings, stair handrails, and paint for any such trim

### STRUCTURAL COMPONENTS:

- Repair / Replace the moisture barrier under the crawlspace. As needed.
- Address falling insulation in the crawlspace as needed.
- Look into removing debris from the crawlspace.

### EXTERIOR (Repair or Replace)

- Seal/caulking all openings in wall cladding.
- Front door is boarded up. Correct as needed.
- Repair/replace an area of siding with a couple of holes noticed in vinyl cladding wall cladding with open gaps over the window donner
- Provide a complete cleaning of all outside facades by using a suitable fungicide.
- Prep all paintable surfaces to receive two (2) coats of exterior latex paint matching existing colors. The contractor shall utilize a fungicide as part of the exterior cleaning.
- Prep all paintable surfaces by chalking all cracks after any loose material is reattached. To include but not limited to doors, column facials, trim millwork, and railing.
- Mortar cracks were noticed on the front side of the house. Mortar cracks were noticed on the front porch bricks. Repair as needed.

### DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, COLUMNS, AND APPLICABLE RAILINGS:

- I. The back porch had fungus areas, worn areas raised areas, and missing step areas, repair and replace as decking to include step tread materials. The deck is older with some loose and weathered, recommend cleaning and treating the deckboards and tightening the handrails.
- II. Water-damaged wood was noticed on the front porch columns. Correct problem.
- III. Ensure that all handrailing is attached according to industry standards. **(Paint, stain, and application of weather seal matching existing color)**
- IV. Replace any missing Hardi-siding matching profile and color.
- V. Replace/repair wall cladding as noted in photos.
- VI. Repair/replace the cracked floor and worn columns noticed on the front porch. Worn columns were noticed on the front porch and back porch.
- VII. Rusting handrail and gap noticed on the side porch. Repaint receiving one (1) coat rust prohibiting Primer and two (2) coats of exterior latex paint matching existing

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## Unit

### EXTERIOR DOORS:

- a) Contractor repair/replace entry doors hardware as needed.
- b) Contractor shall clean weather stripping, threshold, and around entry doorway. Replacing all that may be damaged.
- c) Contractor shall clean all storm doors and screen doors on both sides of the door. Replacing all that may be damaged.
- d) Contractor shall repaint, one coat of primer and (2) coats of finish paint to all exterior doors **(Taking care to protect hardware).**
- e) Repair/replace the door that appears to have been vandalized. Install a retention chain to prevent the door from hitting a brick wall.

### SITE WORK (Address as needed)

Negative slopes and low spots were noticed around the house. These areas do not appear to drain water away from the home and need landscaping and drainage corrected

- Address vegetation to include removing overgrown fence rows, low-hanging limbs, and vegetation too close to the structure. With no less than a 6' clearance from structural. The contractor will be responsible for cleaning/clearing vegetation from fence rows associated with this property, with no less than 2' clearance on the public side of the fence. Remove the tree near AC units and grind the stump at no less than 6" below the surface.
- The contractor is required to provide all labor and equipment for removing fallen trees from the backyard. Grind stump

### ROOF SYSTEM (Repair or Replace) All other tools, materials, and supplies will be provided by the Contractor

- A. Replace the entire roofing shingle system with 30-year architectural shingles to include all necessary flashing and vent boots. **(color to be selected by owner)**
- B. Cleanout All Gutters Install gutter screen as needed and secure the downspouts are attached and splash blocks installed. When at all possible extension is to be added so that water is directed at least 5 feet from the house, replace the missing elbow on the back-left downspout.

### PLUMBING SYSTEMS: (Repair or Replace)

- A. Water was off during inspection. The contractor will check for leaks. If leaks are found a professional plumber must be brought in to correct the problem.
- B. Verify the functionality of the water heater and flush tank. Water was noticed in the Water heater drip pan. Investigate and correct.
- C. Verify the functionality of all toilets
- D. Thermo Expansion tank and water heater plumbing is to be re-installed to code
- E. Verify the functionality of all shut-off valves and stops. **(Replace as needed with ¼ turn type.)**
- F. Water spot notice on the floor in the upstairs bathroom. Check for leaks and repair as needed.
- G. Replace/repair all missing stoppers.

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## Unit

- H. Repair Kitchen faucet
- I. Complete unfinished installation in hallway and master shower.
- J. Rework caulking around the tubs, showers, and backsplash areas.
- K. Install a pan or drainage in the washing machine area.

