



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① www.saha.org

Procurement Department

REQUEST FOR QUOTATIONS

For

Clean, Paint, and Minor Repair Services

For

**HOUSING AUTHORITY OF THE
CITY OF SAN ANTONIO, TEXAS
AND
AFFILIATED ENTITIES**

RFQ #: 1009-910-99-3328

Closes October 21, 2010 @ 11:00 AM

Prepared by:

**Department of Procurement
of the
San Antonio Housing Authority
818 South Flores Street
San Antonio, Texas 78204**

President and CEO..... Lourdes Castro Ramirez

October 2010

Request for Quotes 1009-910-99-3328

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Daniel Gines, Purchasing Agent, telephone 210-477-6172, fax 210-477-6167 or e-mail at daniel_gines@saha.org.
- 2.0 **APPLICABILITY:** By submitting a quote (hereinafter referred to as "bid") to SAHA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, and SAHA General Terms and Conditions and HUD prevailing wage decision. These documents may be obtained by contacting Daniel Gines, Purchasing Agent, telephone 210-477-6172, fax 210-477-6167 or e-mail at daniel_gines@saha.org.
- 3.0 **SAHA's RESERVATION OF RIGHTS:** SAHA reserves the right to:
 - 3.1 Reject any or all bids, to waive any informalities in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by SAHA to be in the best interest of SAHA.
 - 3.2 Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 14-day written notice to the apparent or successful bidder.
 - 3.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation.
 - 3.4 Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services.
 - 3.5 SAHA reserves the right to:
 - 3.5.1 To make an award to the same bidder (aggregate) for all items; or,
 - 3.5.2 To make an award to multiple bidders for the same or different items.
- 4.0 **BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.

- 5.0 DEADLINE:** Each bidder shall submit his/her proposed costs, prior to the posted deadline, where provided herein. Whereas this is an informal solicitation process, SAHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of SAHA, it is in the best interests of SAHA.
- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of sixty (60) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.
- 7.0 PURCHASE ORDER (PO):** SAHA will procure the applicable goods or services by issuance of a PO. PO's will be issued on an as-needed basis only. By submitting a bid, the successful bidder thereby agrees to confirm receipt of the PO in the manner directed by SAHA.
- 8.0 AWARD CRITERIA:** If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, an award shall be made to the responsive and responsible contractor that submits the best value to SAHA using price and other factors listed below.
- Past Experience
Cost
Past Performance
- 9.0 BID COSTS:** There shall be no obligation for SAHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.
- 10.0 ASSIGNMENT OF PERSONNEL:** SAHA retains the right to demand and receive a change in personnel assigned by the successful bidder to provide services to SAHA if SAHA believes that such change is in the best interest of SAHA and the completion of the work or provision of the items.
- 11.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.
- 12.0 LICENSING REQUIREMENTS:** By submitting a bid the successful bidder thereby certifies that he/she possess and will, prior to issuance of a PO by SAHA, present to SAHA, proof and/or certification of the following:

- 12.1 If applicable, local business license or permit issued by the City of San Antonio.**
- 12.2 If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein.**

13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:

- 13.1 SAHA is seeking independent contractors for Clean, Paint, and Minor Repair Services as specified in the scope of work in attachment C. The Contractor shall perform all work to the specifications and standards as prescribed in this request for quotes.
Attachment A- HUD Wage Decision.
Attachment B- Technical Specifications.
Attachment C- Scopes of Work.
Attachment D- W-9 Form.**
- 13.2 Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this request for quotes.**
- 13.3 Upon completion of the work, Contractor(s) shall clean the area where the work was performed and Contractor shall remove any waste and debris generated by the work under this request for quotes and dispose of off-site. At no time, will Contractor discard waste or debris into any SAHA Refuse container.**
- 13.4 Contractor(s) shall practice acceptable safety precautions, follow industry safety standards, and use only industry approved safety equipment in the performance of all duties. Contractor shall maintain at all times all equipment in proper and safe operating condition in accordance with the manufacturer's specifications. Contractor must be cognizant of safety at all times and take necessary safety precautions, so as to not cause harm to any persons or property while performing services under this request for quotes. Contractor(s) shall exercise extreme caution around pedestrians and parked cars.**
- 13.5 SAHA shall retain salvage rights on any replaced equipment. However if the replaced equipment is of no value to SAHA, it will be the responsibility of the Contractor to dispose of the equipment.**
- 13.6 Contractor shall pay all of its employees, including any and all approved subcontractors, the prevailing wage for maintenance as determined by the United States Department of Labor and the United States Department of**

Housing and Urban Development. Wages have been included as attachment A.

- 13.7 Contractor(s) must provide supervision and other items, at Contractor's own expense, to include but not limited to: all equipment, labor, cleaning supplies, bleach, chrome polish, oven cleaner, glass cleaner, floor stripper and wax, non abrasive bathroom cleaners, tools, etc. necessary to perform all of the required services under this request for quotes. SAHA will furnish all building materials and supplies (such as paint, texture, caulking, flooring, doors, appliances, etc.) with the exception of cleaning supplies.**
- 13.8 Contractor shall have work crews, qualified by training and experience, and licensed to perform the work required. Contractor shall have adequate staff to insure make ready units are completed to include punch list items within three (3) calendar days of purchase order.**
- 13.9 Contractor shall perform criminal history checks and drug screening tests on all prospective employees performing work under this request for quotes and provide summaries of the results to SAHA CA if requested. Prospective employees whose criminal history check discloses a misdemeanor or felony involving crimes of moral turpitude, sexual offenses or harm to persons or property shall not be employed to perform work under this request for quotes. Contractor(s) is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor. Any employee of the Contractor suspected of being under the influence of drugs and/or alcohol will be reported to the SAHA's Security Department and/or other local law enforcement. If the employee is determined to be under the influence of drugs or alcohol in any form or manner, or believed by proper authority to be dealing in the illicit sale of alcohol or drugs they will be removed and shall not be allowed to return to any job site on SAHA property.**
- 13.10 Contractor shall provide ID badges and uniforms for all employees working on SAHA's properties. No employee will be allowed on SAHA's properties without his/her ID badge and uniform on his/her person. Contractor must submit to SAHA's Procurement Department a sample of his/her ID badge if requested. Contractor(s) is to report personnel changes to SAHA CA as they occur and prior to the person reporting to SAHA's property.**
- 13.11 Contactor(s) shall use reasonable care to clearly mark all work areas that might reasonably be expected to endanger the health and safety of residents, guests, or any other persons. Contractor will provide at their own expense such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.**

