

**Clarksville Housing Authority**  
**Independent Cost Estimate**  
**Scope of Work**

**Apartment Unit Turns**

The Contractor will perform all tasks below using supplies provided by Clarksville Housing Authority in the following areas:

- **Walls and paint:** Identify any holes that need to be patched and walls that need to be fully repainted or touched up.
- **Plumbing and electrical:** Replace or reinstall toilets or other plumbing. Check for any leaks and that all your faucets, drains, and toilets are functioning properly. Replace or reinstall outlets, light fixtures and any other electrical fixtures.
- **Appliances:** Verify that all the appliances are working properly. If not, we will notify the owner.
- **HVAC:** Inspect the heating and cooling systems. Replace air filters if necessary.
- **Smoke detectors and carbon monoxide alarms:** Ensure all smoke detectors, carbon monoxide alarms, and fire extinguishers function and compliant with local regulations.
- **Deep clean the property:** After all repairs have been made, ensure the property is deep cleaned.

**Maintenance.**

The Contractor will perform the maintenance tasks below using supplies provided by Clarksville Housing Authority in the following areas:

- Living Areas - living room, dining room, kitchen, hallway, bedrooms, family/playrooms

**i. Windows**

1. Windows open easily
2. Hardware/locks work properly
3. Replace Blinds
4. Apply fall hazard warning stickers

**ii. Window Screens**

1. Damage free and properly seeded in frame

### **iii. Walls and Ceilings**

1. Walls and ceilings are free from peeling paint, holes, or other damage

### **iv. Cabinets**

1. Door hardware/hinges secure
2. Doors have proper bumpers
3. Door frames and trim damage free
4. Cabinet shelves have proper clips in place
5. Surface/glazing damage free

### **v. Interior Doors**

1. Door hardware/locks are operable
2. Door, frame and trim damage free
3. Surface/glazing damage free

## **b. Kitchens and Bathrooms**

### **i. Sink/Sink Top and Vanity**

1. Water supply valves are free and cycled
2. Sink drains freely
3. Stopper/plunger available and operable
4. Faucets operate properly, no leaks
5. P-trap and piping are leak free
6. All valves are exercised and operational

### **ii. Tub**

1. Caulk tub
2. Tub surrounding free from damage
3. Faucets/showers work properly
4. Tub drains properly

### **iii. Toilet**

1. Bowl and tank free from damage
2. Bowl is free from blockage
3. Water supply valves are free and cycled
4. Bolts are tight, bowl is not loose
5. Toilet seat is secure
6. Flush/fill devices work properly

### **iv. Bathroom GFCI's**

1. Test GFCIs with testing device, replace or rewire immediately if defective

### **v. Garbage Disposal**

1. Works properly
2. Ensure residence has a garbage disposal wrench

**vi. Range/Oven**

1. Test all burners, oven and broiler
2. All control knobs in place
3. Record Make/Model
4. Record Serial Numbers

**vii. Refrigerator**

1. Check door seals and handles
2. Check the shelves, trays, and drawers
3. Check the drain in freezer section
4. Vacuum/clean rear section of appliance
5. Record Refrigerator Temperature (ideal 35-38 F)
6. Record Freezer Temperature (ideal 0 F)
7. Record Make/Model
8. Record Serial Number

**viii. Dishwasher**

1. Cycle dishwasher to ensure operability
2. Check seals, racks and soap dispenser
3. Clean drain of debris
4. Element is clean, damage free
5. Record Make/Model
6. Record Serial Number

**ix. Kitchen and Bath Exhaust/Vent**

1. Test, inspect, and clean
2. Oil motor if the operation is noisy
3. Clean/replace filter as needed

**x. Kitchen GFCI's**

1. Test GFCI's with testing device, replace or rewire immediately if defective

**c. Electrical and Life Safety****i. Breaker Panel**

1. Accessible, can be reached in an emergency
2. No open ports and properly labeled
3. No scorched or damaged breakers

**ii. Outlets and Switches**

1. Faceplates on all switches/outlets
2. No cracks/damage to faceplates
3. Outlets/switches damage free
4. Outlets/extension cords not overloaded
5. Test all plugs with tester

### **iii. Smoke and CO Detectors**

1. If battery operated – replace all batteries
2. Remove, verify age, replace if greater than 10 years old
3. Test with smoke in a can-replace immediately if does not pass test
4. Vacuum/clean detector