### WINDOWS.

- a. Contractor shall remove all debris, stickers, tape, residue, insects, cobwebs, markings, etc. from windows, window frames and window surrounds.
- b. Contractor shall clean all windows, window frames, window seals, and tracks. Loose flashing, open gaps, and fungus areas were noticed around the windows. Worn areas with raised flashing were noticed on windows.
- c. Contractor shall clean all window screens. Repair/replace damaged screens as needed.
- d. Contractor shall replace all broken/cracked window panes **(There will be an allowance of (4) replacement panes as part of the scope) Broken front window panes in the front den window.**
- e. Contractor shall check that all windows operate properly.
- f. Investigate rust noticed on upper floor hallway windows. Use a stain-blocking primer as needed.
- g. Contractor shall check that all window hardware and locking hardware are installed securely and working properly.
- h. Contractor shall check that all windows lock and unlock. Free all painted-shut windows.
- i. Contractor shall repair/replace any defective or non-operable windows. A fallen top window sash was noticed in the master bedroom.
- j. WINDOW SHADES/BLINDS – Replace all window treatment with 2” faux wood vinyl blinds **(white)**
- k. Some of the windows are missing screens. Repair/replace as needed.

### ELECTRICAL SYSTEMS (Repair or Replace)

- I. Update the detectors per local codes with combo CO2/smoke. **(Owner will select from the submittal of item type.) Brk First Alert Dw Smoke/CO2 Alarm or Equal.**
- II. Replace all outlet and switch plate covers with a nylon type. **(matching color of existing devices.)**
- III. The front doorbell did not work when tested. Repair/replace as needed.
- IV. The receptacle next to the refrigerator opening did not work when tested. Repair/replace as needed
- V. Test and Replace all inoperable GFI and Arc-fault devices. The GFCI receptacle located to the right of the kitchen sink would not reset. Recommend replacing. Open cable box noticed. Close it back.

### LIGHT FIXTURES/CEILING FANS

- a. Test and Ensure All Light Fixtures/Fans are Operational
- b. Rework caulking around the base of the outside light fixtures. (Rust noticed on outside lights repair/replacement.)

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## Unit

- c. Contractor shall remove each light globe from every fixture, clean the fixture and the globe, and reinstall the globe.
- d. Contractor shall replace broken light fixture/fan globes to match existing ones.
- e. Contractor shall replace all burned-out light bulbs, ensuring that there is at least one working bulb in each light fixture/fan.
- f. Contractor shall remove the globe and clean the porch light fixture and replace any missing or burned-out bulbs.
- g. Doorbell did not work when tested Repair/replace as needed.

### **HVAC SYSTEM (Current system 2013 1.5-ton and a 2014 1.5-ton York with newer 410A refrigerant and parts.)**

- 1) Check this unit to confirm its operation is as designed. Repair as needed.
- 2) The main level HVAC system has been vandalized, HVAC flue pipe has been removed. Repair/replace as needed.
- 3) The air conditioner did not work when tested. Repair as needed
- 4) The contractor shall have ductwork, return, and supply grills cleaned by a professional service provider for this type of service. (verification of which firm completed this work will be required)
- 5) Metal flue pipe found venting into the attic. Correct per code.
- 6) Replace the missing insulation on the AC suction line.
- 7) Rust areas were noticed at the bottom of the HVAC unit with water water-stained floor. Investigate the drain and suction line.
- 8) Prime (1) coat and Paint (**2 coats**) cage inside and out with a rust-prohibited product. To include any vents/grills.

### **INTERIOR DOORS**

- A. Contractor shall test all doors for proper operation and shall adjust, repair, or replace them.
- B. The contractor will replace/repair missing doors and damaged doors.
- C. Contractor shall check that all door hardware, doorknobs, and door locking hardware are installed properly and working properly.
- D. Contractor shall repair or replace, filling any gaps or holes resulting from the removal of any door hardware. The back door reveals light. Recommend weather stripping.
- E. Replacement hardware, doorknobs, and replacement door slabs. Missing door knob in one of
- F. the upstairs bedroom closet doors.
- G. Contractor shall clean all interior doors and door frames (including closet doors).
- H. Contractor shall paint all interior doors and door frames (including closet doors).
- I. Contractor shall repair or replace hinges or doorknobs as needed.
- J. The contractor will replace all bi-folding doors with hinge operation-type doors to correctly fit the opening of the frame in place. (**if possible without major modification to the existing opening.**)
- K. Paint, stain, replacement doors, replacement door hinges, replacement door hardware, and replacement doorknobs will be provided from the Authority inventory. All other tools, materials, and supplies will be provided by the Contractor.
- L. Contractor shall replace all damaged doors per scope count.