- 13.12 Prior to commencing work, Contractor shall receive a purchase order.**
- 13.13 Physical Security:** Contractor shall be responsible for safeguarding all SAHA property provided for Contractor use. At the close of each workday, SAHA facilities, property and materials shall be inspected and secured. The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by SAHA employees are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by SAHA shall be duplicated. If the Contractor loses the keys to the lock, SAHA will replace the lock and bill the Contractor for the cost to replace the locks.
- 13.14 Environmental Control:** The Contractor shall be knowledgeable of and comply with all applicable Federal, State, and Local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this request for quotes, the Contractor is required to comply as such laws come into effect. If Contractor subjects SAHA to any environmental issue, he shall notify Property Manager immediately.
- 13.15 Notification of Environmental Spills:** If the Contractor spills or releases any substance mark as hazardous into the environment, the Contractor or its agent shall immediately report the incident to the Maintenance Operations Service Call Desk at 477-6800. The liability for the clean up of spill or release of such substances rests solely with the Contractor and its agent.
- 13.16 Make Ready Start Date:** The Contractor shall start the make ready no later than the very next day after being provided with a purchase order and must complete the unit within three (3) calendar days to include weekends and holidays unless other arrangements are made. The Contractor must have the equipment and manpower capability in order to complete at once all make ready units that are assigned. Once the purchase order is issued to the Contractor, the three (3) day turn around time applies to the entire group of make readies. This is including completing punch list and final inspection. If Contractor fails to complete the scope of work to include all punch list items within three (3) calendar days, SAHA may assess liquidated damages at a rate of \$50.00 dollars a day per unit.
- 13.17 Make Ready Acceptance:** After the Property Staff has identified unsatisfactory or incomplete discrepancies as per the scope of work, they will provide Contractor with punch list of items to be corrected. The Contractor shall notify the Maintenance Supervisor when the unit is ready for inspection. Inspections shall be scheduled no later than 4:00 p.m. daily, in order to be accepted within the specified time allowed. Property Staff will walk the unit with the Contractor to verify that the items on the punch list have been completed no later than the very next day when notified by

Contractor that the unit is ready. Contractor shall not invoice SAHA until punch list is completed and signed off by Property Staff.

13.18 Green Initiatives: The Contractor is encouraged to investigate and offer alternatives for cleaning supplies and materials that would increase the “green” or environmental efficiency of the project.

13.19 If not on file already with SAHA, Contractor shall provide completed W-9 form and insurance certificate within twenty four (24) hours of being notified by SAHA of awarded bid. The insurance certificate shall meet all of our insurance requirements as stated in section 14.0 below.

13.20 EPA Requirements. SAHA requires that all make ready Contractors must be EPA certified. Contractors performing renovation, repair and painting projects that disturb lead- based paint in homes, child care facilities, and schools built before 1978 must be certified by EPA and must follow specific work practices to prevent lead contamination.

This includes, but is not limited to:

Contain the work area.

Minimize dust.

Clean up thoroughly.

Contractors must provide to SAHA and tenants a copy of the EPA pamphlet “*Renovate Right: Important Lead Hazard Information for Families, Childcare Providers and Schools,*” before the renovations start. Federal law requires this in housing, child-care facilities and schools built before 1978 and when renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects. For a copy of this pamphlet go to

www.epa.gov/lead/pubs/renovaterightbrochure.pdf

13.21 Contractor shall remove and dispose of any items or debris abandoned in the apartment. Dispose of these materials to an approved offsite location. Hazardous materials shall be restricted to the use of appropriate containers and disposed of in a proper and legal manner to an approved offsite location. This is the sole responsibility of the contractor.

14.0 INSURANCE: The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA of all contractors performing work on SAHA property.

Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined sin limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy. SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

- 15.0 **Invoicing:** Invoices shall be sent to: San Antonio Housing Authority, Accounts Payable, P.O. Box 830428, San Antonio, TX 78283-0428 or may be e-mailed to AccountsPayable@saha.org. Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice.
- 16.0 **WARRANTY:** All services and goods provided pursuant to this RFQ and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of one (1) year.
- 17.0 **Fair Labor Standards Act:** Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).
- 18.0 **Responses may be hand delivered to:**

San Antonio Housing Authority,
attn. Daniel Gines, Purchasing Agent
818 S. Flores, San Antonio, TX 78204.

Faxed to: Attn. Daniel Gines at 210-477-6167
Emailed to: daniel_gines@saha.org.

Quote Form
RFQ Closes on October 21, 2010 at 11:00AM

1) Lila Cockrell # 107 (3500 Pleasanton)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
2) Castle Point # 1103 (5320 Blanco Road)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
3) Castle Point # 1108 (5320 Blanco Road)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
4) 818 Broadview (TL Shaley)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____
5) 820 Rita (TL Shaley)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
6) Riverside # 1803 (515 Riverside)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
7) Riverside # 201 (515 Riverside)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
8) 831 Entex (TL Shaley)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____

9) Tarry Towne #A-1 (315 Vance Jackson)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
10) Jewett Circle # 219 (425 S.W. 34 th St.)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
11) Matt Garcia # 308 (6114 Pecan Valley Dr)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
12) Villa De Valencia # 201 (13656 O'Connor Road)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
13) Fair Ave. # 1109 (1215 Fair Ave)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
14) Fair Ave. # 712 (1215 Fair Ave)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
15) Sunshine Plaza # 323 (455 E. Sunshine)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
16) Sunshine Plaza # 211 (455 E. Sunshine)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
17) Sunshine Plaza # 325 (455 E. Sunshine)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____

18) Sunshine Plaza # 230 (455 E. Sunshine)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
19) Cheryl West # 3801 (333 W. Cheryl)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
20) 2211 Hidalgo (Vila Veramendi)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
21) 3811 San Fernando (Mirasol Townhomes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
22) 2420 Tampico (Cassiano Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
23) 2428 Tampico (Cassiano Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
24) 927 Angela (Cassiano Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
25) 510 Mathews (Mirasol Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
26) OP Schnabel # 501 (919 S. Main St)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____

27) OP Schnabel # 231 (919 S. Main St)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____
28) Victoria Plaza # 407 (411 Barrera)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____
29) Westway # 1704 (5627 Culebra)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
30) Glen Park # 101 (121 Avenue M.)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____

Square Footages of these units:

1009-910-99-3328	460	Lila Cockrell # 107	Lila Cockrell
	871	apartment # 1103	Castle Point
	871	apartment # 1108	Castle Point
	756	818 Broadview	TL Shaley
	756	820 Rita	TL Shaley
	280	Riverside # 1803	Riverside
	400	Riverside apt 201	Riverside
	846	831 Entex	TL Shaley
	750	Tarry Towne #A-1	Tarry Towne
	476	APT 219	JEWETT CIRCLE
	905	Valencia-Apt 201	Villa De Valencia
	811	apt # 3801	Cheryl West
	928	2211 Hidalgo	Villa Veramendi
	842	3811 San Fernando	Mirasol Townhomes
	795	2420 Tampico	Cassiano
	795	2428 Tampico	Cassiano
	795	927 Angela	Cassiano
	1016	510 Mathews	Mirasol Homes
	518	Apt.# 501	OP Schnabel
	546	Apt.# 231	OP Schnabel
	464	Apt. # 407	Victoria Plaza
	888	Apartment #1704	Westway
	750	apt 101	Glen Park

Sub-Contractors: Proposer shall identify his sub-contractors if any:

a) _____

b) _____

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such bid is genuine and not collusive and that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the SAHA or any person interested in the proposed contract; and that all statements in said bid are true. **Initials**_____

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act. **Initials**_____

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products and/or services described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: _____ Date: _____
(Firm)

(Signature) (Printed name and title)

(Business address,)

(Phone) (E-mail)

ATTACHMENT A HUD WAGE DECISION

Maintenance Wage Rate Determination	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 52158 (06/2006)
--	---	-------------------------------------

Agency Name: San Antonio Housing Authority	LR 2000 Agency ID No: TX006A	Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date: 7/1/2010	Expiration Date: 6/30/2011

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

Karen Clark
Karen Clark, Labor Relations Specialist **Date** **3/24/10**

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Broiler Mechanic	\$15.35	\$4.61
Carpenter	\$14.20	\$4.26
Construction Inspector	\$15.35	\$4.61
Custodian Lead	\$10.09	\$3.03
Custodian	\$9.36	\$2.81
Electrician	\$15.35	\$4.61
HQ Inspector	\$13.16	\$3.94
HVAC Mechanic	\$15.35	\$4.61
Plumber	\$14.80	\$5.03
Maintenance Tech	\$10.95	\$3.28
Landscaper	\$10.95	\$3.65

	FOR HUD USE ONLY LR2000: Log in: OMW5411
--	---

ATTACHMENT B TECHNICAL SPECIFICATIONS

UNIT MAKE READY SERVICES

The Contractor will furnish all labor, tools, paint brushes, paint rollers, drop cloths, cleaning materials, supplies, transportation, equipment, and supervision of contractor employees (regardless of full time, temp or other) as required to complete unit make ready tasks/functions at the various multi-family and senior residential developments, high-rises and single-family developments.