### **d. Mechanical**

#### **i. Hot Water Heater**

1. Flush two gallons from tank
2. Water heater strapped to wall
3. Check temperature pressure regulator valve operation
4. Temperature pressure regulator extension pipe 12" from ground or plumbed in
5. Flue alignment correct (immediate fix item)
6. Check gas line / electric wiring
7. Water temperature of tank is 120 degrees
8. Scald warning label in clear view
9. Thermostat device sealed
10. Free from combustible material
11. Check shut offs on hot and cold lines
12. Check upper/lower elements
13. Check upper/lower thermostat

### **iv. Fire Extinguisher**

1. Extinguisher in designated location
2. If extinguisher is more than 11 years old – replace
3. Pressure/charge correct (in green)
4. Verify pins in place

### **v. Batteries**

1. Replace all batteries in any handheld device

### **e. Exterior**

#### **i. Exterior Doors**

1. Door hardware/locks operating
2. Door frame and trim damage free
3. Surface/glazing damage free
4. Check threshold/perimeter door sweeps

#### **ii. Garage Door**

1. Test keypad and remote controls
2. Test re-opening/impact devices
3. Lubricate tracks
4. Test quick-release mechanism
5. Check the seal at bottom of door

**iii. Roof (visual from ground)**

1. Service entry/weather heads secure and sealed
2. Roof covering is damage free
3. Vent pipe boots damage free
4. Soffits/fascia/rake trim damage free

**iv. Exterior Walls/Siding**

1. No loose, damaged, or missing sections/pieces
2. Min 6" from ground to lowest course of siding

**v. Exterior Lights**

1. Lights are securely mounted to the exterior pole
2. Globes are intact and lights are operable

**vi. Cleanouts**

1. Cleanout is accessible
2. Cap provided and can be secured

**vii. Walkways, Driveways, and Stairs**

1. Stairs-firm and stable, handrails are secure
2. Surfaces are stable, free from trip hazards, potholes, and cracks greater than 1/4" wide

**viii. Fences, Gates, and Retaining Walls**

1. No missing pieces or sections
2. Fences are properly supported, not leaning
3. Proper and operational hardware

**ix. Trash/Recycle**

1. Ensure residence has recycling and trash bins

**COMs Maintenance will also include the following services:**

1. Slab door replacement
2. Pre hung door replacement interior and exterior (first door included in price and \$150 for additional doors.)
3. Repair privacy and chain link fence (fence bards, repair gate)
4. Replace splash blocks
5. Misc vinyl siding, corners, J-channel
6. Wire shelving install
7. Window blind install and headrail replacement
8. Kitchen counter install/replacement (Will notify Clarksville Housing Authority immediately if needed)
9. Vanity cabinet/top replacement (Will notify Clarksville Housing Authority immediately if needed)
10. Install metal screens

11. Light fixture installation (interior)
12. Replace/install smoke detector battery back-up
13. Replace/install CO2 detector
14. Replace/install CO2 detector/smoke detector combo
15. Light fixture installation (exterior)
16. Replace outlet/switch cover plate
17. Outdoor GFCI bubble cover
18. Replace doorbell or chimes
19. Doorbell transformer
20. Dishwasher installation/replacement
21. Faucet Repair
22. Faucet Replacement/Installation
23. Hose Bib replacement
24. P-trap/Pop-up replacement
25. Toilet auger

The Contractor does not perform the following task:

1. Glazing/jalousie louvers damage/fog free
2. Tub surface free from damage
3. Retaining walls are stable, posing no safety threat
4. Appliance Repair
5. Clarksville Housing Authority will be notified immediately of items/tasks encountered that require extensive labor if extensive damage is noted.

### **Painting.**

The Contractor will perform the painting tasks below using Clarksville Housing Authority supplies for the prices listed below:

Complete Paint. The Contractor shall paint all interior surfaces including, but not limited to walls, ceilings, doors, and trim. Work includes varnishing interior stairways where applicable. Exterior painting includes all door and window trim on lower level, porch railing and columns and exterior front door. We will provide site-specific proposals for additional exterior painting requested by the authority.

Surface Preparation. The Contractor shall ensure surfaces to be painted are free of nails, screws, hooks, debris and foreign matter that would otherwise adversely affect the aesthetic appearance of the surface once painted. Blistering, cracking, flaking, and peeling or other deteriorated coatings shall be removed. Nail holes, cracks, and chips shall be repaired prior to painting. Nail Pops are to be reset and patched to match

existing finish prior to paint application. Spot prime is required to achieve optimal results. Wall preparation shall include the patching of any hole 1/2" diameter or less and cracks 1/8" width or less (including corner beads) shall be skimmed with drywall mud, sanded and textured to match existing surface prior to painting of the surface.