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## Unit

- a. Recommend better airflow to the gas water heater and furnace. Install a louver-type door if possible. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### **SURFACE CLEANING**

- a) Contractor shall remove all dirt, grease, and grime from all surfaces including but not limited to appliances, cabinets (inside and out), cabinet drawers (inside and out), top of cabinets, shelving, fixtures, walls, backsplash, baseboards, vinyl cove baseboard, moldings, and floors.
- b) The contractor shall clean all wood cabinets inside and outside.
- c) Contractor shall empty all drawers and clean inside and outside.
- d) Contractor shall reapply as applicable finish products to wood cabinets including paints, stains, polyurethane, etc.

### **INTERIORS (Repair or Replace)**

#### **FLOORS AND STAIRS**

- a) Contractor shall sweep, mop, and remove all marks, stickers, residue, and wax buildup (strip floors) off all floors and stairs.
- b) Contractor shall apply no less than two coats of wax to floors. **(As Applicable)**
  - Replace damaged, loose, and stained carpet and sheet vinyl areas **(The owner has selected that all replacement floor covering will be:**

#### **LVT Embossed; Low Gloss; Authentic Design 7 Mm Thickness X 8.7 In. Width X 47.6 In. Length**

100% Waterproof; Can Be Installed in Most Rooms of the Home - Above, On, Or Below Grade Can Be Installed Over Most Existing Surfaces Including Tile, Wood, Concrete, And Vinyl Residential and Commercial Use Easy to Maintain, No-Wax Flooring – Can Simply be Clean with A Dust Mop, Vacuum or Ph Neutral Cleaner. New Scratch protect Surface Coating Is the Ultimate in Scratch and Stain Resistance Pre-Attached Underlayment Provides A Floor That's Warm, Comfortable, And Quiet Underfoot Drop-And-Lock Installation System Makes Ultra-Fresh Treatment Inhibits the Growth of Odor and Stain Causing Mold and Mildew on The Attached Underlayment and Top Surface Layer of The Flooring No Acclimation Required for Use Indoors and In Temperature-Controlled Environments Only) or equal.

- The contractor will need to install 3/4" ¼ round trim along the baseboard where the carpet is removed.
- Replace all cracked tiles matching existing tiles as best as possible. **(HABD has the final say on selection)** Missing grout was noticed on the kitchen floor.
- **0011**

#### **COUNTERS AND A REPRESENTATIVE NUMBER OF CABINETS**

- Replace/repair as needed, worn cabinets, countertops, and loose drawers as needed.

# 1309 15th Court N

## Unit

- Replace missing cabinet doors to match existing cabinet doors in HABD's single-family homes.
- Replace or repair worn and loose doors. Replace all bifold with two hinged-type doors matching the profile of the doors in the unit. **(Replacement doors must be 1.38" Thick Primed White Louvered Full-Size Square Sides, No Bevel.) Or equal.**

### PAINTING WALLS/CEILINGS

- A. The contractor will ensure that repairing the drywall cracks before repainting is part of the prep for paint.
- B. Patch all holes in the walls and ceilings and prep for painting.
- C. The contractor shall prime and/or paint all walls (including interior closet walls). The required painting will be one (1) coat of stain-blocking primer and two (2) coats of paint. This will apply to all exterior and interior paintable surfaces.

### CEILINGS

- The contractor shall sweep ceilings; scrape, repair, re-prime with a stain blocker, and/or repaint ceiling surface.
- The contractor shall clean all ceiling vent covers and reprint them.

### CLOSETS

- a. Contractor shall clean all closet shelves, tracks, and rods.
- b. Contractor shall replace any missing or broken shelves, tracks, hooks, hardware, and rods so that closet is fully functional.
- c. Contractor shall clean, caulk cracks between shelves and brackets, and prime/paint ceiling, walls, and floor inside closets
- d. The contractor shall ensure that shelves are well secured and affixed to the wall with proper bracing.
- e. Worn walls noticed at leaking HVAC unit.