Prior to commencement of the make-ready, the Authority will furnish all building materials and supplies (such as cabinets, paint, texture, caulking, flooring, windows, doors, door jambs, appliances, etc.).

Basic Make-Ready work will consist of items listed below:

- “A” Cleaning
- “B” Painting
- “C” Cleanup

The make ready scope of work will document and list all items in need of repair or replacement during the completion of the make ready. Scope of work will include Interior and exterior of apartments, residential homes, additional spaces, porches, steps, carports, exterior storage structures, and/or garages attached or detached to include yards, gates, and fences.

*** Note: Prior to commencing with the make-ready, property management will notify the contractor of any hazardous materials (such as lead and/or asbestos).**

A. CLEANING:

- ❑ Range/Ovens: All loose parts such as drip pans, oven bottoms and broiler pans are removed and cleaned or replaced if directed by Housing Authority staff.
- ❑ Dishwasher: All surfaces, float and rubber seals are cleaned. Scum and hard water deposits on interior bottom of door and heating element is removed.
- ❑ Garbage disposal shall be free of debris.
- ❑ Bathrooms non-abrasive cleaners shall be used to remove soap scum, mildew and calcium deposits from tub, commode, shower, sink and ceramic tile.
- ❑ Cabinets/drawers interior and exterior, doors, drawers and hinges shall be cleaned and free of debris.
- ❑ Carports, storage rooms, patios, porches and walks shall be free of debris, dirt, cobwebs, etc. Excessive oil and grease must be removed from floor areas and all areas must be swept.

B. PAINTING

All painted surfaces will be repainted to provide a uniform finish. Work shall be performed in accordance with the manufacturers recommendations. The contractor will be responsible for correcting at his/her expense any work not accepted by SAHA staff.

Materials provided will be used for their intended purpose only (i.e. interior paint for interior surfaces and exterior paint for exterior surfaces, etc.).

NOTE: The Housing Authority will provide products required to perform the following tasks. There will be no substitutions unless approved in writing by Authority staff.

PAINT PREPARATION, INTERIOR & EXTERIOR:

- ❑ Scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors, and exterior windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- ❑ All nails, screws, brackets, debris etc., shall be removed. All holes in the walls, ceilings, doors, trim, etc. as well as cracks, will be properly filled, floated or caulked flush with existing surfaces. Finish will match all other existing finish work.
- ❑ All bare wood shall receive a thorough primer coat prior to the application of any finished coats of paint. Under no circumstances shall a finished coat product be used as a suitable substitute for a primer product manufactured solely for that purpose.
- ❑ New doors shall be properly primed on all six (6) sides before final paint is applied.
- ❑ The contractor shall insure sufficient drying time between primer and subsequent finished coats, as recommended by the manufacturer of the product.
- ❑ Appropriate texture and primer products will be used where repairs are made on ceilings, walls, siding or trim work.
- ❑ Areas where exposed grain or transparent finishes exist the contractor will be required to use putty or other fillers to match the existing color shade.
- ❑ On any loose, cracked or chipped filler materials, they shall be completely removed and redone prior to any application of primer or finished coat products.
- ❑ Unfinished walls and ceiling surfaces due to repairs will be textured with matching texture and painted (to include new and old patches and/or repairs).
- ❑ All old caulking material will be removed and replaced with new caulking around tubs, fixtures, countertops, and other surfaces as required.
- ❑ As applicable, in apartments with metal type window units, properly scrape and sand the metal prior to installing an oil base primer. Allow sufficient drying time prior to applying a finish coat of oil base gloss enamel paint.
- ❑ Sand, clean, and paint screens and entrance doors.
- ❑ All HVAC Registers (supply/return) vents shall be cleaned and free of rust, dust and debris. The contractor shall install new air filters and filter media with each make ready.
- ❑ All heating units will be cleaned inside and out as well as the face panels.
- ❑ All exhaust fans and heating fans located in restrooms will be cleaned and oiled.
- ❑ Kitchen vent hoods will be cleaned, free of paint, new vent filter installed with each make ready.

C. CLEAN UP:

- ❑ The contractor shall remove all equipment and debris from the exterior grounds and will not leave cleanup tools or any other equipment on any grass areas. Residual buildup on yard surfaces, sidewalks or streets is strictly prohibited.
- ❑ Any damages caused by the contractor shall be restored to its original condition at the contractor's own expense.
- ❑ All floors, cabinets, fixtures etc. that require cleaning as a result of repairs made, shall be cleaned off, leaving the apartment ready for occupancy.
- ❑ Chrome fixtures shall be free of any stains and receive a coat of chrome polish. Areas where acid is used for the cleaning of fixtures, contractor shall insure proper and timely neutralization of the acid to eliminate any permanent stains on chrome or other surfaces. All pipe escutcheons will be installed properly and free of paint. Any items damaged due to contractor employee negligence, shall be replaced at the contractor's expense.
- ❑ The contractor shall install spring type doorstops (door bumpers) behind all doors.

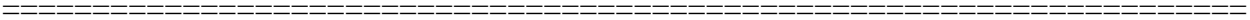
Additional Repairs:

Additional repairs for Unit Make Ready Services are defined as those repairs on the scope of work other than clean, paint and flooring repairs.

Floor Repairs: Floor repairs are accomplished in conjunction with Make Ready Maintenance and must be on the original scope of work and purchase order. The Contractor shall replace damaged, worn, torn, stained etc. flooring (vinyl tile, sheet vinyl, etc.) when acceptable repairs cannot be made. Items such as commodes, door tracks, caulking and moldings shall be removed to facilitate work underneath.