**Clarksville Housing Authority will be notified immediately if the surface is not ready for painting as indicated below. It is the understanding that the Contractor is responsible for only painting areas that are surface ready as outlined in the paragraph above. Mold and other discolored surfaces will require a primer and there will be an additional charge of \$50 per room.**

Underlying Conditions. The Contractor shall inspect all substrates prior to painting and promptly notify the Owner's representative if it discovers any deficiencies that would adversely affect its work and shall not proceed until proper corrective measures have been taken.

Paint Application. Painting shall be applied in a uniform manner without runs, sags, holidays, pinholes, skips, unacceptable stroke marks, or other defects, as reasonable within industry standards. Furthermore, paint and associated material shall be well-adhered to and properly feathered, with suitable opacity and correct film thickness. Coating shall be cut-in neatly around glass, edges, and other areas of demarcation.

Excess Paint. Cleaning of tools and equipment shall be performed per manufacturers' recommendations. Paint shall not be washed out in lawns, on driveways or sidewalks, and shall at no time be washed down in the kitchen or bath tubs and sinks. Upon completion of a painting project, excess paint shall be returned to the Owner's Warehouse and shall at no time be removed from the project site. We will not dispose of paints of any type in storm drain systems.

Protection of Surrounding Areas. The Contractor shall exercise caution during painting operations by protecting all hardware, equipment, floors, prefinished surfaces, and other material surfaces. We are responsible for the removal of overspray, paint spots, and soiling occasioned by this work. Properly reinstall removed items, protect newly finished work, and post "wet paint" signs where necessary. All excess paint shall be cleaned from all surfaces including but not limited to doorknobs, hinges, light fixtures, floors, windows etc. upon completion of paint application.

Completed Work. Prior to returning a completed unit to the Owner, the Contractor shall conduct an internal quality control check of the work and correct all deficient items found. The Contractor is further responsible for re-inspecting the unit to ensure the prescribed corrective measures are completed and are acceptable.

## **Items Provided by Clarksville Housing Authority**

- Paint
- Caulking
- Spray Texture
- Drywall Mud
- Primer
- Paint Brushes
- Paint Pans

## **Flooring.**

The Contractor will perform the following flooring installation tasks using Clarksville Housing Authority's supplies at the prices listed below:

Ceramic Tile. Installation shall include removal and disposal of existing flooring as needed. Work shall also include installation, removal and replacement of transition strips, cove base, molding and all other ancillary items necessary to complete tasks. The Contractor will remove and reinstall (plugged in) all appliances and equipment and prepare floor to a broom-swept condition for new installation area. We shall provide the required surface preparation to minimize any flooring imperfections. Apply mortar, grout and sealant per manufacturer's recommendations. Grout all joints to match existing.

Completed Work. The Contractor will leave a finished vacuumed surface free from loose threads for carpet installation. We will remove all generated scrap and debris from the installation process and transport debris to the designated OWNER provided dumpster. During the removal process extra attention should be applied to limit any type wall damage above the finish height of the wall base; we will be responsible for any and all damages incurred during removal. Prior to returning a completed unit to the Owner, we will conduct an internal quality control check of the work and correct all deficient items found. The company is further responsible for re-inspecting the unit to ensure the prescribed corrective measures are completed and are acceptable.

## **Items Provided by Cam**

- Adhesive, Glue, Grout, Sealant
- Stair Nosing
- Shoe Molding/Base Molding
- Cove Base
- Ceramic Tiles
- Underlayment/Subfloor
- All other supplies/equipment needed to perform the above tasks



## **Cleaning.**

The Contractor will perform the following cleaning tasks using Clarksville Housing Authority's supplies for the prices listed below:

Exterior. Clean doors, frames, tracks, railings, light fixtures, address fixtures, and accessible windows. Clean storage area (inside and out) utility rooms, and detached sheds. Sweep and clear from garages/carports, entryways, exit areas, patios, porches, and balconies. Remove trash around the exterior of the unit – front and back. Any shelving should be wiped down to remove dirt and debris.