### MINOR CABINET REPAIR

1. Contractor shall check all cabinet doors and drawers for proper and smooth operation.
2. Contractor shall re-affix any loose cabinet hinges, drawer tracks, knobs, or pulls.
3. Contractor shall replace any missing cabinet hinges, drawer tracks, knobs, or pulls.
4. Contractor shall re-affix any loose shelves.
5. Contractor shall replace missing shelves or unrepairable shelves.
6. Replacement cabinet hinges, replacement drawer tracks, replacement knobs, replacement pulls and replacement shelves will be provided by the contractor.
7. Contractor shall replace individual cabinet units as prescribed in the scope
8. Contractor shall replace the countertop as prescribed in the scope

### BATH AND KITCHEN CLEANING

- a) Contractor shall remove all stickers, glue residue, markings, stains, dust, lime, mineral deposits, and soap residue from all bath and kitchen surfaces; including but not limited to faucets, sinks, vanity,

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## Unit

tub, shower surround, showerheads, shower rod, handicap bar, towel bar, fixed soap dish, tile walls, tile floors, tile grout, baseboards, and any other fixtures or surfaces.

- b) Contractor shall clean all bath and kitchen surfaces to a streak-free shine.
- c) Contractor shall polish all kitchen and bath stainless steel surfaces and chrome with appropriate polish.
- d) Contractor shall check all hardware in the bathroom to make sure it is installed and working properly. The contractor shall repair or replace hardware filling any gaps or holes resulting.
- e) Replacement hardware as needed.

### **BATH MEDICINE CABINET AND MIRROR**

1. The contractor shall clean the medicine cabinet and mirror.
2. Each medicine cabinet should have two (2) shelves; the Contractor shall replace any missing shelves.
3. The contractor shall re-paint the Medicine cabinet.
4. Replacement medicine cabinet shelves.

### **SINK STOPPERS AND STRAINERS**

- a) Contractor shall clean all sink stoppers, tub stoppers, and kitchen sink strainer baskets.
- b) Contractor shall replace any missing sink stoppers, tub stoppers, or kitchen sink strainer baskets.
- c) Replacement sink stoppers, tub stoppers, and kitchen sink strainer baskets.

### **BATH AND KITCHEN CAULKING**

- a) Contractor shall remove and replace any defective, loose, stained, mildewed, molded, or otherwise unsightly caulk.
- b) Contractor shall re-caulk sink(s), toilet base, and bathtub rim and bathtub.
- c) Caulk as needed.

### **TOILETS**

- a) Contractor shall clean the toilet inside and out.
- b) Contractor shall check toilet base bolts for secure installation. Repair as needed.
- c) Contractor shall check toilet seat bolts for a stable connection. Adjust as needed.
- d) Contractor shall check the toilet operation for full functionality and repair/replace any defective toilets. **(Submit replace the product for approval by the owner)**



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## Unit

### DRAIN PIPES

- a. The contractor shall check all drain pipes and unclog any slow or clogged drains. If a slow drain or a clogged drain is impossible to clear with drain cleaning hand tools or a plunger.
- b. The Contractor shall report to the Property Owner the need for a professional plumbing service to correct the issue.

### MOLD AND MILDEW

The contractor shall remove visible mold and mildew from all surfaces. All tools, materials, and supplies will be provided by the Contractor.

### TILE/GROUT

The contractor shall repair or replace any loose, missing, or damaged tile/grout (whether ceramic, vinyl, or other material on walls and floors if needed. Replacement tile, grout, and adhesives. **(As applicable)**)

### INSECTS, VERMIN, PESTS

- The contractor shall report sightings of insects, vermin, or other pests (dead or alive), insect or vermin droppings, or evidence of the same inside the apartment to the Property Manager or designee.
- The contractor will clean up and dispose of all dead pests.

### Storage Container

The contractor will provide enough storage space on-site to accommodate the resident's content. **(Duration not to exceed 30 days.)**

### BEFORE LEAVING EACH DAY

- a) Contractor shall set the thermostat at 80 degrees F. when in cool mode.
- b) Contractor shall set the thermostat at 65 degrees F. when in heat mode.
- c) Contractor shall close and lock all windows.
- d) Contractor shall turn off all lights, appliances, fans, and water inside the apartment.
- e) Contractor shall turn off exterior lights.
- f) Contractor shall lock doors.