The Contractor shall complete the following tasks for all Make Ready Units

Location	
General	All areas should be clean and free of cobwebs, dirt, and debris. All HVAC registers and vents shall be cleaned and free of rust, dust and debris.
Exterior	All exterior shall be cleaned and free of graffiti. Porch and sidewalk shall be power washed. Wash all windows
Interior	Paint/clean entire apartment; wash windows; all tile floors shall be thoroughly cleaned and free from old wax and shall receive a coat of non-buffing, non-yellowing clear wax. All cabinets shall receive a light coat of furniture oil.
Garage	Clean and remove excess grease and oil from floor, free of cobwebs
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	Clean/paint
A/C room	Clean/paint Replace A/C filter
Kitchen	Clean refrigerator, dishwasher, stove & cabinets (Remove all food particles, grease and dirt from all surfaces and under appliances) (Clean all seals and ice cube trays) (Clean and empty drip pan from refrigerator; remove dust from coils) (Counter top shall be thoroughly cleaned and all stains removed) (Cabinets shall be empty and cleaned) Garbage disposal rubber collar shall be cleaned. Exhaust fans, Vent-a-hood and microwaves shall be free of grease and have a clean filter installed.
Laundry room	Clean/paint
Hallway	Clean/paint
Upstairs bathroom	Clean/Paint clean shower/tub, commode & vanity, remove all stains, soap scum, and calcium deposits, clean mirror, medicine cabinet, counter, exhaust fan grill, oil exhaust fan.
Master bathroom	Clean/paint Clean shower/bathtub, commode & vanity remove all stains, soap scum, and calcium deposits, clean mirror, medicine cabinet, counter, exhaust fan grill, oil exhaust fan.
Living room	Clean and paint Clean light fixtures, blinds, shades, mini blinds.
1 st bedroom	Clean and paint Clean light fixtures, blinds, shades, mini blinds.
2 nd bedroom	Clean and paint Clean light fixtures, blinds, shades, mini blinds.



3 rd bedroom	Clean and paint Clean light fixtures, blinds, shades, mini blinds.

ATTACHMENT C SCOPES OF WORK

=====

SCOPE OF WORK FOR 107 LILA COCKRELL 1-BR

Location	
Exterior	.
Interior	Paint/clean entire house/apartment
Garage	N/A
W/H room	N/A
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	N/A
A/C room	Clean/paint
Kitchen	Clean the dirty refrigerator and dirty stove
	Install mini blind 32"x 36"
	Remove and replace 8lf of Tape and Float, above countertop and the corner
Laundry room	
Hallway	
Hallway bathroom	
Master bathroom	Remove shower rod, spot paint lavatory bowl
	Install Flapper in toilet
Living room	Remove and replace 32LF of tape and Float seams and corner
	Install mini blind 34"x 36"
1 st bedroom	Remove and replace Tape and Float 40' corner closet and right side wall, corner
	Going into bedroom;
	Install mini blind 43"x60"
2 nd bedroom	
3 rd bedroom	

SCOPE OF WORK FOR 1103 Castle Point 2-BR

9/10/10

Location	
Exterior	
Interior	Paint/clean entire apartment
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	Clean/paint
Kitchen	Clean refrigerator, dishwasher, stove & cabinets
Laundry room	Clean/paint
Hallway	Clean/paint
Upstairs bathroom	Clean/Paint clean shower stall , commode & vanity
Master bathroom	Clean bathtub, commode & vanity – paint
Living room	Clean and paint
1 st bedroom	Clean and paint
2 nd bedroom	Clean and paint
3 rd bedroom	

SCOPE OF WORK FOR 1108 Castle Point 2-BR

9/10/10

Location	
Exterior	
Interior	Paint/clean entire apartment
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	Clean/paint
Kitchen	Clean refrigerator, dishwasher, stove & cabinets
Laundry room	Clean/paint
Hallway	Clean/paint
Upstairs bathroom	Clean/Paint clean shower stall , commode & vanity
Master bathroom	Clean bathtub, commode & vanity – paint
Living room	Clean and paint
1 st bedroom	Clean and paint
2 nd bedroom	Clean and paint
3 rd bedroom	

SCOPE OF WORK FOR 818 Broadview – T L Shaley / 2-BR 09/10/2010

Location	
Exterior	Clean the front porch and back porch, walls, porch areas, etc.
	Clean & paint outside storage & storage door. Storage room – install 4 each new plywood shelves (approximately 3 foot by 18 inches)
Interior	Paint/clean the entire apartment; including cleaning refrigerator & stove, (all pilots work on stove, & need to work after it is cleaned) Strip & wax all floors.
	Texture approximately 32 sq/ft throughout apartment
	Ensure all doors close & latch & knobs are tight.
	Ensure all screws are installed in door knobs, cover plates, door latches, etc.
	Ensure all screws are removed on window screens that will not open, for fire egress
Front door	Clean/paint
Back door	Clean/paint
Side door	Clean / Paint
Hvac Closet	Clean & paint ceiling & walls, but do not paint heater / furnace
Kitchen	Paint 25 linear feet of kitchen cabinets, & seal lower cabinets @ crawl space – 11 linear feet
	Seal water lines & drain tubes @ walls for roach prevention
	Caulk all kitchen cabinets edges @ floor & walls
Hallway	
Bathroom	Remove vinyl tile @ bathroom & install 29 sq / ft of VCT floor tile Seal water lines & drain tubes @ walls for roach prevention. Remove & replace the caulking @ the toilet base, sink rim & tub edges to include where floor meets tub edge
Living room	Replace 4 x 8 foot of sheetrock @ ceiling – tape, float, texture (32 sq/ft), & paint
1 st bedroom	
2 nd bedroom	
3 rd bedroom	

SCOPE OF WORK FOR 820 Rita – T L Shaley / 2-BR 09/10/2010

Location	
Exterior	Clean the front porch and back porch, walls, porch areas, etc.
	Clean & paint inside outside storage & storage door.
Interior	Paint/clean the entire apartment; including cleaning refrigerator & stove, (all pilots work on stove, & need to work after it is cleaned) STRIP& WAX ALL FLOORS.
	Texture approximately 24 sq/ft @ Kitchen & throughout apartment Ensure all doors close & latch & knobs are tight.
	Ensure all screws are installed in door knobs, cover plates, door latches, etc. Ensure all screws are removed on window screens that will not open, for fire egress
	Clean all lower reachable windows inside & outside
	Clean all paint off of thermostat, door knobs, cover plates, etc.
Front door	Clean/paint
Back door	Clean/paint
Side door	Clean / Paint
Hvac Closet	Clean & paint ceiling & walls, but do not paint heater / furnace
Kitchen	Resurface 9 linear feet of countertop or 2 each
	Paint 25 linear feet of kitchen cabinets, & seal lower cabinets @ crawl space – 11 linear feet
	Seal water lines & drain tubes @ walls for roach prevention
Hallway	Caulk all kitchen cabinets edges @ floor & walls
Bathroom	Seal water lines & drain tubes @ walls for roach prevention. Remove & replace the caulking @ the toilet base, sink rim & tub edges to include where floor meets tub edge
Living room	
1 st bedroom	
2 nd bedroom	
3 rd bedroom	

Location 515 Riverside apt 1803 2bdm	Work to be performed	qty
Exterior	Clean and dispose of debris	1ea
Interior	Paint and clean and dispose of debris	1ea
Living room	Paint and Kilz front door	
Living room	Repair 2'x2' tape and float , orange peel .	1ea
Stairway		
1st bdrm	Replace 23"x60" blind	2
2d bdrm	Replace 23" x 60" blind	2
Blinds living rm	Replace 35"x 48"	3ea
Blinds hallway	Replace 35"x36"	1ea
Apt	Place in unit door stops	9ea
Bath	Replace Shower head	1ea
Bath	Replace Commode seat	1ea
Bath	Clean ,Remove and replace tub and commode cauking.	1ea
Unit	Strip and wax floor	1ea
Kitchen	Clean refrigerator and stove.	1ea
Kitchen	Clean vent –a-hood and paint if needed.	1ea
Kitchen	Paint and kilz rear door.	1ea