Interior. Clean all walls, surfaces, doors and casings, closets, baseboards, windows and tracks, screens, screen frames, mirrors, shelves, blinds, curtain rods, switches, outlet plates, light fixtures, ceiling fans, covers, and all associated hardware throughout the home. Items shall be free of dirt, grime, dust, debris, marks, smudges, streaks, stains, and other spots. Reinstall all clean items.

Appliances. Thoroughly clean all surfaces inside and out including door gaskets, coils, dispensers, burners, drip pans, panels, knobs, filters, racks, and shelves, and bind removing dirt, grease, streaks, food, stains, and debris. Clean around, behind, and under the range and refrigerator returning units to the original location (plugged in).

Kitchen. Clean all cabinets, closets, drawers, door facings, and associated hardware. Remove all shelf paper, adhesives, dust, debris, and grease. Clean all countertops, sinks, and fixtures.

HVAC Vents/Registers. Floor registers should be removed and vacuumed.

Bathrooms. Remove stains, lime, mineral deposits, mildew, and soap residue from all surfaces. Clean toilets inside and out to include bowl, tank, seat, hinges, and base. Clean tubs and showers thoroughly including all knobs, plates, drains, stoppers, and rods. Clean medicine cabinet, vanity, and light fixtures of dust, debris, and grime. All mirrors should be cleaned and streak-free.

Floors and Installed Carpet. Sweep/mop floors and wax if needed. Vacuum carpeted areas and use edging tools in all rooms with carpet. Remove grime and build-up at transition strips. All floors' surfaces shall be free of dirt, stains, hair, and debris.

Mopping/Waxing entails basic mopping and waxing with standard commercial products, it does not include stripping and buffing.

Turnkey Services consist of Maintenance, Paint, Cleaning. Services priced separately are countertops, flooring,

### Price List

	Low	Medium	High
One Bedroom Turn	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
Two Bedroom Turn	\$ 1,575.00	\$ 3,150.00	\$ 4,725.00
Two Bedroom Turn 2-Story	\$ 1,720.00	\$ 3,440.00	\$ 5,160.00
Three Bedroom Turn	\$ 1,700.00	\$ 3,400.00	\$ 5,100.00
Three Bedroom Turn 2-Story	\$ 1,795.00	\$ 3,590.00	\$ 5,385.00
Four Bedroom Turn	\$ 1,775.00	\$ 3,550.00	\$ 5,325.00
Four Bedroom Turn 2-Story	\$ 1,887.50	\$ 3,775.00	\$ 5,662.50
Five Bedroom Turn	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
Five Bedroom Turn 2-Story	\$ 2,112.50	\$ 4,225.00	\$ 6,337.50
Remove/Replace Flooring	\$1.10 per sq. ft.	\$1.15 per sq. ft.	\$1.25 per sq. ft.
Buff/Strip and Wax	\$.90 per sq. ft.	\$1.05 per sq. ft.	\$1.15 per sq. ft.
Install/Remove/Paint Cabinets	\$ 312.50	\$ 625.00	\$ 937.50
Rangehood Removal and Install	\$ 100.00	\$ 200.00	\$ 300.00
Countertop Remove, Install, w/plumbing	\$ 350.00	\$ 700.00	\$ 1,050.00
			\$ -
Paint and Clean One Bedroom Flat	\$ 650.00	\$ 1,300.00	\$ 1,950.00
Paint and Clean Two Bedroom Flat	\$ 737.50	\$ 1,475.00	\$ 2,212.50
Paint and Clean Two Bedroom Two Story	\$ 800.00	\$ 1,600.00	\$ 2,400.00
Paint and Clean Three Bedroom Flat	\$ 862.50	\$ 1,725.00	\$ 2,587.50
Paint and Clean Three Bedroom Two Story	\$ 925.00	\$ 1,850.00	\$ 2,775.00
Paint and Clean Four Bedroom Flat	\$ 987.50	\$ 1,975.00	\$ 2,962.50
Paint and Clean Four Bedroom Two Story	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
Paint and Clean Five Bedroom Flat	\$ 1,062.50	\$ 2,125.00	\$ 3,187.50
Paint and Clean Five Bedroom Two Story	\$ 1,125.00	\$ 2,250.00	\$ 3,375.00

#### Note:

While this is a guide to assist with negotiations, there will be occasions where the price to complete work on a specific unit may fall outside of these guidelines; when that occurs, the cost overrun should be approved by management prior to the payment of any invoice.