Location 515 Riverside apt 201 3bdrm	Work to be performed	qty
Exterior	Clean and dispose of debris	1ea
Interior	Paint and clean and dispose of debris	1ea
Living room	Paint and Kilz front door	
Living room	Repair 2'x2' tape and float , orange peel .	1ea
Stairway		
Blinds Bdrm	Install blinds 23"x60"	6ea
Blinds living rm	Install blinds35"x 48"	3ea
Blinds hallway	Install blinds 35"x36"	1ea
Apt	Place in unit door stops	9ea
Bath	Shower head	1ea
Bath	Commode seat	1ea
Bath	Clean, Remove and replace and replace tub and commode cauking.	1ea
Unit	Strip and wax floor	1ea
Kitchen	Clean refrigerator and stove.	1ea
Kitchen	Clean vent –a-hood and paint if needed.	1ea
Kitchen	Paint and kilz rear door.	1ea

SCOPE OF WORK FOR 831 Entex – T L Shaley - 3 Bedroom 09/10/2010

Location	
Exterior	Clean the front porch and back porch, walls, etc.
	Clean & paint inside, outside storage & storage door.
Interior	Paint/clean the entire apartment; including cleaning refrigerator & stove, (all pilots work on stove, & need to work after it is cleaned) Strip & wax all floors.
	Overlay 855 sq / ft of VCT throughout apartment & install 256 L / F of new vinyl cove base. (remove all old cove base)
	Texture approximately 24 sq/ft throughout apartment
	Ensure all doors close & latch & knobs are tight. May need to cut @ bottom.
	Ensure all screws are installed in doorknobs; cover plates, door latches, etc.
	Ensure all screws are removed on window screens that will not open, for fire egress. Ensure there are no leaks on plumbing repairs.
	Clean all lower reachable windows inside & outside
	Clean all paint off of thermostat, door knobs, cover plates, etc.
Front door	Clean/paint
Back door	Clean/paint
Side door	Clean / Paint
Hvac Closet	Clean & paint ceiling & walls, but do not paint heater / furnace
Kitchen	Remove all upper, lower & pantry cabinets; remove countertops sink & Faucet & vent a hood. Install 2 new washing machine cutoffs, & new vent a hood.
	Install: 14 L / F or 6 each upper cabinets & 13 L / F or 5 each lower cabinets, 11 L/F or 2 countertops & 2 sets of end caps; Double sink, faucet, 2 sink basket strainer assemblies, 2 supply lines, 2 angle stops, & associated drain piping.
	Stain & varnish 25 linear feet of kitchen cabinets, & seal lower cabinets @ crawl space – 11 linear feet
	Seal water lines & drain tubes @ walls for roach prevention
	Caulk all kitchen cabinets edges @ floor & walls
Hallway	
Bathroom	Seal water lines & drain tubes @ walls for roach prevention.
	Remove & replace the caulking @ the toilet base, sink rim & tub edges to include; where floor meets tub edge.
	Install new medicine cabinet.
Living room & Kitchen	Replace 3 sheets (4 x 8) foot of sheetrock @ ceiling – tape, float, texture (96 sq/ft), & paint
1 st bedroom	
2 nd bedroom	
3 rd bedroom	Apply KILZ primer to walls colored PINK – 336 sq / ft

=====

SCOPE OF WORK FOR Tarry Towne #A-1 1 bedroom

Location	
Exterior	Sweep in front of entry door
Interior	Paint/clean entire house/apartment
	Kilz entire apartment
Garage	
Dining Room	Replace light wall switch & cover
Storage room	Clean/paint & paint base board
	Patio- install new patio light fixture
Front door	Clean/paint-metal and entry door
Back door	
Slide door	
A/C closet	Clean & replace a/c filter
Kitchen	Clean the refrigerator
	Replace light wall switch & cover
	Install vct tile 7x9
Laundry room	
Hallway & Closet	install VCT tile 9x4 & 2x3, replace hollow core door 30 1/8 x 80 1/8, install knob hardware and door stop
Bathroom	Install VCT tile 3x5, replace commode seat, install flush valve on tank, install towel rack & paper holder,
Vanity	Install vct tile 6x5, Replace light wall switch & cover, install door stop, re-hang missing door 32x80 , install towel rack
	Reinstall 4 ft light fixture and cradle
Living room	Install VCT tile 17x 12
	Clean out metal pane
	Replace 3 VCT tiles
1 st bedroom	Replace VCT tile 11x15 , and closet 6x6, and hall 5x3, clean blk spray paint from windows, replace 1 window pane, remove 2x4 studs, replace door stop, replace outlet cover plate, re-hang carbon monoxide alarm at 3ft, and door hardware, install pull string in closet
2 nd bedroom	

SCOPE OF WORK FOR Jewett Circle Apt 219 Unit ID 1683 Elderly 9.8.10

Location	
Exterior	Replace (3) screen's 34x29 clean & paint screen door
Interior	Paint/clean entire house/apartment
	Strip & wax all floor's replace (4) door stopper
	Clean all window's
Garage	N/a
W/H room	Clean/paint
Storage room	N/a
Front door	Clean/paint
Back door	N/a
Side door	N/a
A/C room	Clean/paint
Kitchen	Clean the dirty refrigerator, and dirty stove & all cabinet's
	Strip & wax floor clean paint wall's
	Refinish cabinet's top & bottom 14 SQ FT
Laundry room	N/a
Hallway	Clean/paint strip & wax floor
	Replace 8 SF of worn VCT floor tiles
Hallway bathroom	N/a
Master bathroom	Install/replace toilet seat and showerhead
	Install toilet paper bracket & roller replace 4 SQ FT of worn VCT tile strip & wax floor
Living room	Remove all nail's patch all hole's clean & paint
	Replace 8 SF of VCT worn floor tiles
	Replace (1) 71x60 mini-blind
1 st bedroom	Remove all nail's patch hole's clean & paint
	Install (1) mini blind 36x60
2 nd bedroom	N/a
3 rd bedroom	N/a

SCOPE OF WORK FOR Matt Garcia Apt # 308 2 Bedroom

Location	
Interior	Paint/clean entire apartment (approx 817 Sq Ft) Patch all holes and remove all nails Clean all windows (6)
Kitchen	Clean all appliances:
	Refrigerator
	Stove
	Replace bottom board to base Cabinet under sink
Bathroom	Clean toilet and sink Caulk around base at toilet Repair sub floor and replace VCT (approx 36 sq ft) Repair Damaged ceiling 4x4 lf
Floors	Strip and wax all floors
	Remove and replace Cove Base (approx 220 LF)
Balcony	Clean
Living Room	Repair Corner joint
Bedroom	Replace (2) VCT Tiles 12x12

SCOPE OF WORK FOR unit#201 Date 9/14/10

Location	VILLA DE VALENCIA APARTMENTS 2 Bedroom 1 Bath
Exterior	
Interior	Clean and paint
	Hall off trash/debris from unit off site
Garage	
W/H room	
Storage room	Clean and Paint
Front door	
Back door	
Side door	
A/C room	
Kitchen	
Laundry room	Paint and clean room, paint doors,
Hallway	Clean and Paint
Hallway bathroom	Clean and Paint, caulk and seal toilet and tub
Master bathroom	
Living room	Clean and Paint
1 st bedroom	Clean and Paint
2 nd bedroom	Clean and Paint
3 rd bedroom	

SCOPE OF WORK FOR Fair Ave Apt # 1109 0 Bedroom- Elderly and Disable

Location	
Interior	Paint/clean entire apartment (approx 523 Sq Ft) Patch all holes and remove all nails Paint Dresser Cabinet (approx 6ft x 6ft) Replace Front Entry Solid core Door (36" x 80")
Kitchen	Clean all appliances:
	Refrigerator Stove Replace faucet (kitchen) Paint kitchen cabinets (approx 15 lf)
Bathroom	Clean toilet and sink Caulk around base at toilet Paint Door 36" x 80"
Floors	Strip and wax all floors
	Remove and replace Cove Base (approx 100 LF)
Balcony	Clean
Windows	Clean all windows

SCOPE OF WORK FOR Fair Ave Apt # 712 0 Bedroom- Elderly and Disable

Location	
Interior	Paint/clean entire apartment (approx 523 Sq Ft) Patch all holes and remove all nails Trash out unit
Kitchen	Clean all appliances: Refrigerator Stove
Bathroom	Clean toilet and sink and shower stall Caulk around base at toilet
Floors	Strip and wax all floors
Balcony	Clean
Windows	Clean all windows

SCOPE OF WORK FOR #323 Sunshine Plaza One Bedroom at 545 sq. ft.
9/14/10 455 East Sunshine, SA TX 78228 Teri @ 477-6460

Location	
Exterior	
Interior	Paint/clean entire house/apartment including all cabinets and closets
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	
Side door	
A/C room	
Kitchen	Clean refrigerator, stove and vent hood Clean /paint kitchen cabinets inside & outside Replace 18 SF of worn/stained vinyl floor tiles
Laundry room	
Hallway	Clean/paint including closets and clothes hamper
Hallway bathroom	
Master bathroom	Clean/paint
Living room	Clean/paint
1 st bedroom	Clean/paint
2 nd bedroom	
3 rd bedroom	

**SCOPE OF WORK FOR #211 Sunshine Plaza One Bedroom at 545 sq. ft.
 9/14/10 455 East Sunshine, SA TX 78228 Teri @ 477-6460**

Location	
Exterior	
Interior	Paint/clean entire apartment including all cabinets and closets
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	
Side door	
A/C room	
Kitchen	Clean refrigerator, stove and vent hood Clean /paint kitchen cabinets inside & outside Re-surface appx. 18 sq. ft. of countertop area
Laundry room	
Hallway	Clean/paint including closets and clothes hamper
Hallway bathroom	
Master bathroom	Clean/paint I
Living room	Clean/paint
1 st bedroom	Clean/paint
2 nd bedroom	
3 rd bedroom	

SCOPE OF WORK FOR #325 Sunshine Plaza Efficiency Apt at 383 sq. ft.
9/14/10 455 East Sunshine, SA TX 78228 Teri @ 477-6460

Location	
Exterior	
Interior	Paint/clean entire apartment including all cabinets and closets
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	
Side door	
A/C room	
Kitchen	Clean refrigerator, stove and vent hood Clean /paint kitchen cabinets inside & outside
Laundry room	
Hallway	Clean/paint including closets and clothes hamper
Hallway bathroom	
Master bathroom	Clean/paint I
Living room	Clean/paint
1 st bedroom	Clean/paint
2 nd bedroom	
3 rd bedroom	

SCOPE OF WORK FOR #230 Sunshine Plaza Efficiency Apt at 383 sq. ft.
9/14/10 455 East Sunshine, SA TX 78228 Teri @ 477-6460

Location	
Exterior	
Interior	Paint/clean entire apartment including all cabinets and closets
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	
Side door	
A/C room	
Kitchen	Clean refrigerator, stove and vent hood Clean /paint kitchen cabinets inside & outside
Laundry room	
Hallway	Clean/paint including closets and clothes hamper
Hallway bathroom	
Master bathroom	Clean/paint I
Living room	Clean/paint
1 st bedroom	Clean/paint
2 nd bedroom	
3 rd bedroom	

SCOPE OF WORK FOR apt # 3801 – Cheryl West - 2-Bedroom 09/14/2010

Location	
Exterior	Clean the front and back porches, & walls, & porch areas, etc.
Interior	Paint/clean the entire apartment, including cleaning refrigerator & stove, (all pilots work on stove, & need to work after it is cleaned) STRIP& WAX ALL FLOORS.
	Install 9 door stops & 6 mini blinds w/ center brackets installed also. Replace 2 each Hollow core doors, & use existing doorknobs. (28" & 30" doors) Replace 1 each 4' x 8', & 1 each 2' x 2' sheet of sheetrock Texture approximately 48 sq/ft @ area where that is water stained & throughout apartment Ensure all doors close & latch & knobs are tight. Ensure all screws are installed in doorknobs, cover plates, door latches, etc. Ensure all screws are removed on window screens that will not open, for fire egress
	Clean all lower reachable windows inside & outside
	Clean all paint off of thermostat, door knobs, cover plates, etc.
Front door	Clean/paint – install door sweep, kick plate & weather stripping
Back door	Clean/paint - install door sweep & kick plate
Side door	
Hvac Closet	Clean & paint ceiling & walls, but do not paint heater / furnace
Kitchen	Install new GFCI Paint 25 linear feet of kitchen cabinets, & seal lower cabinets @ crawl space – 11 linear feet Seal water lines & drain tubes @ walls for roach prevention Caulk all kitchen cabinets edges @ floor & walls
Hallway	
Bathroom	Seal water lines & drain tubes @ walls for roach prevention. Remove & replace the caulking @ the toilet base, sink rim & tub edges to include, where floor meets tub edge. Install new GFCI
Living room	Install 2 window locks
1 st bedroom	
2 nd bedroom	
3 rd bedroom	

SCOPE OF WORK FOR 2211 Hidalgo**9/3/2010**

Location	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.
Interior	Paint/clean entire apartment
W/H room	Clean/paint
Storage room	Clean/paint
Front door	Replace damaged keyless lock
	Replace damaged screen door lock
Back door	Repair 5" X 5" torn screen mesh
A/C room	Clean/paint
Kitchen	Clean the dirty refrigerator (spoiled food/bug infested) and dirty stove
	Stain/varnish 25 LF of upper/lower cabinets
	Replace 39 X 52 damaged mini-blind
Laundry room	Replace 18 SF of worn VCT floor tiles
Stairway landing	Replace 21 SF of worn VCT floor tiles
	Replace damaged 38 X 52 mini-blind
Upstairs' Hallway	Clean/paint
	Replace missing smoke alarm
	Replace 44 SF of worn/missing VCT floor tiles
Upstairs' Hallway bathroom	Install/replace toilet seat (elongated) and showerhead
Living room	Clean/paint
	Repair two 2" holes on window screen mesh areas
	Replace one damaged 38 X 52 mini-blind and one missing 38 X 52 mini-blind
	Replace one damaged 34 X 52 mini-blind and one missing 34 X 52 mini-blind
	Replace five broken/missing outlet/switch/cable plates
	Texture 22 SF of wall areas
	Replace missing smoke alarm
Upstairs' 1 st bedroom	Clean/paint
	Replace two broken outlet plates
	Replace two worn door stops
	Replace missing smoke alarm
	Repair 4" hole on wall
	Replace damaged 23 X 52 mini-blind
	Replace two damaged 35 X 52 mini-blind
	Replace 170 SF of worn/missing VCT floor tiles
Upstairs' 2 nd bedroom	Clean/paint
	Replace missing smoke alarm
	Replace two worn door stops
	Replace three broken outlet plates

	Re-install the 32 X 80 door to the door frame
	Replace 130 SF of worn/missing VCT floor tiles

SCOPE OF WORK FOR 3811 San Fernando two-bedroom 9/15/2010

Location	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.
	Replace 1" X 4" 3' wood trim from front porch
	Prime/paint 16 LF of wood trim at front porch
Interior	Paint/clean entire house/apartment
W/H room	Clean/paint
Storage room	Clean/paint
Front door	Clean/paint
	Replace missing door closer
Back door	Clean/paint
	Replace missing door closer
A/C room	Clean/paint
Kitchen	Clean the dirty refrigerator and dirty stove
	Replace missing 34" X 22" window screen
Laundry room	Clean/paint
Stairway	Clean/paint
Upstairs' Hallway	Clean/paint
Hallway upstairs' bathroom	Install/replace toilet seat (round) and showerhead
	Replace broken 23 X 36 mini-blind
Living room	Clean/paint
	Replace three missing 28" X 30" window screens
Upstairs' 1 st bedroom	Replace 89 X 60 mini-blind
	Clean/paint
	Replace damaged 59 X 60 mini-blind
	Replace 6 SF of worn VCT floor tiles
Upstairs' 2 nd bedroom	Replace missing bi-fold door knob
	Clean/paint
	Install hardware to bi-fold door
3 rd bedroom	Replace missing 59 X 60 mini-blind
	Replace missing 33" X 31" window screen

Cassiano Homes Make Readies
SCOPE OF WORK FOR 2420 Tampico
Bedroom Size- 2 Bdrm
DATE - 09/10/2010

Location	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc. Dispose of junk/trash items at front/back yards Clean porch light covers
Interior	<p style="text-align: center;">Paint/clean entire apartment</p> Clean all light fixtures
Front door	Clean metal screens Replace peep hole
Back door	Clean metal screens
Kitchen	<p style="text-align: center;">Clean the refrigerator, stove</p> Clean light fixture covers Check faucet for proper operation Repair rat holes Repair cabinet deck under sink Repair drawers in base cabinet Remove board on window Clean mini blinds Repair ceiling by fluorescent light (6"x2")
Hallway/Stairs	Clean light fixtures in stairs Clean mini blinds in stairs Replace light fixture in hall w/2 bulbs Replace smoke alarm in hall Replace carbon monoxide alarm Paint stairs GRAY Install screen on stairway window Install 39 sq ft new VCT floor tile
Hallway bathroom	<p style="text-align: center;">Remove all old caulking from toilet, tub, and sink, and re-caulk</p> Replace light fixture cover w/2 bulbs Check commode, not flushing Replace shower head Replace commode seat Replace popup assembly in lavatory sink Replace Soap dish Replace tissue holder Replace medicine cabinet Replace 32"bathroom door Replace door stop Replace (1) window screen Replace (1) mini blind

Living room	Replace (3) door sweeps Replace (4) door stops Replace light fixture cover and light bulbs Clean wall heater covers Replace 32" closet door by stairs Tighten hinges to closet behind entry Clean Mini blinds Replace battery in smoke alarm
1 st bedroom	Replace outlet plate Clean light fixture cover Replace (2) light bulbs Replace 32" door Replace passage knob Replace door stop Replace (1) screen Replace (2) mini blinds 36x60 Install (180) sq ft VCT Floor tile
2 nd bedroom	Clean light fixture cover Replace (2) light bulbs Replace 32" door Replace passage knob Replace door stop Replace (2) screens Replace (2) mini blinds 36x60 Install (180) sq ft VCT Floor tile

Cassiano Homes Make Readies
SCOPE OF WORK FOR 2428 Tampico
Bedroom Size- 2 Bdrm
DATE – 09-15-10

Location	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc. Check all windows, and screens to ensure they open, close, and lock Dispose of junk/trash items at front/back yards Replace back porch light cover Clean front cover Replace bulbs in both porch lights
Interior	<p style="text-align: center;">Paint/clean entire apartment</p> Clean all light fixtures
Front door	Clean metal screens Tighten screws holding screen in door
Back door	Clean metal screens
Kitchen	<p style="text-align: center;">Clean the refrigerator, stove</p> Clean water heater Clean light fixture Replace (2) hose bibs at washer connection Repair drawer by window, not opening all the way Repair all rat holes Clean mini blinds
HallwayStairs	Patch small crack in hallway ceiling Clean light cover Replace (2) light bulbs Clean mini blind Replace smoke alarm Paint stairs GRAY Tighten screws to handrail
Hallway bathroom	<p style="text-align: center;">Remove all old caulking from toilet, tub, and sink, and recaulk</p> Clean light fixture, and install (2) bulbs Check/replace GFCI receptacle Replace shower head Replace commode seat Replace lavatory popup assembly Install new shower knob Clean soap dish, and toothbrush holder Replace door stop Replace mini blind 35x36
Living room	Replace (4) door sweeps Tighten hinge screws to closet doors Clean all outlet and switch plates Replace (2) light bulbs in fixtures

1 st bedroom	Replace (2) light bulbs Tighten passage knob to door Replace (2) door stops Clean mini blinds
2 nd bedroom	Clean light fixture Replace (2) light bulbs Tighten hinge to door Adjust closet door, hard to open Replace (2) door stops Replace (2) mini blinds 35x60

Cassiano Homes Make Readies
SCOPE OF WORK FOR 927 Angela
Bedroom Size- 2 Bdrm
DATE - 09/15/2010

Location	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc. Dispose of junk/trash items at front/back yards Clean porch light covers, and replace bulbs
Interior	<p style="text-align: center;">Paint/clean entire apartment</p> Clean all light fixtures
Front door	Clean metal screens Repair front door jamb
Back door	Clean metal screens Tighten hinge to back door
Kitchen	<p style="text-align: center;">Clean the refrigerator, stove</p> Clean light fixtures Replace (2) light bulbs Replace fluorescent fixture Replace P-trap Resurface 7' countertops Clean water heater Install screw to hold screen in kitchen Replace (2) mini blinds Replace (2) hose bibbs at washer connection Repair large crack in ceiling
Hallway/Stairs	Clean light fixtures Replace switch plate in hall Replace (2) bulbs in hallway, and stair fixtures Replace 36x60 mini blind Replace smoke alarm battery Replace carbon monoxide alarm Paint stairs GRAY
Hallway bathroom	<p style="text-align: center;">Remove all old caulking from toilet, tub, and sink, and recaulk</p> Replace outlet plate Replace (2) light bulbs, and clean fixture Replace GFCI outlet Replace shower head Replace commode seat Replace lavatory popup assembly Replace soap dish Replace tissue holder Replace bathroom door Replace door stop Replace 35x36 mini blind

Living room	Replace (4) door stops Replace (2) 32" closet doors Replace (1) outlet and plate Replace (2) light bulbs Repair screen Replace (2) 36x60 mini blinds Replace smoke alarm
1 st bedroom	Replace outlet plate Clean light fixture Replace (2) light bulbs Replace 32" bedroom door Replace door stop Replace (2) 36x60 mini blinds
2 nd bedroom	Clean light fixture Replace (2) light bulbs Replace 32" bedroom door Replace passage knob Replace door stop Replace (2) 36x60 mini blinds Replace (14) pc VCT Floor tile Check/repair window screen locks

SCOPE OF WORK FOR 510 Mathews**three-Bedroom****9/15/2010**

Location	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.
	Replace damaged front porch security light fixture
	Repair 9' of wooden fence and repair the 40" wooden gate
Interior	Paint/clean entire house
	Replace 13 worn/missing door stops throughout the house
	Dispose of junk/trash items
Garage	Repair the 8' X 7' garage door (install new springs, wheels, hardware)
	Replace damaged 36" X 80" garage entry door
	Repair 4' X 5' ceiling drywall
Front door	Clean/paint
Side door	Replace damaged 24" X 37" mini-blind
	Replace broken 22" X 37" door pane
A/C room	Clean/paint
Kitchen	Clean the dirty refrigerator, dishwasher and dirty stove
	Replace damaged 34" X 31" window screen
	Replace damaged 71" X 60" mini-blind
	Repair lower cabinet drawer
Laundry room	Replace the two missing 15" X 80" bi-fold doors
Hallway	Clean/paint
Hallway bathroom	Install/replace toilet seat (round) and showerhead
	Replace damaged missing light fixture
	Replace damaged medicine cabinet
	Replace missing 24" towel bar/brackets
	Repair 4" and 3" holes on wall
	Apply 1 SF of texture
Master bathroom	Install/replace toilet seat (round) and showerhead
	Repair 3" hole on wall
	Replace missing 24" towel bar/brackets
	Replace damaged medicine cabinet
Living room	Replace damaged 34" X 31" window screen
	Replace missing 71" X 60" mini-blind
	Repair 2' X 2' hole on wall
1 st bedroom	Replace 10 LF of damaged door frame trim
	Replace damaged 71" X 60" mini-blind
	Repair 4" hole on door
	Repair 4" hole on wall
	Replace the two missing 15" X 80" bi-fold doors
	Replace damaged 34" X 31" window screen
2 nd bedroom	Replace damaged 34" X 80" door
	Replace the two damaged 32" X 30" window screens
	Replace 7 LF of door frame trim
	Repair 4" and 1" holes on wall
	Replace broken outlet plate

	Replace missing 59" X 36" mini-blind
3 rd bedroom	Repair 6" hole on wall
	Replace damaged 34" X 80" door
	Replace missing 59" X 36" mini-blind
	Replace damaged 56" sliding doors
	Replace 28-3/8" X 33-3/4" cracked window pane

SCOPE OF WORK FOR 501 OP Schnabel
1 BDR 09/16/10

Location	
Exterior	Clean back balcony area
Interior	Paint/clean entire house/apartment Trash out (bid for removal from property) Remove and clean all blinds thru out unit and re-install Strip/wax floor with machine in kitchen area Install 140 lf cove base after carpet replacement
Garage	N/A
W/H room	N/A
Storage room	Clean and paint
Front door	Clean paint
Front screen door	Clean paint/ repair screen
Side door	N/A
A/C room	Clean Paint, replace filter
Kitchen	Clean the refrigerator, and stove, replace drip pans Replace hot water stem
Laundry room	N/A
Hallway	
Bathroom	
Living room	Replace two blinds
1 st bedroom	Install alarm Cable cover Install missing vertical slats
Dinning room	Replace 1 blind

**SCOPE OF WORK FOR 231 OP Schnabel
1 BDR 09/16/10**

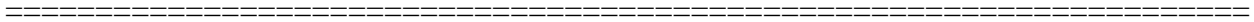
Location	
Exterior	Clean back balcony area
Interior	Paint/clean entire house/apartment
	Trash out (bid for removal from property)
	Remove and clean all blinds thru out unit and re-install
	Strip/wax floor with machine
Garage	N/A
W/H room	N/A
Storage room	Clean and paint/remove clips on wall
Front door	Clean paint
Front screen door	Clean paint/ repair screen
Side door	N/A
A/C room	Clean Paint, replace filter
Kitchen	Clean the refrigerator, and stove, replace drip pans
	Varnish 12 lf base cabinets
	Reinstall cove base
Laundry room	N/A
Hallway	Battery for alarm
Bathroom	Remove install same commode/replace wax bowl and commode seat
	Remove tile/repair 16 sqft subfloor
	Replace 16 sqft underlayment/re-nail existing underlayment
	Install 30 sqft commercial linoleum
	Replace lavatory sink
	Install same lavatory faucet Install all associated piping
Living room	
1 st bedroom	Replace privacy door knob
2 nd bedroom	

SCOPE OF WORK FOR 407 Victoria Plaza
1 BDR 09/16/10

Location	
Exterior	
Interior	Paint/clean entire house/apartment
	Install 6 blinds
	Replace 400 sqft VCT/ remove replace 65 lf covebase
	wax floor with machine
Garage	N/A
W/H room	N/A
Storage room	N/A
Front door	Clean paint
Front screen door	Clean paint
Side door	N/A
A/C room	N/A
Kitchen	Clean the refrigerator, and stove, replace drip pans
	Remove shelf from cabinet/closet
	Resurface 6 lf countertop
	Sand /prime/ paint 8 lf cabinets
Laundry room	N/A
Hallway	
Bathroom	Replace shower head and commode seat
	Remove shower door and mortar floor area
	Caulk around shower
	Sand prime paint shower stool
	Paint medicine cabinet
	Remove shower rod
	Install toilet paper holder
Living room	
1 st bedroom	Install 2 outlet covers
2 nd bedroom	

**SCOPE OF WORK FOR Westway Apartment_1704-
3Bdrm 09 /16 /2010**

Location	
Exterior	Power wash front porch
Interior	Trash out ,clean and paint
	Replace doorstops throughout unit (11)
Garage	N/A
W/H room	clean
Storage room	N/A
Front door	
Back door	N/A
Side door	N/A
A/C room	Clean
Kitchen	Clean and paint, clean stove and refrigerator, replace range hood filter
Laundry room	Clean and paint,
Stairway	N/A
Hallway	Clean and paint,
Hallway bathroom	Clean and paint, replace toilet, seat,replace shower head, recaulk all caulked surfaces clean tub and toilet
Master bathroom	Clean and paint, recaulk all caulked surfaces, replace toilet seat, replace shower head
Living room	Repair gouge in wall 8" X 2", Replace mini blind repair all nail holes, Clean and paint
1 st bedroom	Repair gouge in wall 2' X 6", repair bi-fold door,replace miniblindClean and paint
2 nd bedroom	Repair gouge (2) 6" X6",replace mini blind, Clean and paint
3 rd bedroom	Repair gouge 10" X 10"
4 th bedroom	
5 th bedroom	
Screens	



Flooring	Strip and wax

**SCOPE OF WORK FOR 127 Earl apt 101 Glean park 2-br
09/16/2010**

Location	Glean Park APT.
Interior	Paint/clean entire house/apartment
Living room	Apply 4 SF of texture
	24inchx 24inch drywall

ATTACHMENT D

W-9 FORM

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.